**CREATE USER PROFILE**

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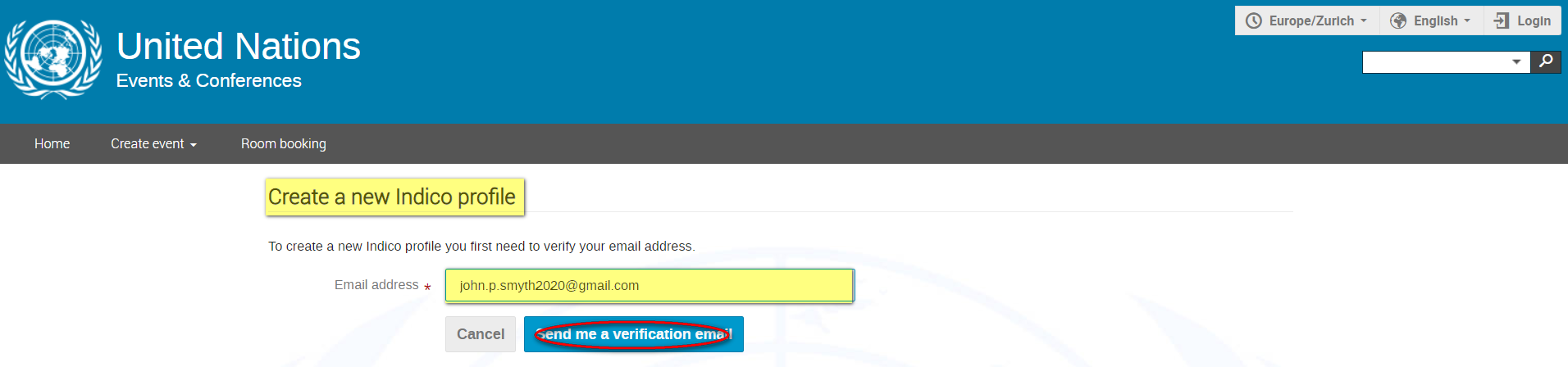
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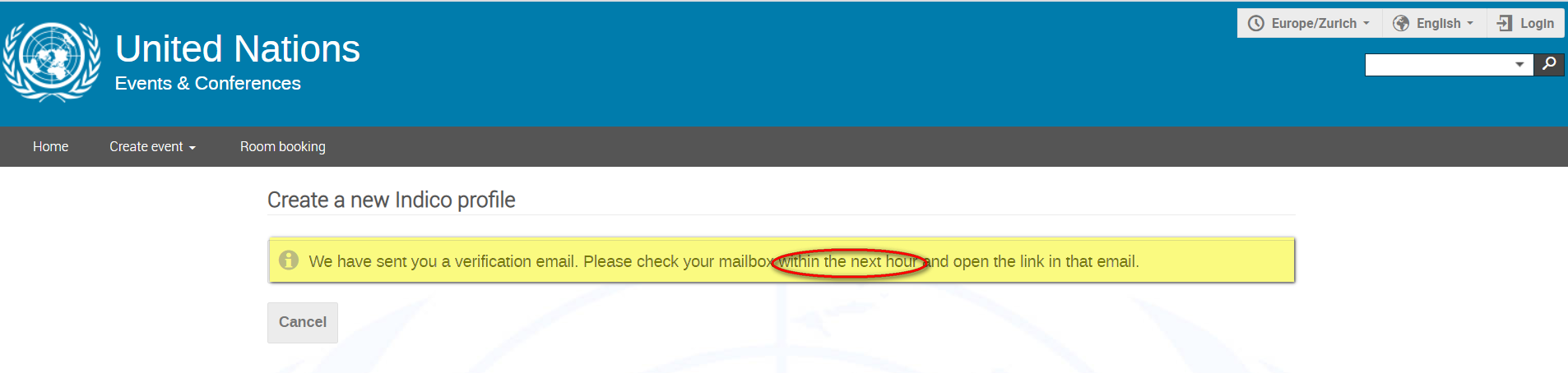
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# STEP 1: Validate my eMail Address

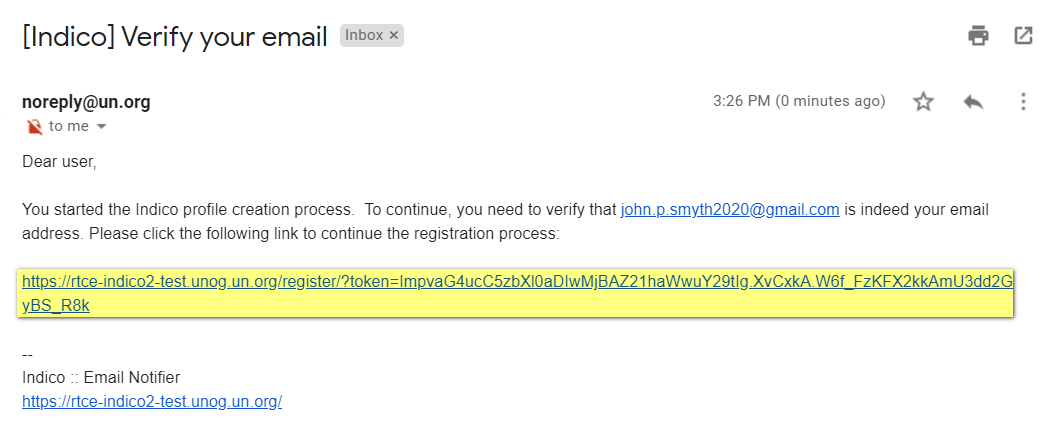
* Go to xxxxxx and enter your email address in the **Email address** field.
* Click **Send me a verification email**.



* A message appears on-screen - you have **1 hour** within which to go to your email account and find the Indico verification email.

