

V.2
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Create and Manage your User Account

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CREATE AN INDICO.UN ACCOUNT

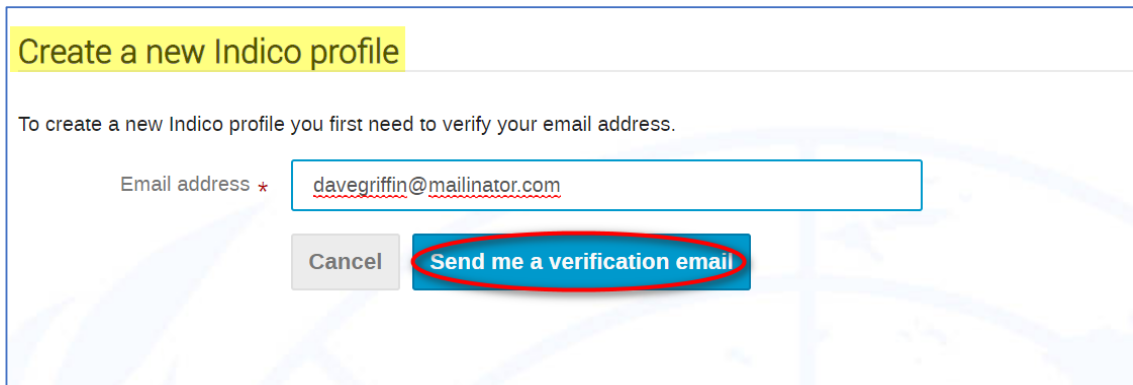
Go to <https://indico.un.org/login>.

On the Indico log in page click **create one here**.



On the **Create a new Indico profile** page enter your email address in the **Email address** field.

Click **Send me a verification email**.




A message appears on-screen:

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

You have **1 hour** to check your email account for a verification message from Indico. A link is contained in that message.

When the link is clicked a message is displayed:

 You have successfully validated your email address and can now proceed with the registration.

You also find yourself on the **Create a new Indico profile** page. On this page:

- enter your name
- create a password (achieve 6 green check marks ✓ when setting the password)
- complete the captcha
- all fields marked * are mandatory

Create a new Indico profile

User information

Email address

First name *

Family name *

Affiliation

Login details

Username *

Password *

Confirm password *

The password must:

- ✓ Be at least 12 characters long
- ✓ Contain uppercase and lowercase letters
- ✓ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✗ Match confirm password

Are you human?

$4 + 27$

Captcha *

Please solve the math problem to prove that you are human

When finished, click **Create my Indico profile**.

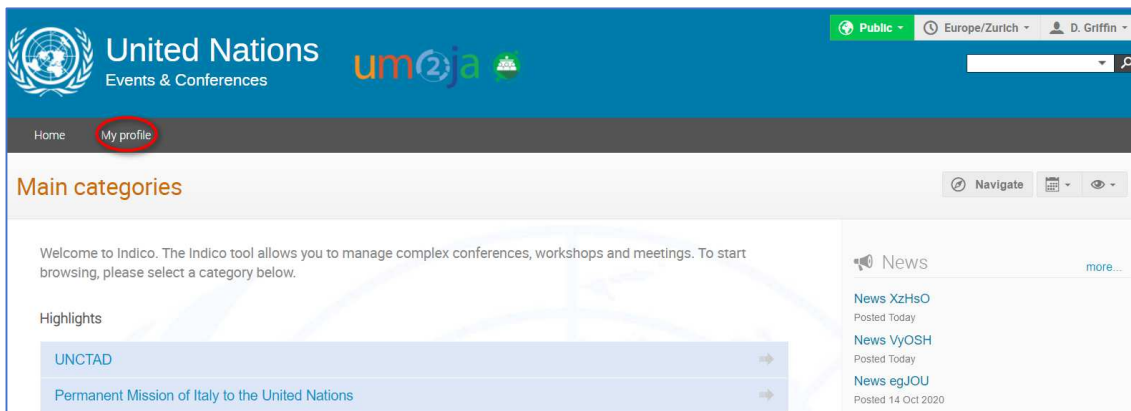
A message appears on-screen:

✓ You have successfully registered your Indico profile. Check [your profile](#) for further details and settings.

