

CREATE AND ACTIVATE AN INDICO ACCOUNT

Create an Account

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

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Home Help •		
	Log in to Indico	

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

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Home Help +				
Creating a new Indico user To create a new user please fill in the following form. You must enter a valid email address that is not already in use. After the submission of your presonal data, an email will be sent to you. You will able to use your account only after you activate it by clicking on the link inside the email. Beware! This is not a conference registration form but an Indico account creation.				
Personal data	Account data			
* Email	* Login			
Title place calert a title	· Password			
Gender please select a date •	* Confirm Password			
* Family name	Your Password:			
max 40 characters	Must be at least 12 characters long			
* First name	Must contain numbers			
max 40 characters	Must not contain spaces			
* BirthData	Must not contain common password words			
(dd/mm/yyyy)	Must match (type same Password in Confirm Password			
* Language English V	(CO)			
Address				
1				
Telephone number	ARE YOU HUMAN?			
Fax number	Please solve this math to prove you are human:			
	24 + 17 =			
Passport ID				
Passport Origin Please select a country Passport Expire				
(dd/mm/yyyy)	Confirm >>			
My Timezone Europe/Zurich				
Display Timezone Event Timezone 🔻				



- 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.

	I SAY NO TO SEXISM	🔇 Europe/Zurich +	ල English + ච Login ව	
Home Help *				
Creating new UNOG Accreditation account				
Congratulations!!! You have successfully created your UNOG Accreditation account. However, you will not be able to log into the system until you have activated your new account. To do this please follow the instructions in the mail that we have already sent you. If you don't receive this email or you have any trouble with the login, do not hesitate to contact us.				



Activate an Indico Account

- In your in box, find the Indico account activation email from <u>noreply.accreditations@unog.ch</u> 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.

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Home Help v	Your account is activated.		
Cliquez sur ce lien pour vous enregistrer à cette conférence			

 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 Resend 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.

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Home Help +		
	Log in to Indico	

• Failing that, send an email to support.accreditation@un.org

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