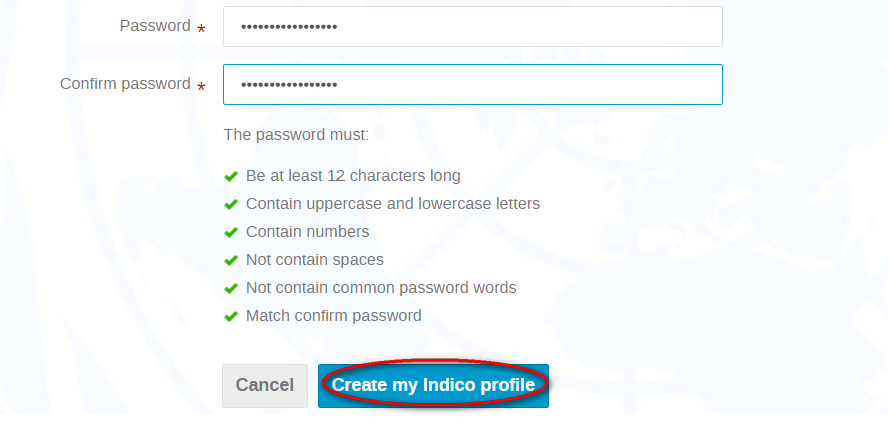
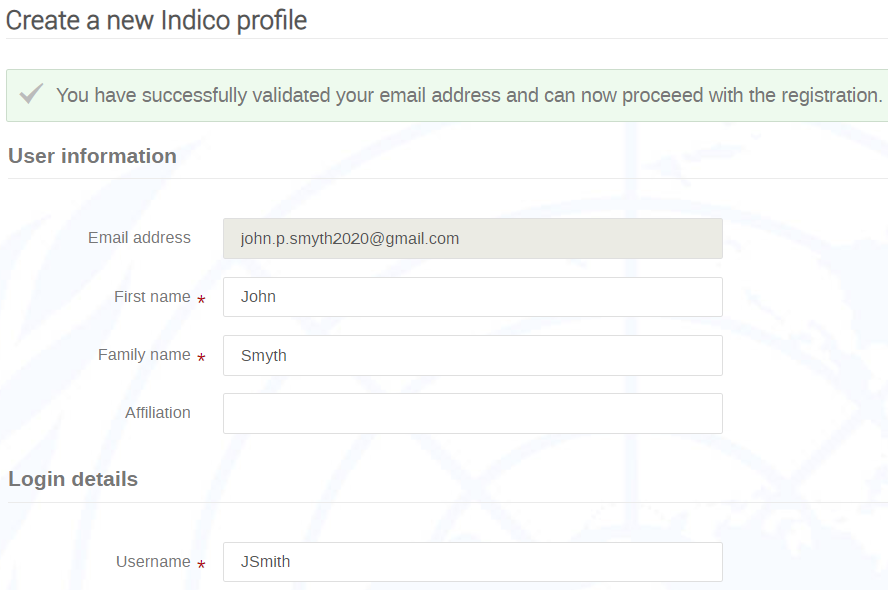


* In the message click the email verification link.



* The link directs you to the page **Create a new Indico profile.** A message appears on-screen ***You have successfully validated your email address and can now proceed with the registration***.