Click [your profile](#) in the message to add more personal details to your account and set preferences.

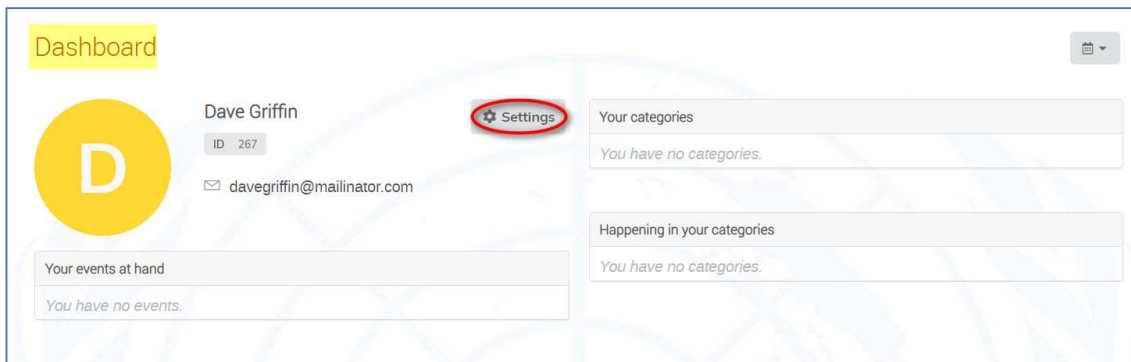
ADD OR EDIT MY PERSONAL DATA

Log in and click **My profile** in the grey navigation bar.



Your **Dashboard** opens.

Click **Settings**.



The **My Profile** window opens.

Under **Details** enter your data. (Please bear in mind that any personal data added to your profile will appear automatically on registration forms if fields mirroring that personal data are included.)

All fields marked * are mandatory.

My Profile

Dashboard

Personal data

Emails

Preferences

Favourites

Accounts

Details

Profile picture

Drag file here

- or -

Choose from your computer

Upload

First name *

Family name *

Address

Phone number

Title ▼

Gender ▼

Birth date

City

Country ▼

Passport number

Passport nationality * ▼

Passport expiration *

National ID number

Save

Click **Save** when finished.

A confirmation message appears on-screen:

✓ Your personal data was successfully updated.

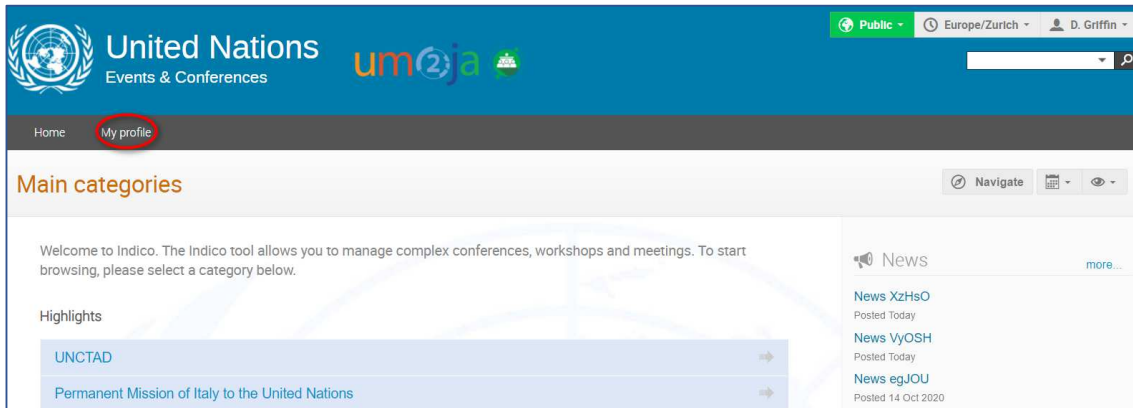
MANAGE EMAILS ON MY ACCOUNT

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

In managing email addresses on your account, you may:

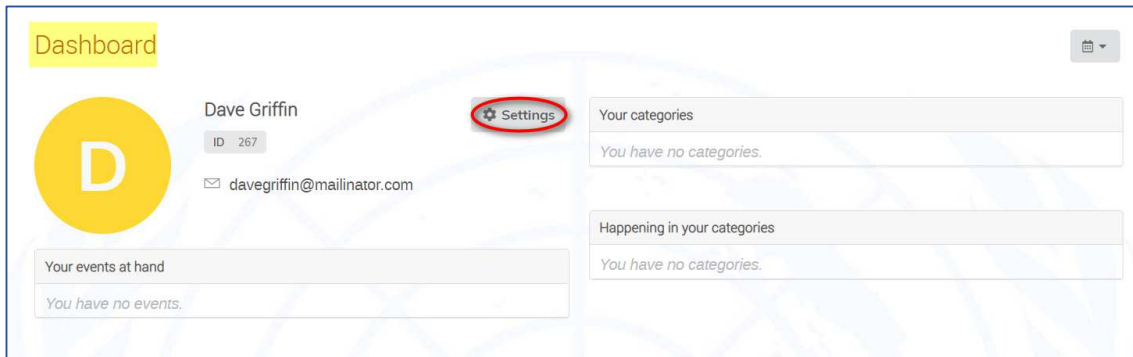
- add other addresses to your account
- reset your primary address (NOTE: in doing so, the username for log in will also change accordingly)

Log in and click **My profile** in the grey navigation bar.



Your **Dashboard** opens.

Click **Settings**.

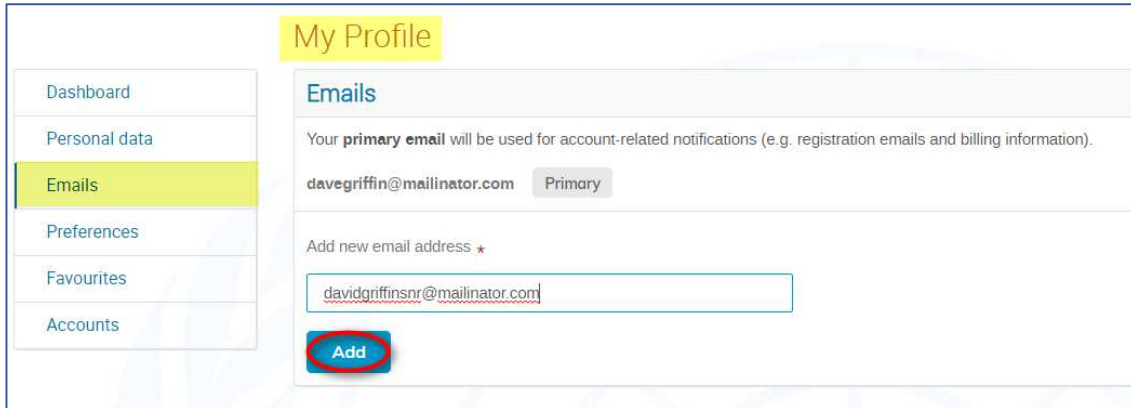


ADD AN ADDITIONAL EMAIL ADDRESS

Click **Emails** on the menu on the left.

In the **Emails** window enter a new email address in the **Add new email** address field.

Click **Add**.



