

**INDICO**

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Create and Activate an Account /   
Edit Profile, eMail, Password

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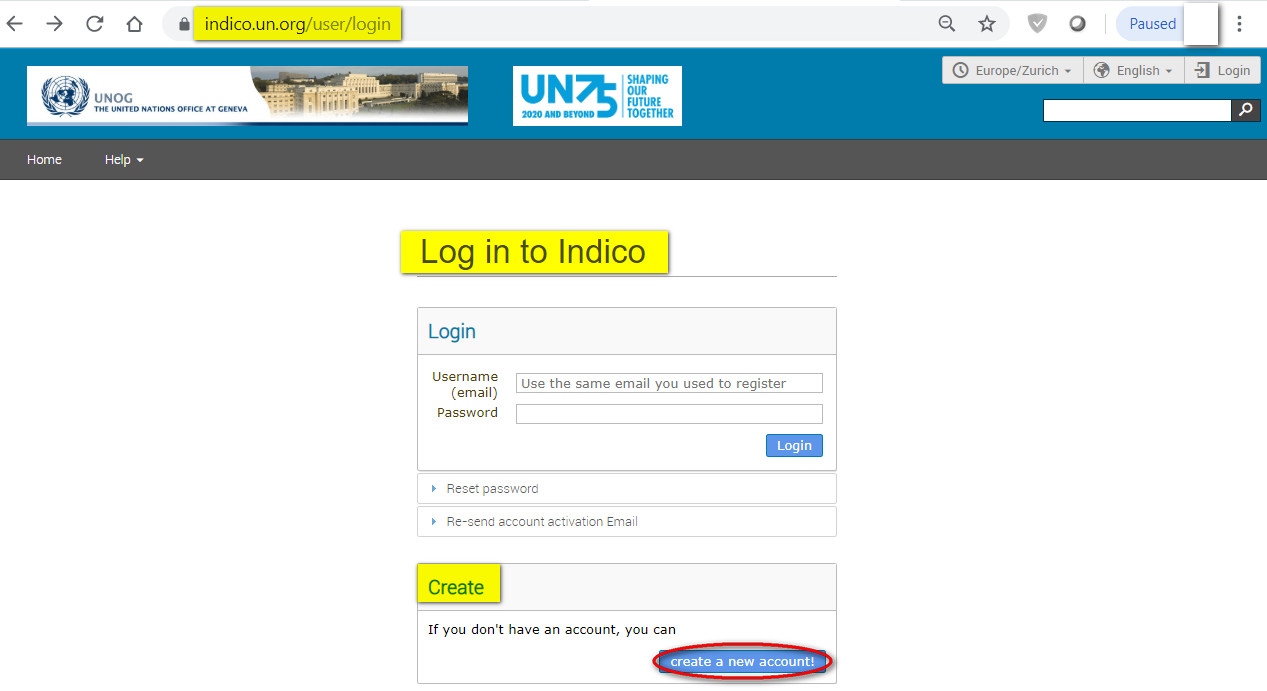
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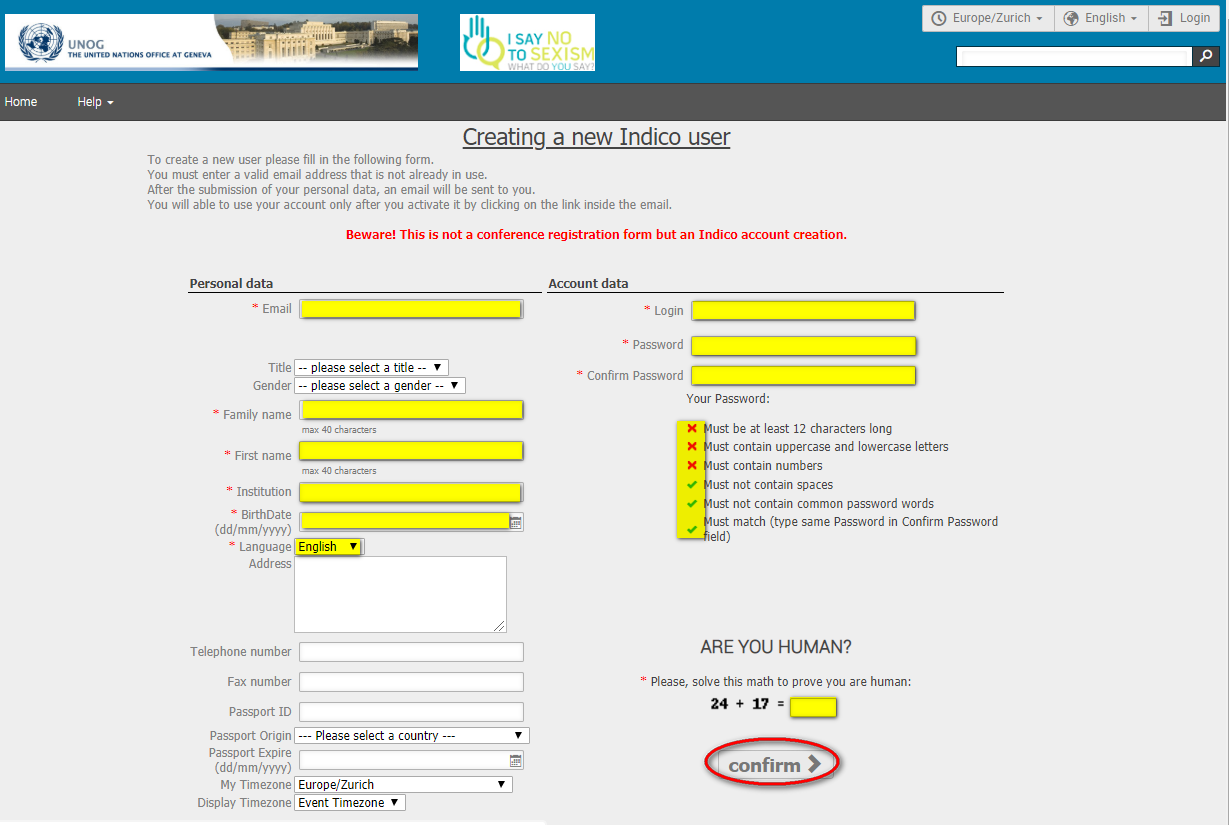
**KEY POINTS TO REMEMBER**