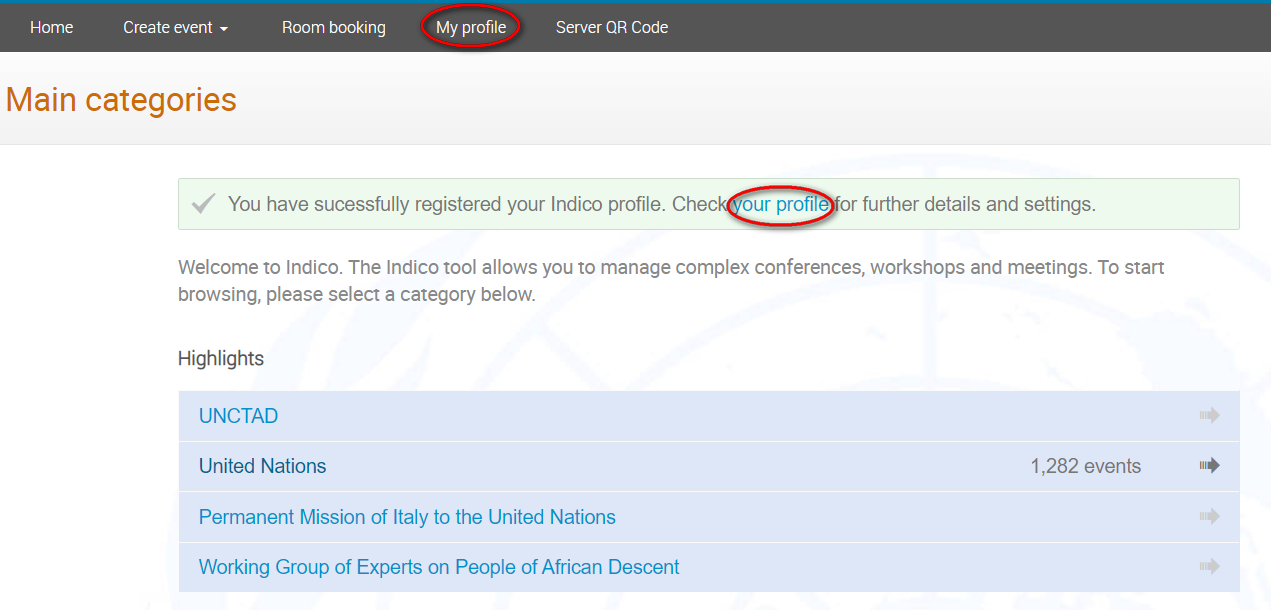
# STEP 2: Register my Indico Profile



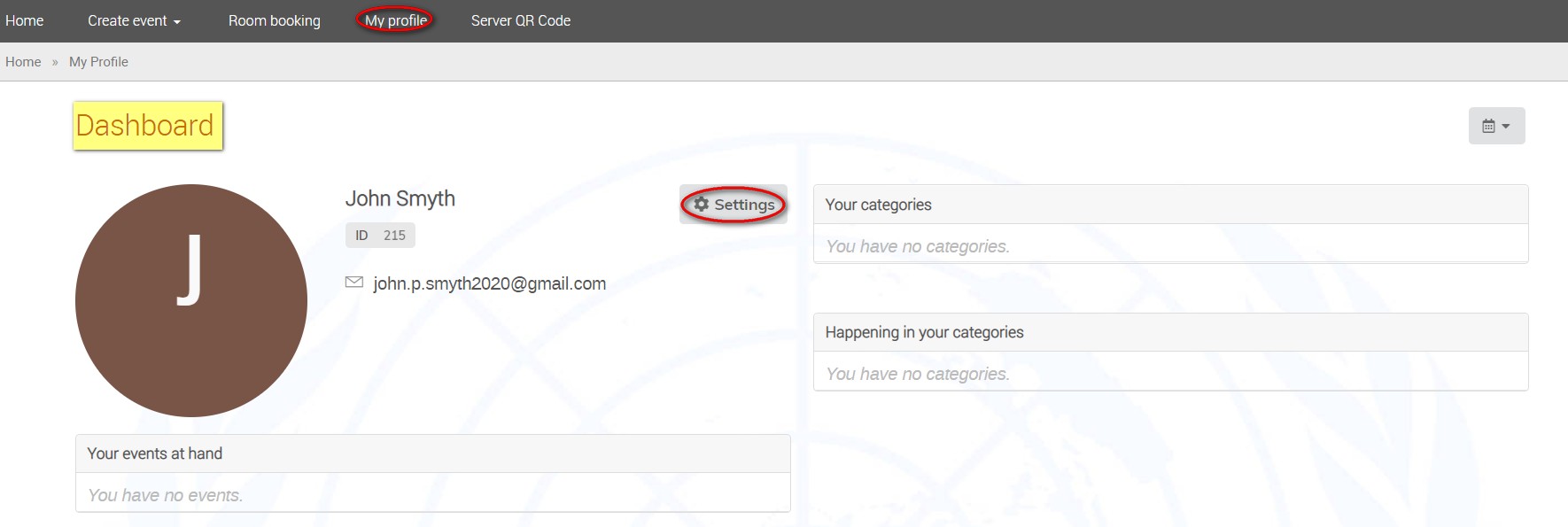
* Complete the form paying attention that:
* You pick a username that is easy to remember;
* fields marked \* are mandatory;
* you **must achieve 6 green check marks**  ✓ when setting your password.
* Click **Create my Indico profile** when finished.
* A message appears on-screen ***You have successfully registered your Indico profile***.

# STEP 3: Add Personal Data to My Indico Profile

* After successfully registering your Indico profile, click **your profile** in the on-screen message.

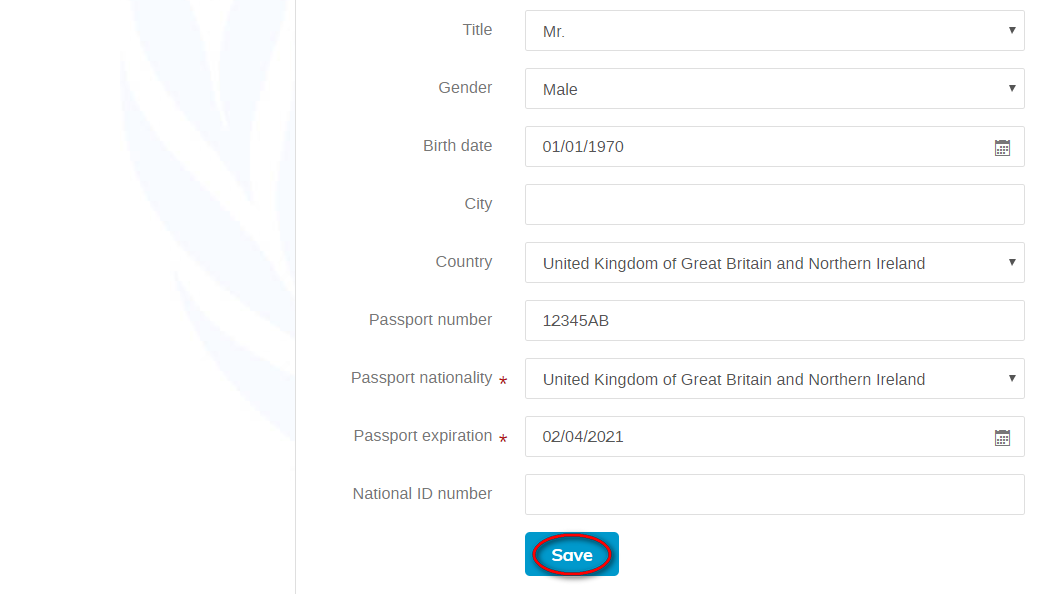
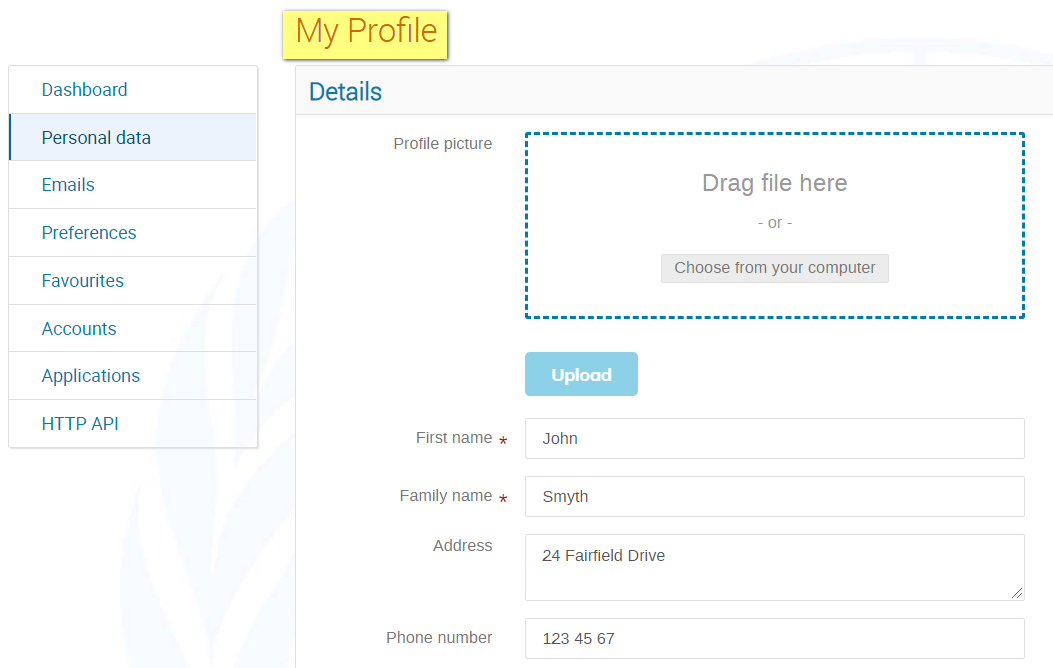


* You may also get to your profile by clicking **My profile** in the menu bar and then clicking **Settings.**



## My profile: Personal data

* Click **Personal data**. Enter your data. All fields marked \* are mandatory.
* Click **Save** when finished.