A message appears on-screen:

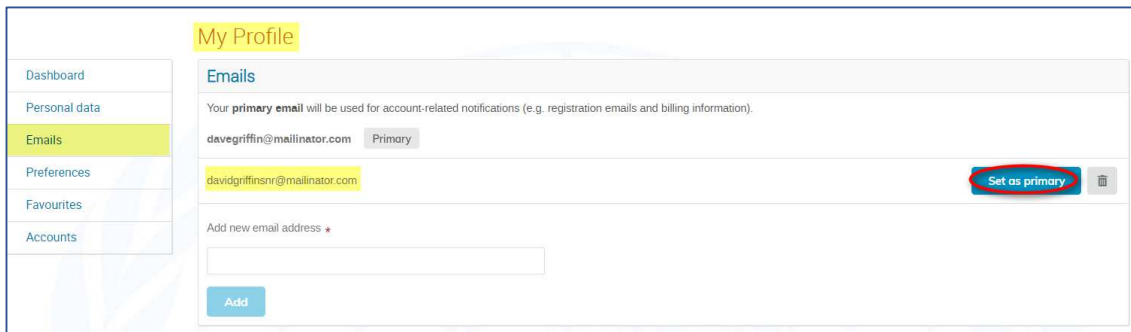
✓ We have sent an email to davidgriffinsnr@mailinator.com. Please click the link in that email within 24 hours to confirm your new email address.

You have **24hrs** to confirm the new email address. When the link in the email is clicked a message appears on-screen:

✓ The email address mrgriffin@mailinator.com has been added to your account.

SET A NEW PRIMARY EMAIL ADDRESS

In the **Emails** window and beside the email you wish to set as the primary, click **Set as primary**.



A message appears on-screen:

✓ Your primary email was updated successfully.

The new primary email becomes the new login username.

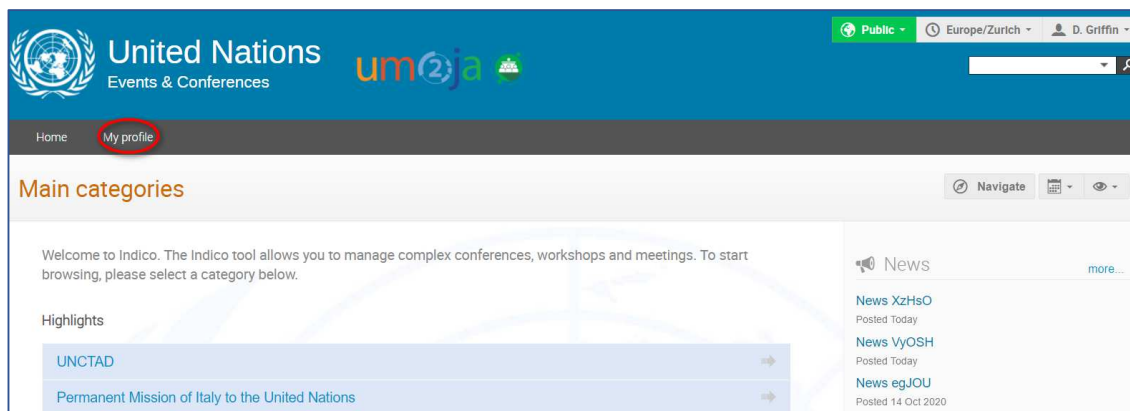
Use to remove unwanted email addresses on your profile.

SET MY ACCOUNT PREFERENCES

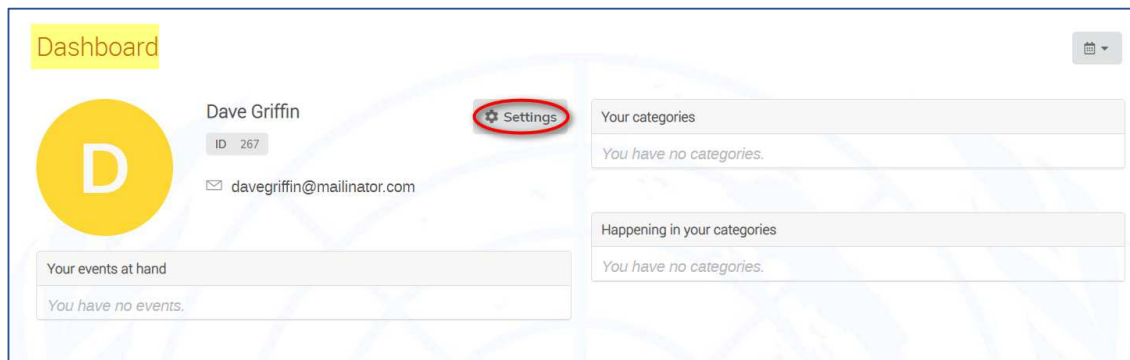
Log in and click **My profile** in the grey navigation bar.

