

## HOW TO CREATE MY ACCOUNT IN INDICO

Please make sure that you use the mandatory browser (Google CHROME, Firefox or Microsoft Edge).

1. Go to <https://indico.un.org/user/register>. Alternatively, from any page, click on the **Login** button at the top right corner of the window and then click on the **Create a new account** button.
2. Complete the “*Creating a new Indico user*” form and click **Confirm**.
3. You will receive an account activation link by e-mail. Follow the link to activate your account.

### Note:

When completing the account registration form, make sure that all mandatory fields are completed. The password must comply with all requirements indicated in the form (all requirements for the password have to be ticked green - See the picture below).

The image shows a registration form for Indico, divided into two sections: **Personal data** and **Account data**.

**Personal data:** Fields include Email (highlighted in yellow), Title (Ms.), Gender (Female), Family name (max 40 characters), First name (max 40 characters), Institution, BirthDate (dd/mm/yyyy), Language (English), Address (highlighted in yellow), Telephone number, and Fax number. Asterisks (\*) indicate mandatory fields.

**Account data:** Fields include Login, Password, and Confirm Password. Password requirements are listed below:

- ✗ Must be at least 8 characters long
- ✗ Must contain uppercase and lowercase letters
- ✗ Must contain numbers
- ✓ Must not contain spaces
- ✓ Must not contain common password words
- ✓ Must match (type same Password in Confirm Password field)

Annotations:

- A red box highlights the text: "All fields marked with an asterisk (\*) are mandatory."
- A green oval highlights the password requirements list.
- A black box with a pointer says: "All the criteria of the password has to be ticked green."

**ARE YOU HUMAN?**

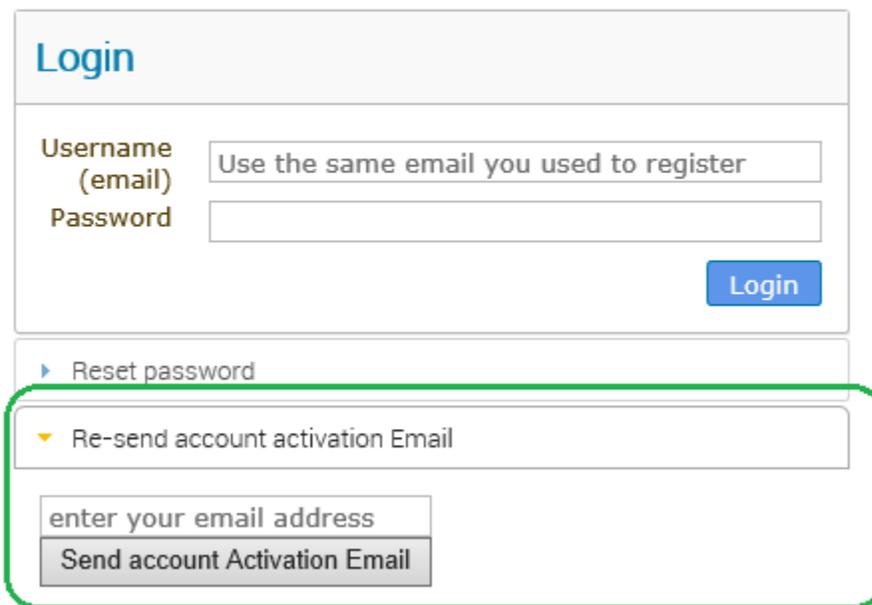
Please, solve this math to prove you are human:  
 $4 + 47 =$

## RE-SEND ACCOUNT ACTIVATION EMAIL

If you did not receive the Activation e-mail, check your spam/junk folder. You can reactivate it from the login page: <https://indico.un.org/user/login> .Click on the link **Re-send account activation Email** (see screenshot below).

If you still do not receive an account activation e-mail, please contact WHO Indico support at [indico@who.int](mailto:indico@who.int).

## Log in to Indico



The screenshot shows the Indico login interface. At the top, there is a 'Login' header. Below it, there are two input fields: 'Username (email)' with a placeholder text 'Use the same email you used to register' and 'Password'. A blue 'Login' button is positioned to the right of the password field. Below the login fields, there is a 'Reset password' link with a right-pointing arrow. Underneath that, the 'Re-send account activation Email' option is expanded, showing a text input field with the placeholder 'enter your email address' and a 'Send account Activation Email' button. This entire section is enclosed in a green rounded rectangular box.

## RESET PASSWORD

If you get an error "*e-mail address already exists*" then your e-mail address is already associated with a UNOG Indico account. In case you don't have the password of that account or do not remember it, use the **Reset password** function.

To reset your password, please follow these steps:

- a. Go to the login page: <https://indico.un.org/user/login>
- b. Click on **Reset password** below the Login block (see screenshot below).

# Log in to Indico

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## Login

Username (email)

Password

## HOW TO REGISTER FOR AN EVENT

If the browser Google Chrome or Firefox are installed by default on your computer, you just click on the direct link to the event page that you received from the event organizer. Otherwise you open the Google Chrome or Firefox and paste the link in the URL address bar.

- Click on **Register now** button.
- If you are not logged in, you will be redirected to the login page before you can register. If you do not have an account, please create an account by clicking on **Create a new account**.
- Fill out the registration form and click on **Confirm**.
- You will receive an e-mail informing you that your registration has been received and is pending approval from the event organizer(s).