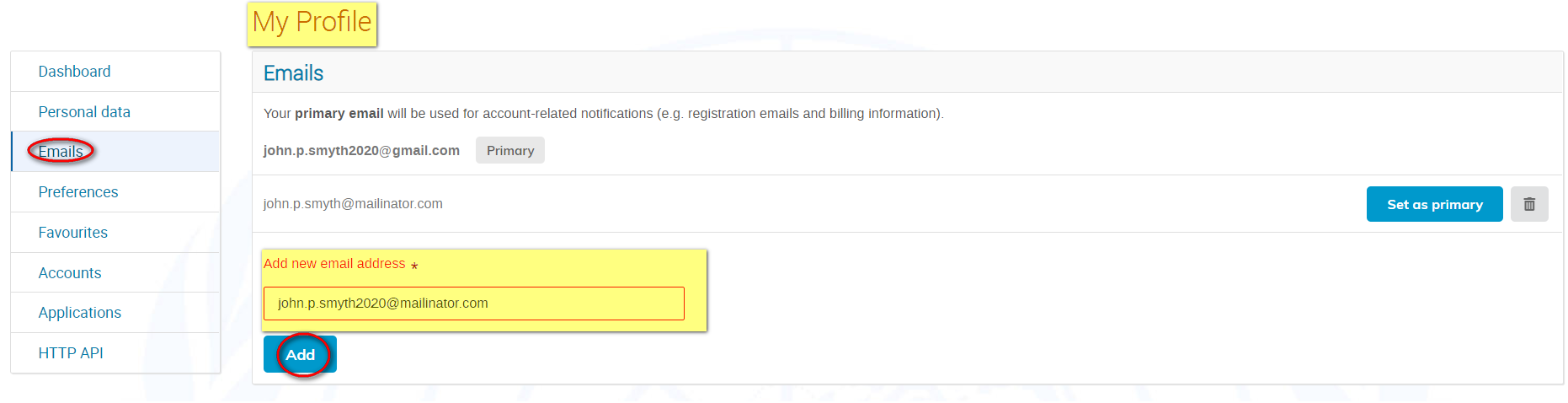


## My profile: Emails

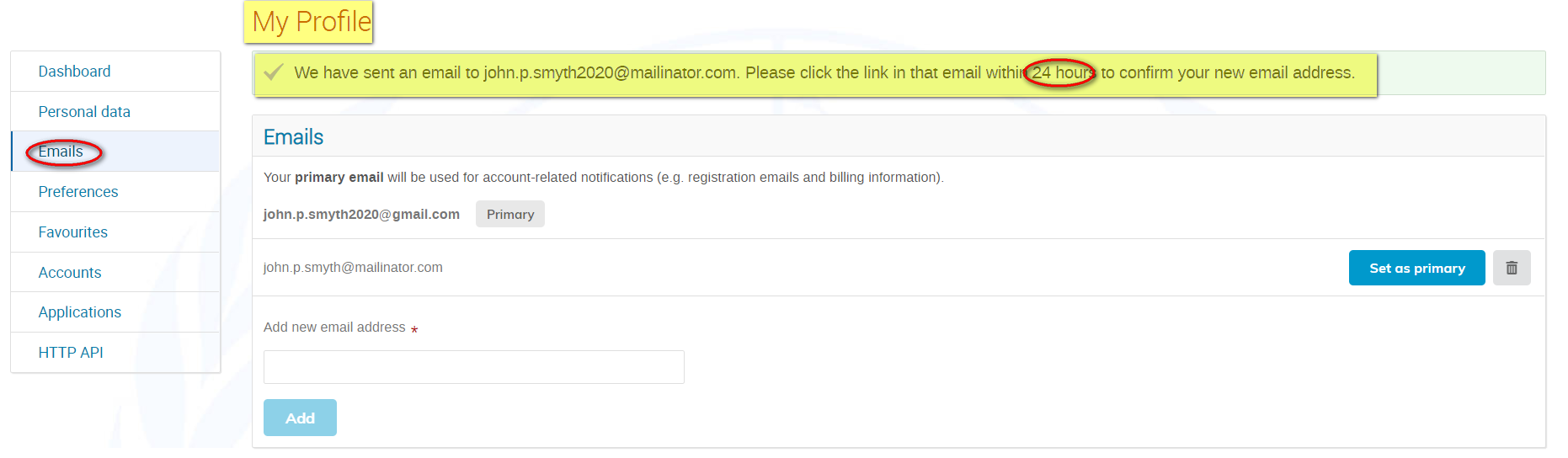
The email address used **when creating the Indico account** is by default the **PRIMARY** email to which all your notifications from Indico are sent.

### Add an additional email address

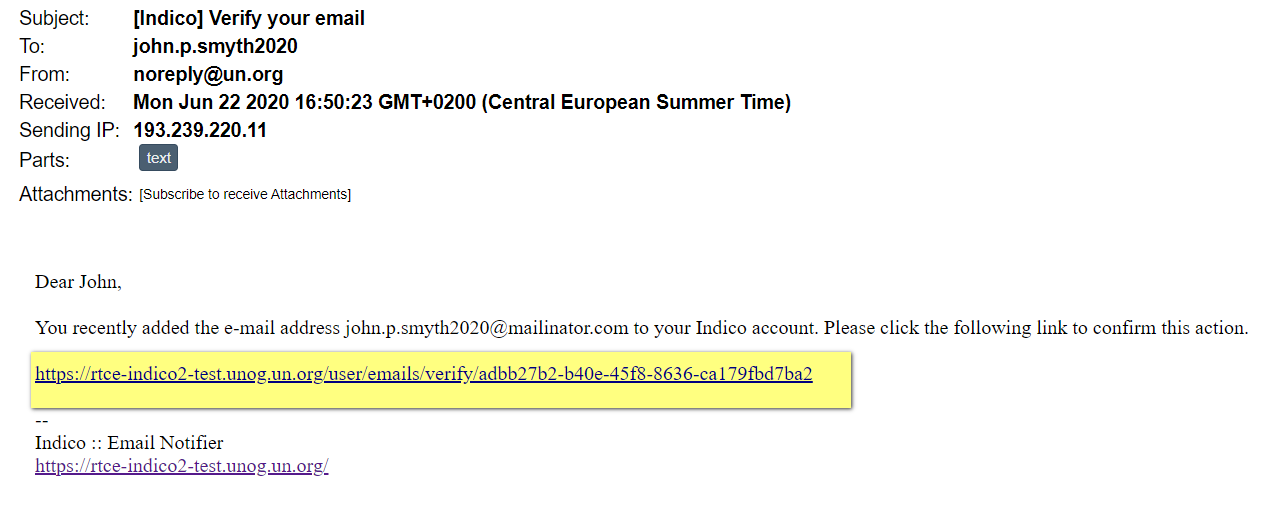
* Click **Emails.**
* Enter a new email address in the **Add new email address** field.
* Click **Add**.