Your **Dashboard** opens.

Log in and click **My profile** in the grey navigation bar.



Click **Settings**.



Click **Preferences** on the menu on the left.

Under **Preferences**, you can:

- Select your display language.
- Set your time zone.
- Elect to have events displayed according to your time zone 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.

Click **Save** after setting your preferences.

My Profile

Preferences

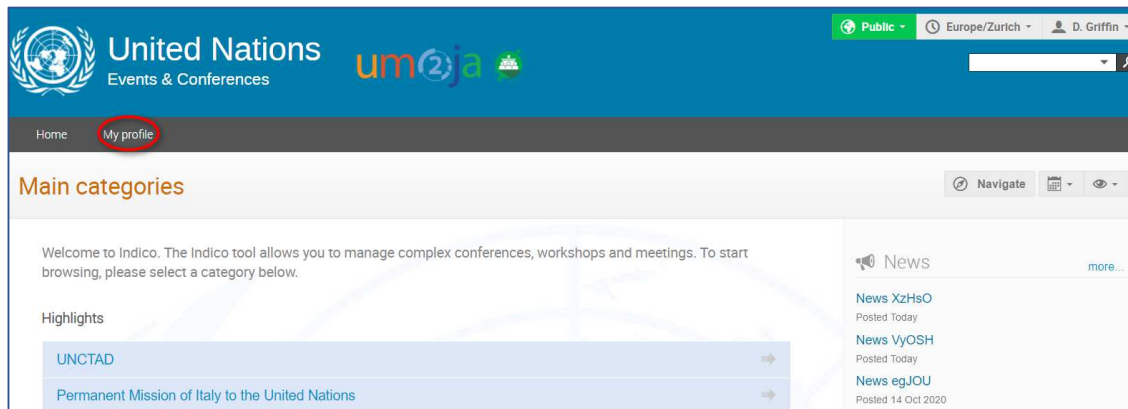
- Language: English (United Kingdom)
- Timezone: Europe/Zurich
- Use my timezone: *Always use my current timezone instead of an event's timezone.*
- Show future events: *Show future events by default.*
- Show past events: *Show past events by default.*
- Name format: John Doe *Default format in which names are displayed*
- Use previewer for PDF files: *The previewer is used by default for image and text files, but not for PDF files.*

Save

SET MY FAVOURITE USERS AND CATEGORIES

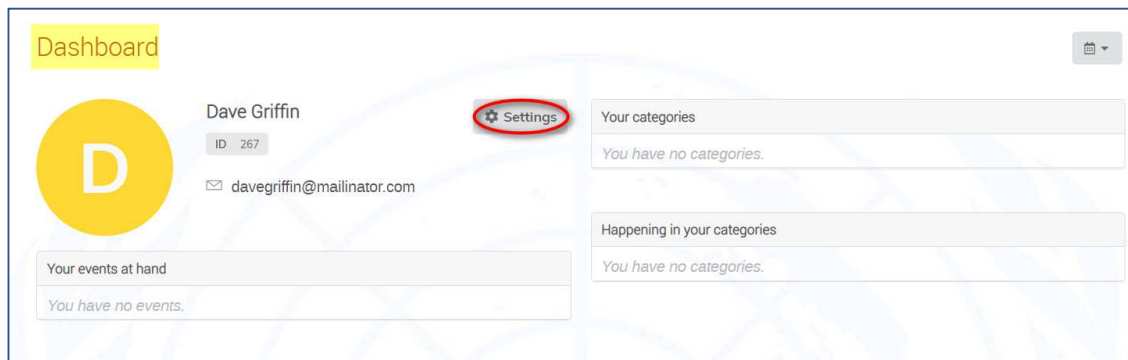
For users or categories/events you frequently refer to, you can create favourite lists.