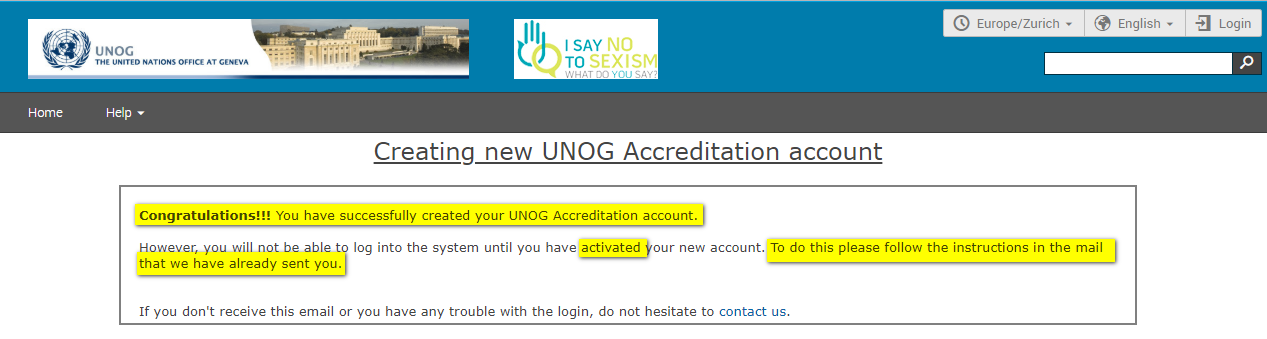
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| Industrial Safety, Signal, Symbol, Attention, Signals | WHY CREATE AN INDICO ACCOUNT?  An Indico account is required in order to register for events managed in Indico. |
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| Industrial Safety, Signal, Symbol, Attention, Signals | BROWSER COMPATIBILITY  Indico performs better with the following browsers:  Firefox – Chrome |
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| Industrial Safety, Signal, Symbol, Attention, Signals | PASSPORT / ID CARD  Have passport/ID card to hand while completing an Indico profile. Personal data must correspond with details contained in passports/on ID cards. |
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| Industrial Safety, Signal, Symbol, Attention, Signals | PICTURE  When submitting a registration form, upload a recent picture to it from your hard drive or take one with a webcam if your PC has a lens (registration forms contain an active camera function). A guide on picture standards is available. |
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| Industrial Safety, Signal, Symbol, Attention, Signals | EMAIL ADDRESS  The email address used when creating an Indico account must not already be in use by another Indico user. Email addresses are used as a unique identifier of users. |
| Industrial Safety, Signal, Symbol, Attention, Signals | NO ACCOUNT ACTIVATION EMAIL  Before seeking assistance, check your SPAM folder or click on the resend account activation email option on the Indico log in page. |
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| Industrial Safety, Signal, Symbol, Attention, Signals | CHILDREN  Children 13 and under are not required to register in Indico for an event if they accompany an adult who is registered and approved for the event. Children 14+ must register for an event. |