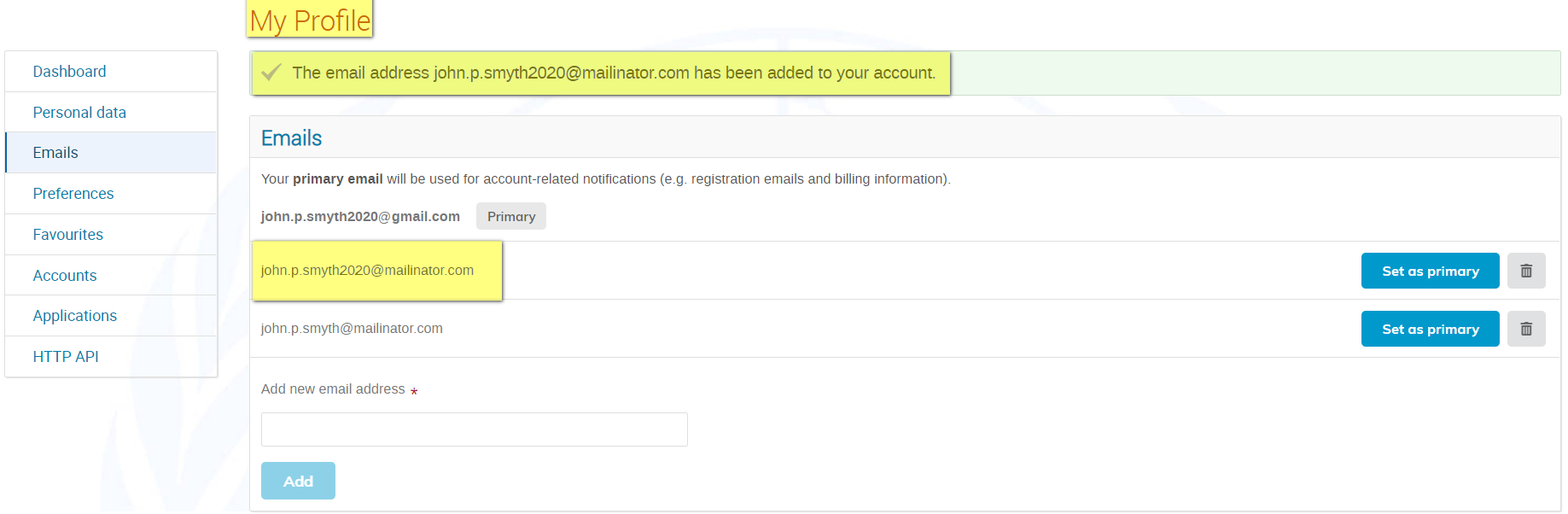
* A message appears on-screen telling you that you have **24hrs** to confirm the additional email address as yours.



* To confirm the additional email as yours, click the link in an email you receive from Indico.

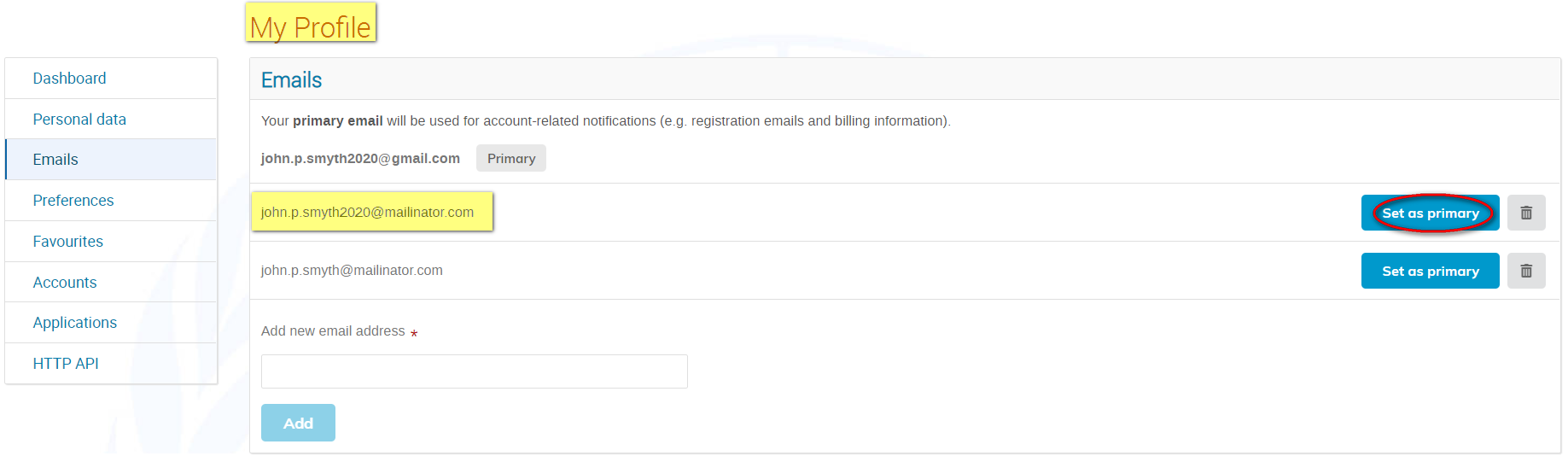


* A confirmation message appears on-screen confirming the email address has been added to your account.

