

Visual Quick Start Guide

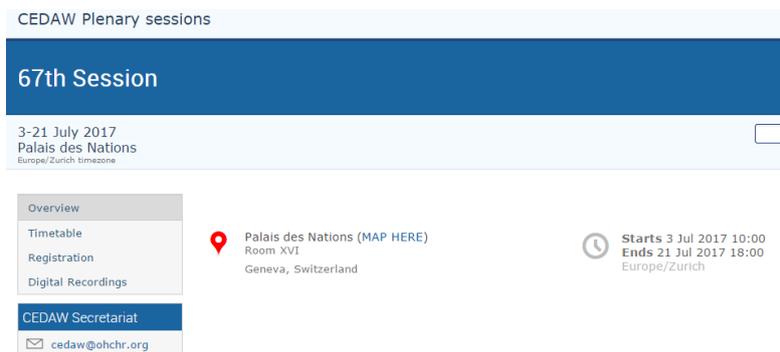
Please use one of the following browsers to register: Google Chrome, Mozilla, Firefox, Safari, Edge or Opera

Getting started with INDICO Online Registration in 2 steps:

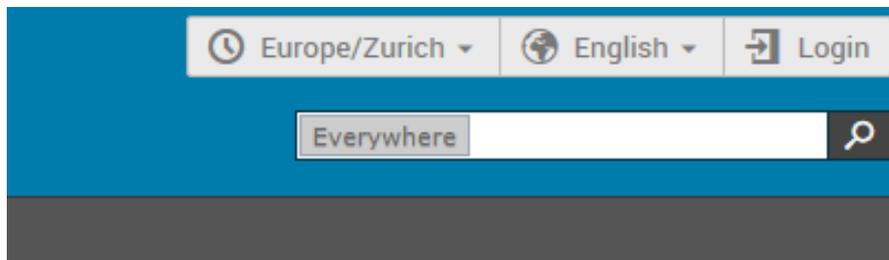
1. Creation of an INDICO account (as first user)
2. Meeting registration with your INDICO account

Create your INDICO account (only for first accreditation)

- Click on the link of accreditation for the session

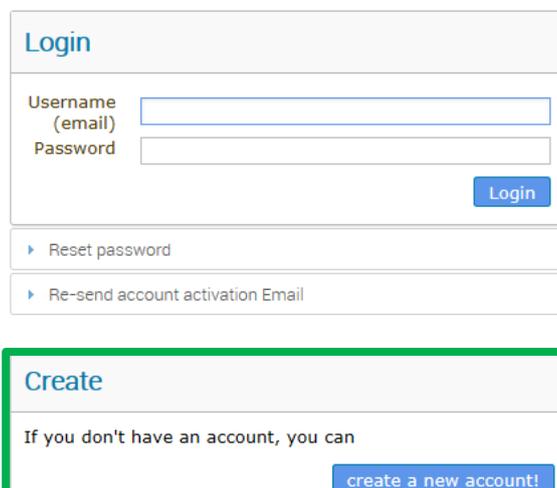


- Go to Log-in (top right side of the webpage)



- Click on **“Create a new account”**

Log in to Indico

A screenshot of the INDICO login page. The title is "Log in to Indico". Below the title is a "Login" section with two input fields: "Username (email)" and "Password". A blue "Login" button is positioned to the right of the password field. Below the login fields are two links: "Reset password" and "Re-send account activation Email". At the bottom of the page, there is a "Create" section, which is highlighted with a green border. It contains the text "If you don't have an account, you can" and a blue button labeled "create a new account!".

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- Fill-out the form

Creating a new Indico user

To create a new user please fill in the following form.
The site manager has to accept your account creation request. You will be informed of the decision by email.

Beware! This is not a conference registration form but an Indico account creation.

Personal data	Account data
<p>* Email <input type="text"/></p> <p style="color: red;">This account already exists. Please Reset password</p> <p>Title: <input type="text" value="Mr."/></p> <p>Gender: <input type="text" value="Male"/></p> <p>* Family name <input type="text"/></p> <p>* First name <input type="text"/></p> <p>* Institution <input type="text"/></p> <p>* BirthDate <input type="text"/></p> <p>* Language: <input type="text" value="English"/></p> <p>Address <input style="width: 100%; height: 40px;" type="text"/></p> <p>Telephone number <input type="text"/></p> <p>Fax number <input type="text"/></p> <p>Passport ID <input type="text"/></p> <p>Passport Origin: <input type="text" value="Andorra"/></p> <p>Passport Expire <input type="text"/></p> <p>My Timezone: <input type="text" value="UTC"/></p> <p>Display Timezone: <input type="text" value="Event Timezone"/></p>	<p style="color: red;">You must enter a valid email address. An email will be sent to you to confirm the registration.</p> <p>* Login <input type="text"/></p> <p>* Password <input type="text"/></p> <p>* Confirm Password <input type="text"/></p> <ul style="list-style-type: none"> ✗ Length of at least 8 characters ✗ Contains uppercase and lowercase letters ✗ Contains numbers ✓ Doesn't contain spaces ✓ Doesn't contain personal information ✓ Doesn't contain common password words ✓ Passwords match <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="checkbox"/> I'm not a robot </div> <p style="font-size: small;">Please note that fields marked with * are mandatory.</p> <p style="text-align: right;">confirm ></p>

- A confirmation message will be displayed on the screen

Creating new Indico user account

Congratulations!!! You have successfully created your Indico account.

However, you will not be able to log into the system until the site administrator has accepted your account creation request. You will be notified of the decision by email. Once your account is activated you can [log in](#) and start using the system.

If you don't receive this email or you have any trouble with the login, do not hesitate to [contact us](#).

- You will be notified by e-mail once your request has been approved

Indico Mailer <noreply.accreditation@unog.ch>
to me

Welcome to Indico,

Your registration has been accepted by the site administrator.
You can now login using the following username: XXXXXXXXXX

Thank you for using Indico.

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Meeting Registration with your INDICO account

Once logged in with your credentials, a link will appear to the registration form of the session or pre sessional working group you wish to attend.



Your account is activated.

Click [HERE](#) to REGISTER to this Conference

Cliquez sur ce lien pour vous enregistrer à cette conférence

- Click on **“Register to this Conference”** and fill out the form

Enter the full name of your organization, your name and date of birth, country of origin, your passport or ID number with expiry date, telephone number, e-mail, address, occupation, and upload a recent photograph or by using the camera icon above.

- Click on **Register**

You will be notified by email once the Secretariat has approved your request for accreditation.

How to get your badge

In order to get your badge, please bring the confirmation of registration which includes the QR code, with a valid ID bearing a photograph, and appear in person at the United Nations Pass and Identification Unit, Prégny Gate, United Nations Office at Geneva, Avenue de la Paix 8-14, Geneva, Switzerland. The office hours are 8:00 to 17:00, Monday through Friday.

IMPORTANT

Please keep your passport in hand while filling the form. Your personal data **must** match your details on your passport or ID.

Technical Issues: For any technical issues with INDICO, please contact support.accreditation@unog.ch and not the Secretariat of the Committee.