Log in and click **My profile** in the grey navigation bar.



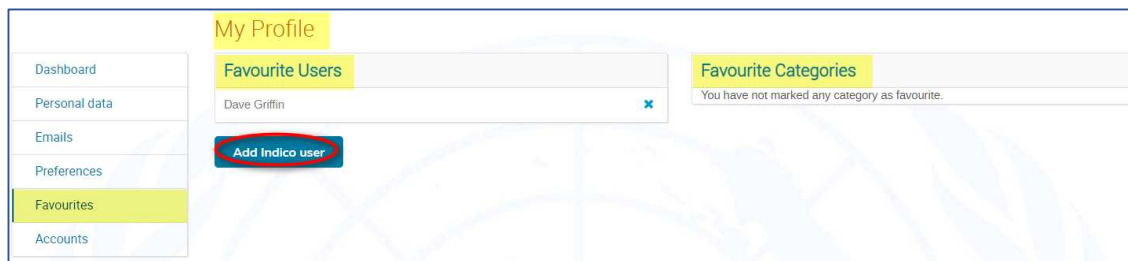
Your **Dashboard** opens.

Click **Settings**.



Click **Favourites** on the menu to the left.

Use the **Add Indico user** button to identify persons to add to your **Favourite Users** list.



To add a favourite category, do it from within the category itself using the **bookmark** feature.

Home » The Demo Organisation

The Demo Organisation

New conference ↻ Navigate ↑ Parent category 📅 👁 🔖

Some events in the list below have been hidden.

August 2020

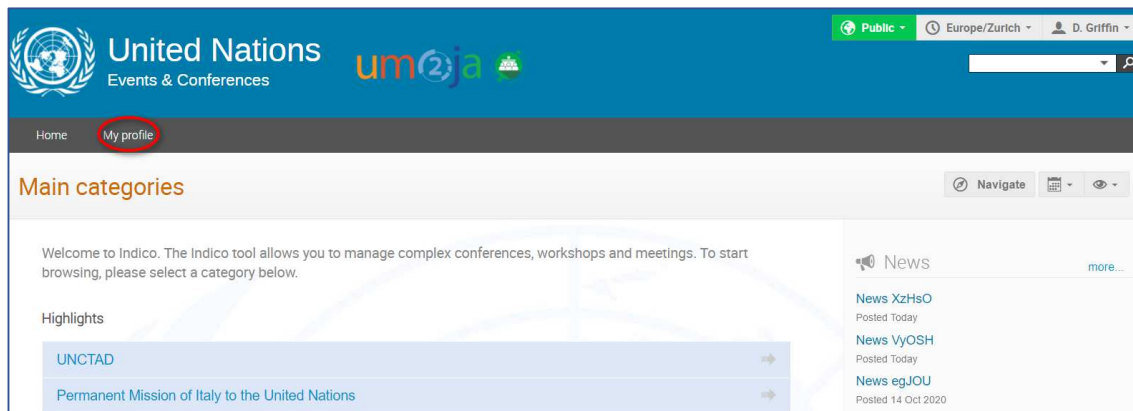
📅 27 Aug - 28 Aug [Annual General Meeting 2020](#)

Add to your favourites
This will make events in this category visible on your Dashboard.