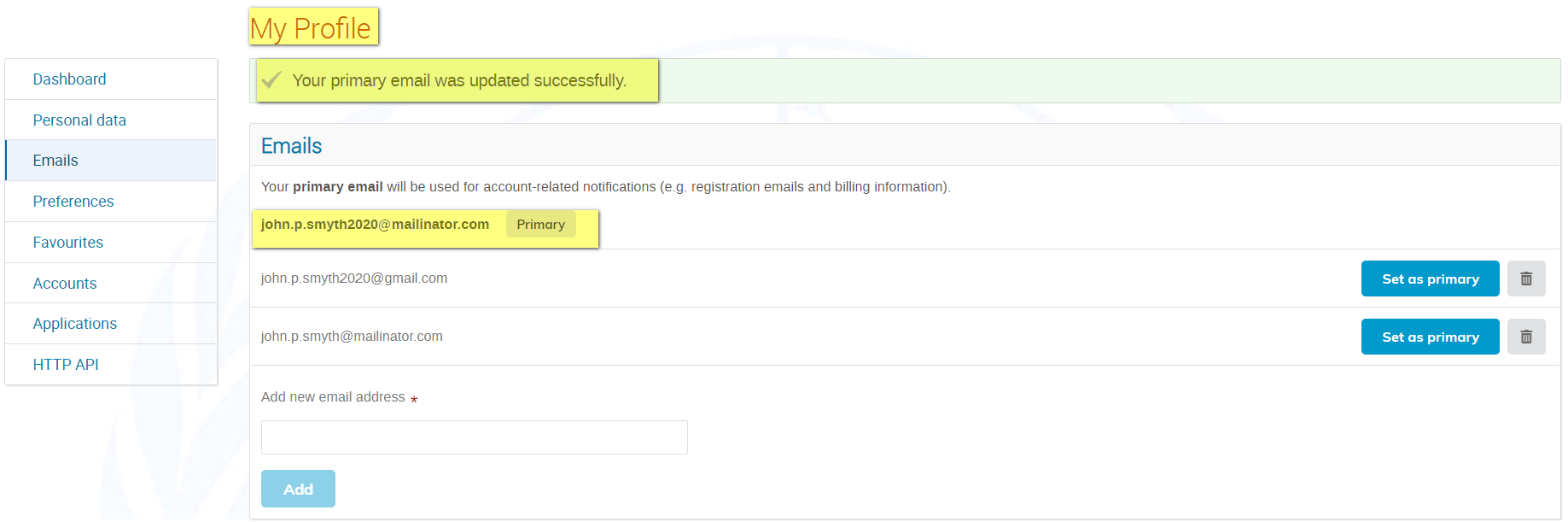


### Set a new primary email address

* Click **Set as primary** beside the email address you want to switch to.



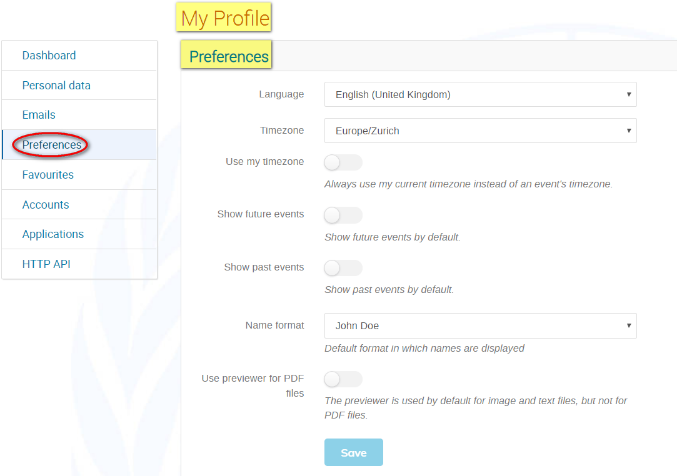
* A message appears on-screen confirming that the primary email has been updated successfully.



* Use  to remove unwanted email addresses on your profile.

## My profile: Preferences

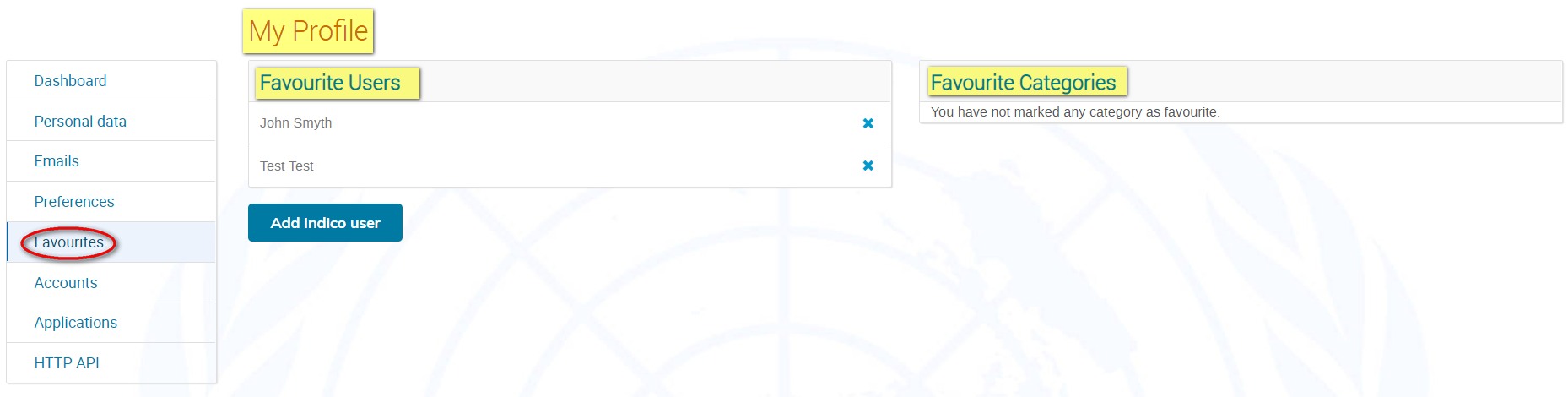
Under Preferences, you can:

* Select your display language.
* Set your timezone.
* Elect to have events displayed according to your timezone and not that of the events.
* Elect to have future events displayed by default.
* Elect to have past events displayed by default.
* Determine the format names are displayed of persons.
* Use previewer for PDF (not sure).

## My profile: Favourites

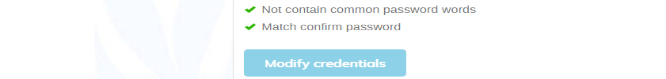
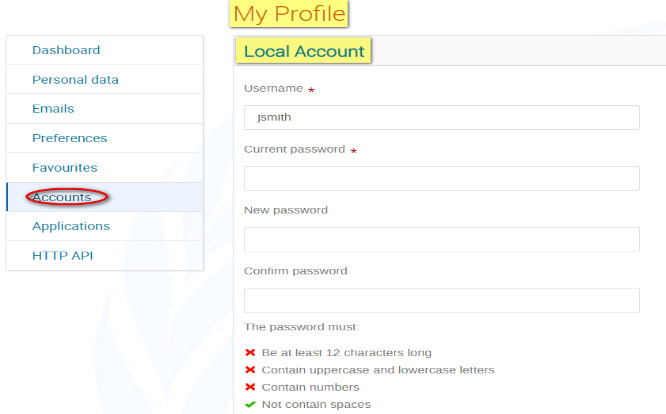
Under Favourites, you can:

* Search for other Indico users and add them to a favourite users list.
* Bookmark your favourite categories (i.e. entities) for easy navigation to their event pages.