## Create an Indico account

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

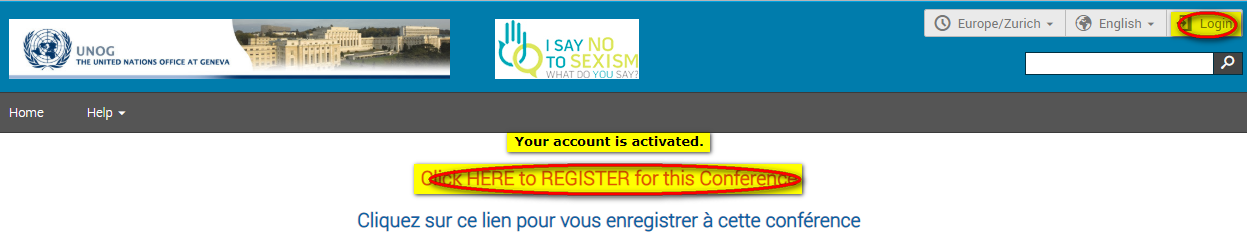


* The below screen appears.
* Complete all fields marked “\*” – they are mandatory.
* The email address entered serves as the user ID for the newly created account.
* Ensure that **all** **6** criteria for establishing a password are met – you should achieve 6 green check marks ✓ (*If the criteria for 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 confirming the successful creation of the account and advising you to check your email to activate the account.



## Activate an account

* In your in box, find the Indico account activation email – 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 confirming your account is activated.
* Proceed to log in to Indico – click **Login** (top-right corner of the screen) or on **Click HERE** on the page.

