



Step-by-Step Guide

For Permanent Missions

INDICO Focal Points

INDICO Focal Points are responsible for verifying representatives of their organization/mission for registration to United Nations events.



1. Create and activate your Indico account to have focal point rights

If you have not previously used Indico, an account needs to be created by you following the steps below.

To create your account:

1. Visit <https://indico.un.org/user/login> and click on **create a new account**.
2. Complete the **creating a new Indico user** form and click on **Confirm**.
3. You will receive an account activation link by e-mail. Follow the link to activate your account.



2. Focal point access

Should a permanent mission wish to designate a 'Focal Point', a note verbale with the name of the designated focal point and email address, should be sent to organizing secretariat, in order to assign the correct access level.



3. Managing and pre-approving participants as a focal point

- **Process for focal points to register participants to an event:**
 - 1. Login to the system.
 - 2. Go to the management area by **clicking on the pencil icon** (top screen)



- 3. Click on the registration link.

DTA Information session INDICO 29 Sep - 30 Sep

Try the new Registration List

Showing 1 to 1 of 1 entries

Registrant Actions: Add Registrant, Email, Check-out, Reset Check-out

Export/Import

Select all, Show/Hide Columns, [checkbox], [checkbox], Reset Columns, Filters, Reset Filters, Search: [input], search, clear

Show 50 entries

Select	Last Name	First Name	Email Address	Status	Representation Type	Rep Sub Type	Registration Date
<input type="checkbox"/>	Bee	Bastien	beebastien40@gmail.com	Approved	Government	Angola	2022/09/05 16:03

Show 50 entries

- 4. Register a participant on behalf:
 - Enter all the mandatory field
 - Upload the Note Verbale



- **Pre-approval of the registrations and Tag:**

The focal point can review the registration requests and act accordingly: pre-approve or reject a registration request. Pre-approved delegates by the focal point will be visible to the secretariat for further processing.

If the details are correct and the note verbal is uploaded, add a tag to pre-approve the delegate.