## My profile: Accounts (change password)

* The fields marked \* are mandatory.



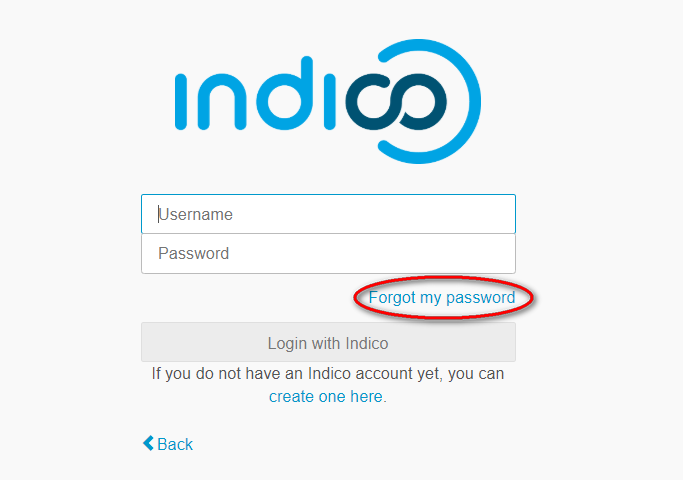
* Ensure that you achieve 6 green check marks **✓** when setting the password.
* Click **Modify credentials** to save.

# Update my Personal Data

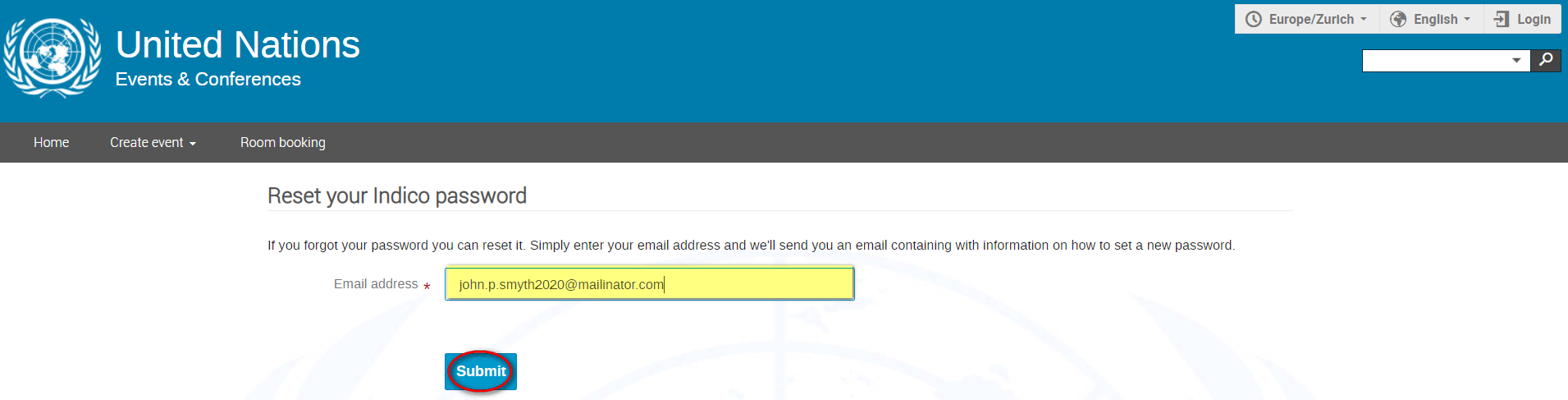
(problems with Indico and can’t test this)

# Forgotten Password

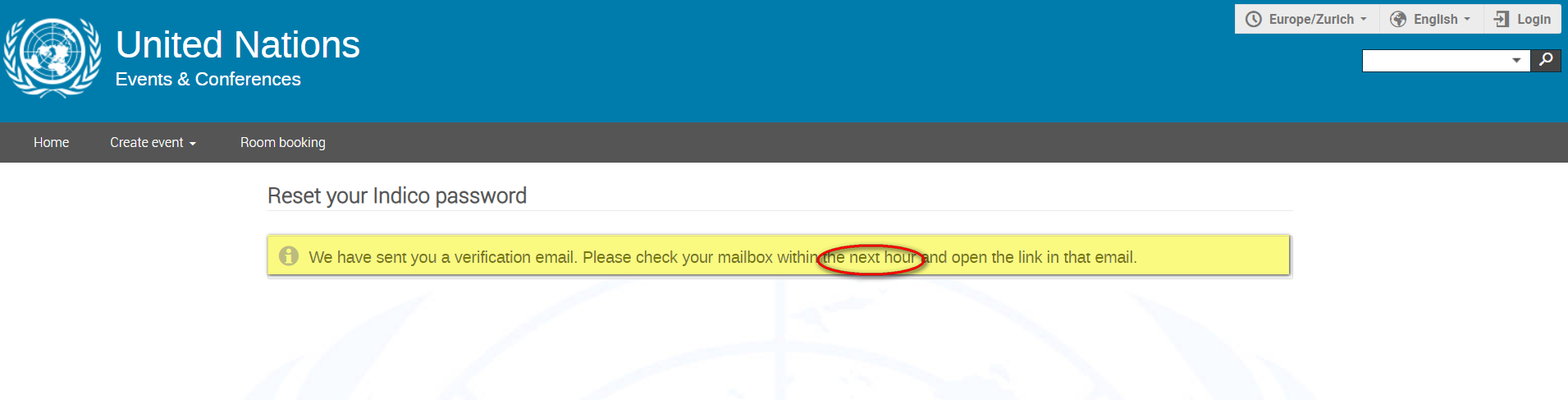
* Click **Forgot my password** on the log in page.