Category Manager

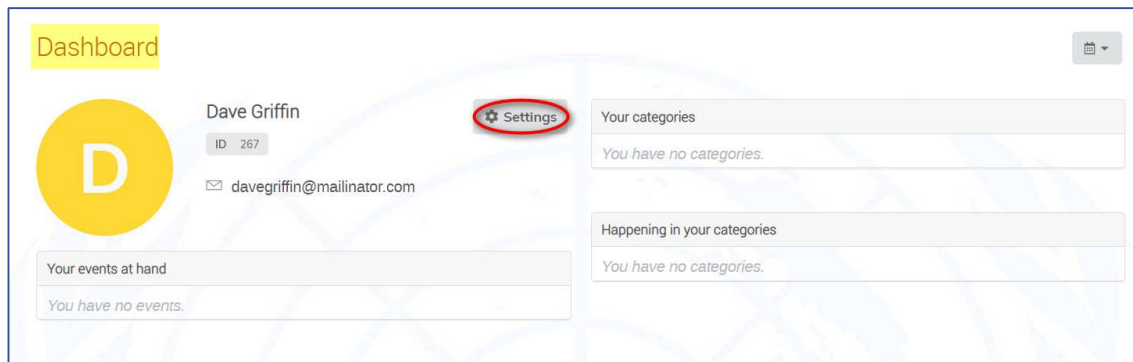
CHANGE MY PASSWORD

Log in and click **My profile** in the grey navigation bar.



Your **Dashboard** opens.

Click **Settings**.



Click **Accounts** on the menu to the left.

In the **Local Account** window, enter the current password.

Enter and confirm the new password. Ensure that you achieve 6 green check marks v.

Click **Modify credentials** to set the new password.

My Profile

Local Account

Username *

Current password *

New password

Confirm password

The password must:

- ✓ Be at least 12 characters long
- ✓ Contain uppercase and lowercase letters
- ✓ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

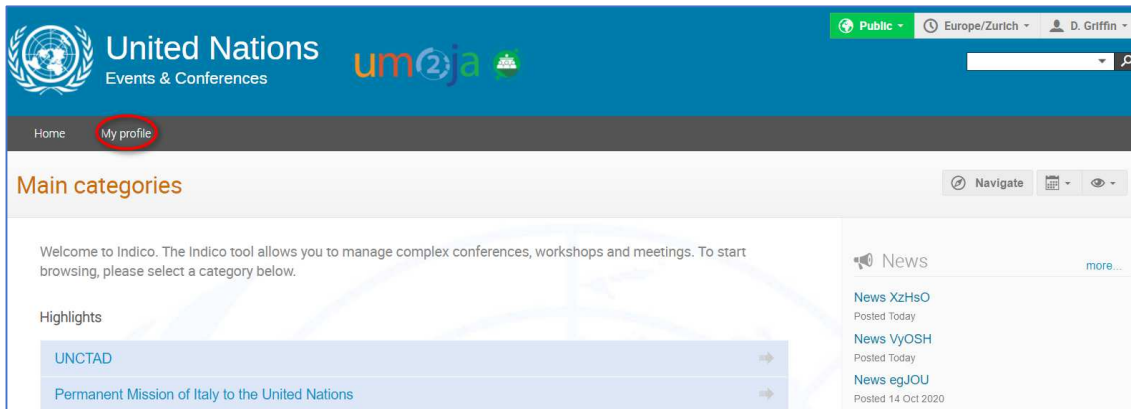
Modify credentials

A message appears on-screen:

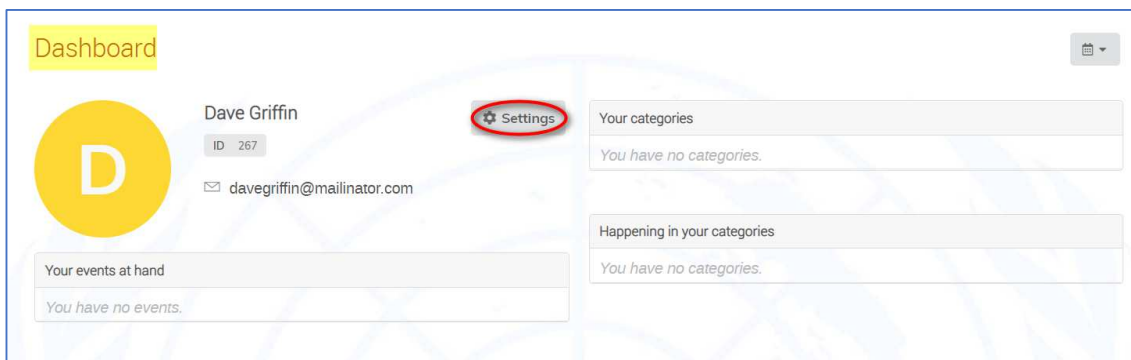
✓ Your local account credentials have been updated successfully

UPDATE ELEMENTS OF MY PROFILE

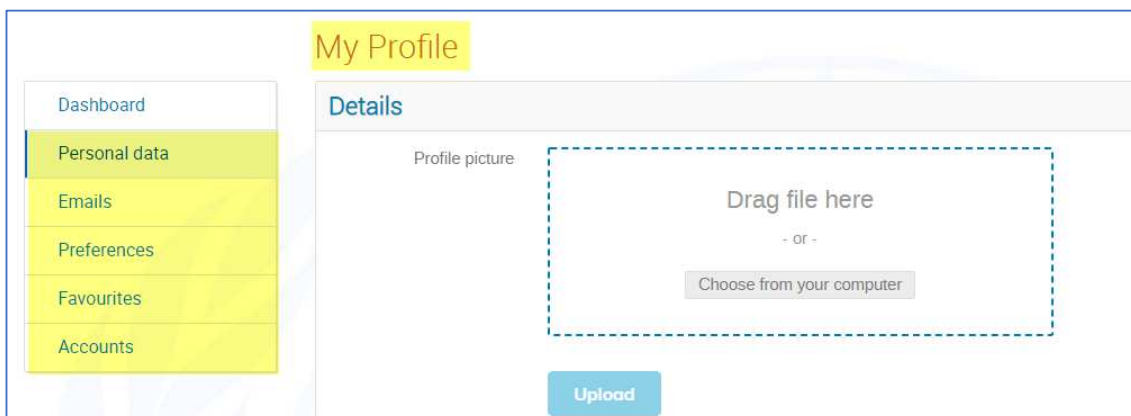
Log in to Indico and click **My profile** in the grey menu bar.



On the **Dashboard**, click **Settings**.



Make the necessary modifications to whichever parameter of your profile deemed necessary. When finished click **Save**.



FORGOT MY PASSWORD

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

The screenshot shows the Indico login interface. At the top is the Indico logo. Below it are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a link labeled 'Forgot my password', which is circled in red. Below the input fields is a 'Login with Indico' button. Underneath the button, there is a message: 'If you do not have an Indico account yet, you can [create one here](#).' At the bottom left, there is a '< Back' link.

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

Click **Submit**.

The screenshot shows the 'Reset your Indico password' form. The title 'Reset your Indico password' is highlighted in yellow. Below the title is a message: 'If you forgot your password you can reset it. Simply enter your email address and we'll send you an email containing with information on how to set a new password.' There is an 'Email address' field with a red asterisk and the email 'davegriffinsnr@mailinator.com' entered. Below the field is a 'Submit' button, which is circled in red.

A message appears on-screen:

We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

You have **1 hour** to go to your email account and find the Indico verification email.

In the email click the link. It redirects you back to Indico to a **Reset your Indico password** window where you are required to enter a new password.

Ensure you achieve 6 green check marks ✓.

When it has been entered click **Change my password**.

Reset your Indico password

Username

Password *

Confirm password *

The password must:

- ✓ Be at least 12 characters long
- ✓ Contain uppercase and lowercase letters
- ✓ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Change my password

A message appears on-screen:

✓ Your password has been changed successfully.