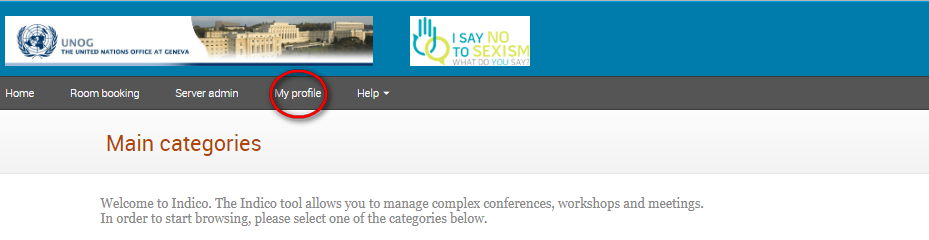
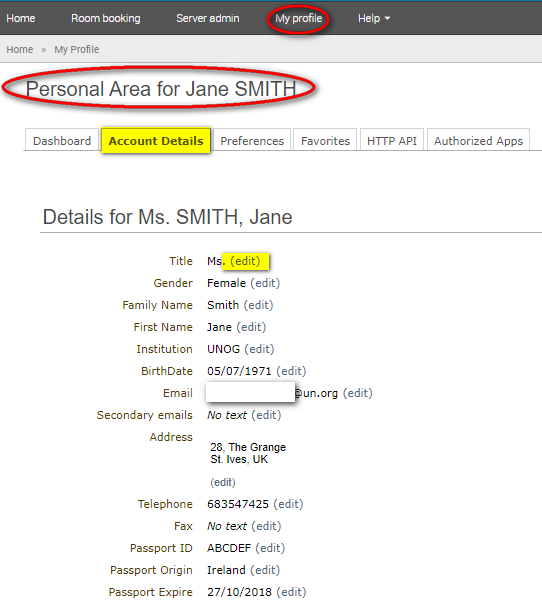


### No activation eMail received

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.

## Edit profile (incl. email)

**(Log in first)**

* Follow **My profile.**
* In the Personal Area, select the **Account Details** tab.
* Click **(edit)** beside the fields you wish to change.
* Click **Save** after each change to save the edits.

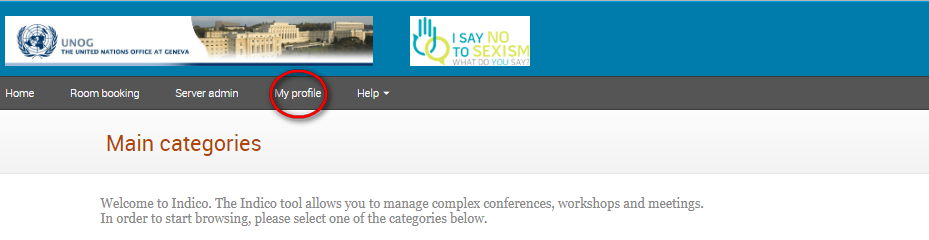
**Edit email**

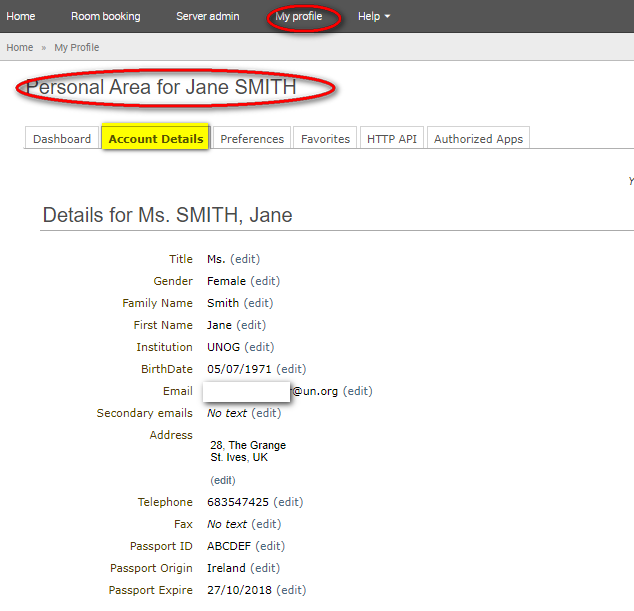
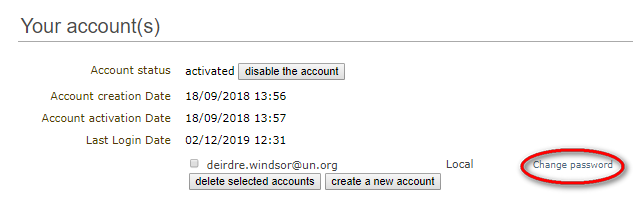
* When you update your email address, you will receive a message on-screen telling you that an email has been sent to the **new email account** to confirm the change of email.
* Log out of Indico.
* Go to the **new email account** and find the email from Indico.
* Click the link in that email to confirm the change.
* Go back to Indico to log in – use your **OLD email** address as your user iD.
* At this point the NEW email address will be registered on your account and will be your NEW user iD.