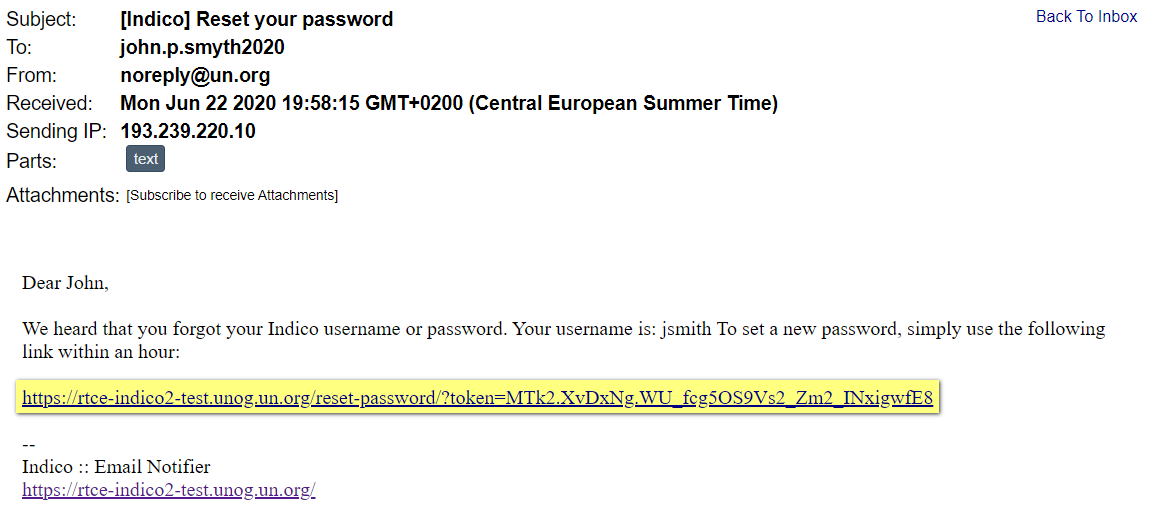
* Enter your email address in the Email address field.
* Click **Submit.**

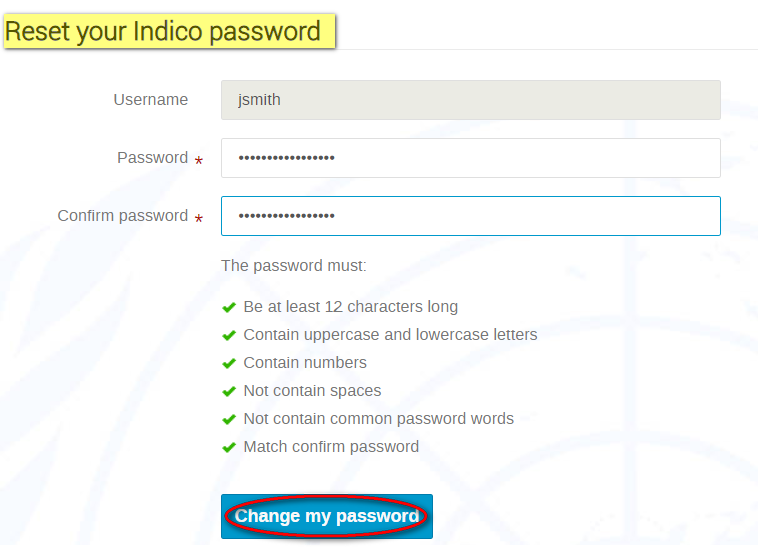


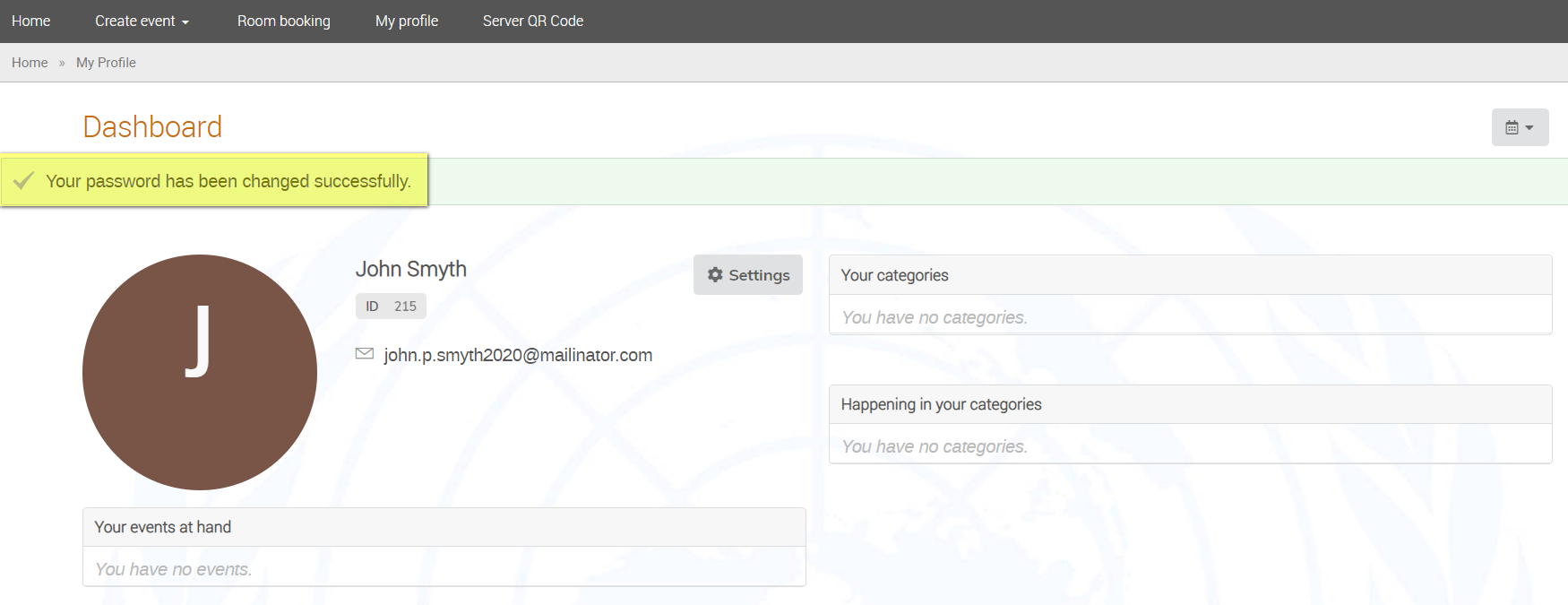
* A message appears on-screen – you have **1 hr.** to check your email account for a password reset email from Indico.



* Click the link in the email.



* Upon being redirected back to Indico, enter a new password and ensure you achieve 6 green check marks **✓.**
* Click **Change my password.**
* Your dashboard opens with an on-screen message confirming that the password has been changed successfully.



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