# Create and activate an Indico account

## Create an Account

* Navigate to <https://indico.un.org/user/login> and click **create a new account**.



* The below screen appears. Complete all fields marked \*. They are mandatory.



* The email address entered serves as the user ID for the newly created account.
* Ensure that **all** **6** criteria for establishing a password are met – **you should achieve 6 green check marks** ✓ (*If the criteria for setting the password is not visible, it is probably due to an incompatible browser being used - switch to Chrome or Firefox*).
* Solve the math sum under **ARE YOU HUMAN?** and click **confirm**.
* A message appears on-screen (sample below) confirming the successful creation of the account and advising you to check your email to activate the account.



## Activate an Indico Account

* In your in box, find the Indico account activation email from noreply.accreditations@unog.ch – it will feature the following text in the subject line “*Accreditation account confirmation*”.
* Open the email and click the activation link.
* A message appears on-screen (sample below) confirming the account is activated.



* Proceed to log in to Indico – click either **Login** (top-right corner of the screen) or **Click HERE to Register for this Conference**.

## No Activation eMail Received

* If you fail to find the activation email, check your Spam or Junk folder. Alternatively, click the **Re-send account activation Email** link on the Indico log in page, enter the email address under which you created your Indico account and click **Send account Activation Email**. Check your email account again.
* Failing that, send an email to support.accreditation@un.org

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