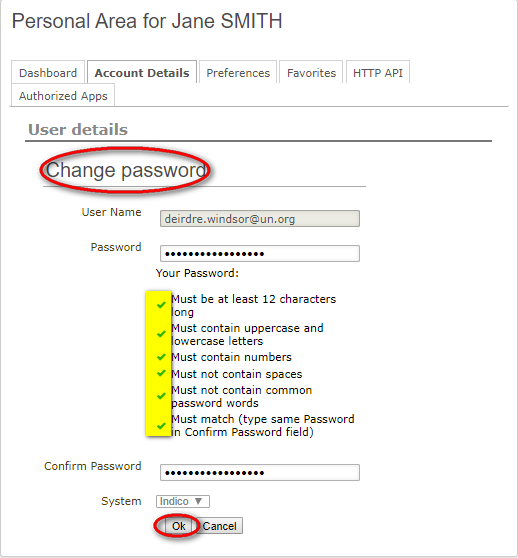
## Change password (incl. reset password)

**(Log in first)**

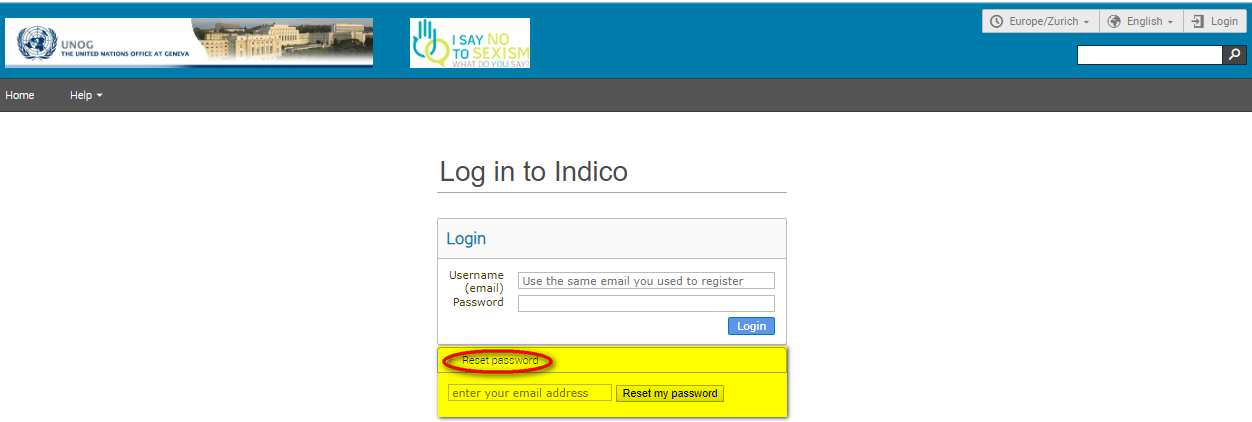
**Change password**

* Follow **My profile.**



* In the Personal Area, select the **Account Details** tab.
* Click **Change password**.
* Enter a new password applying all the 6 password criteria. You **MUST** obtain 6 green check marks = ✓
* Click **Ok**. The password is reset.

**Reset password (forgotten)**

A user who has an active account and forgotten the password may use the reset password link on the log in page to reset it. Enter the user ID/email address against which the account was created and click **Reset my password**. A message appears on-screen “*Please consult your mailbox, instructions on how to reset password have been sent to xxxxxx*”.

If the account is **not yet active**, if you click **Reset password** an account activation email is sent instead of the password reset message.

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