Step-by-Step Guide

Indico.UN profile creation

& how to register for an event
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First, follow the below steps to verify and validate your email.

- From the event registration page. Click on the Register now.

- If you are not logged-in, the system will prompt you to log-in.

- If you do not have an Indico account yet, please click on the link “create one here” to start the account creation process.
- Enter a valid e-mail address, then click on **Send me a verification email**.
You should have received the email verification link. Note that the link will be valid for **one hour**.

- Go to your e-mail inbox and click on the verification link.

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**Dear user,**

You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process:

```
http://v2-reg-demo.unog.ch/register/?token=1m5JaWwrYaF1Yz1AbWPfbGiuYXRvcj5jb20i_Z41d89gZYFvBwQUnUx36AvXibvRMjJdE
```

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**Indico :: Email Notifier**

[http://v2-reg-demo.unog.ch/](http://v2-reg-demo.unog.ch/)
• The link directs you to the page [Create a new Indico profile](#). An on-screen message informs you that your email address has been successfully validated.

• Fill out the Indico profile basic information form.

• Click on [Create my Indico profile](#) button.

**Note:** Normally, once you click on [Create my Indico profile](#), the system will log you in.
REGISTER FOR AN EVENT
• From the event registration page, you should see the button “Apply now”, kindly click on it.

• If you are already logged in, some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)

• In the form, all fields marked with * are mandatory.
Once you have completed the form, click on the **Apply** button to submit your registration.

**Do not forget to attach note verbale or official letter to your registration**

Once registered, the system will display a message that your registration is awaiting approval.

Once registered, the system will display a message that your registration is awaiting approval.

At the same time, you will receive an e-mail notification acknowledging receipt of your registration.

Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.