INDICO

Create and Activate an Indico.UN. Account

UNOG THE UNITED NATIONS OFFICE AT GENEVA

UNODC United Nations Office on Drugs and Crime

✉ support.accreditation@un.org

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KEY POINTS TO REMEMBER

WHY CREATE AN INDICO ACCOUNT?

An Indico account is required in order to register for events managed in Indico.

BROWSER COMPATIBILITY

Indico performs better with the following browsers:
Firefox or Chrome

EMAIL ADDRESS

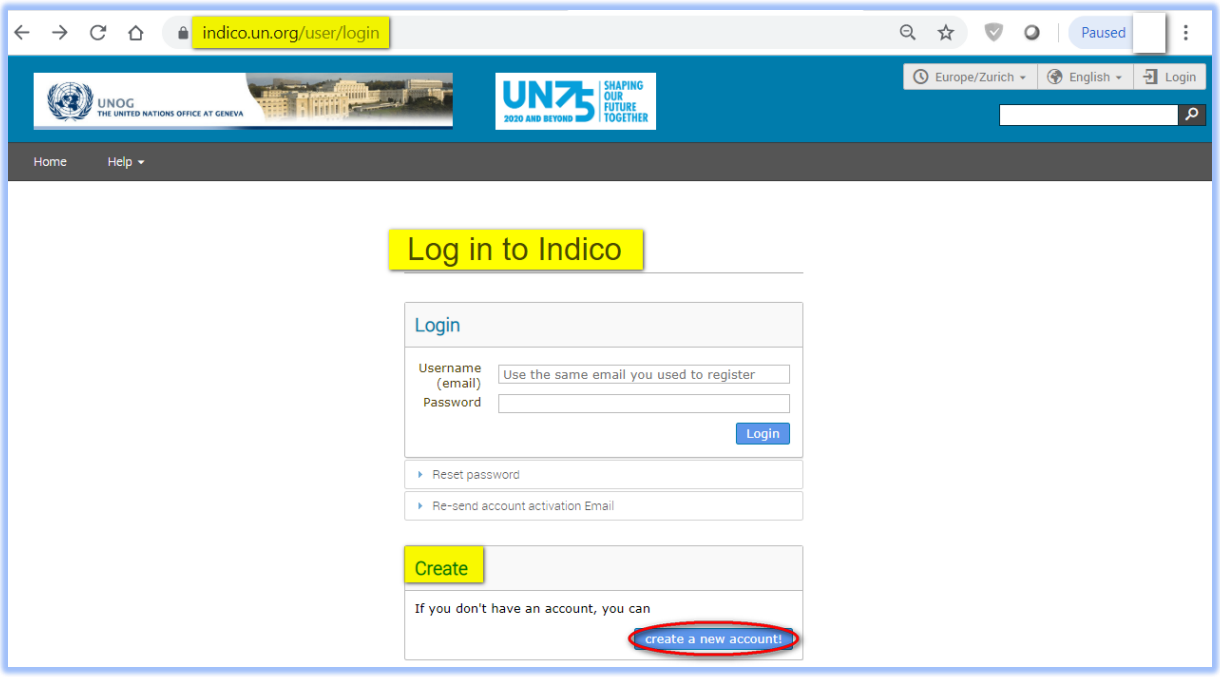
The email address used when creating an Indico account must not already be in use by another Indico user. Email addresses are used as a unique identifier of users.

NO ACCOUNT ACTIVATION EMAIL

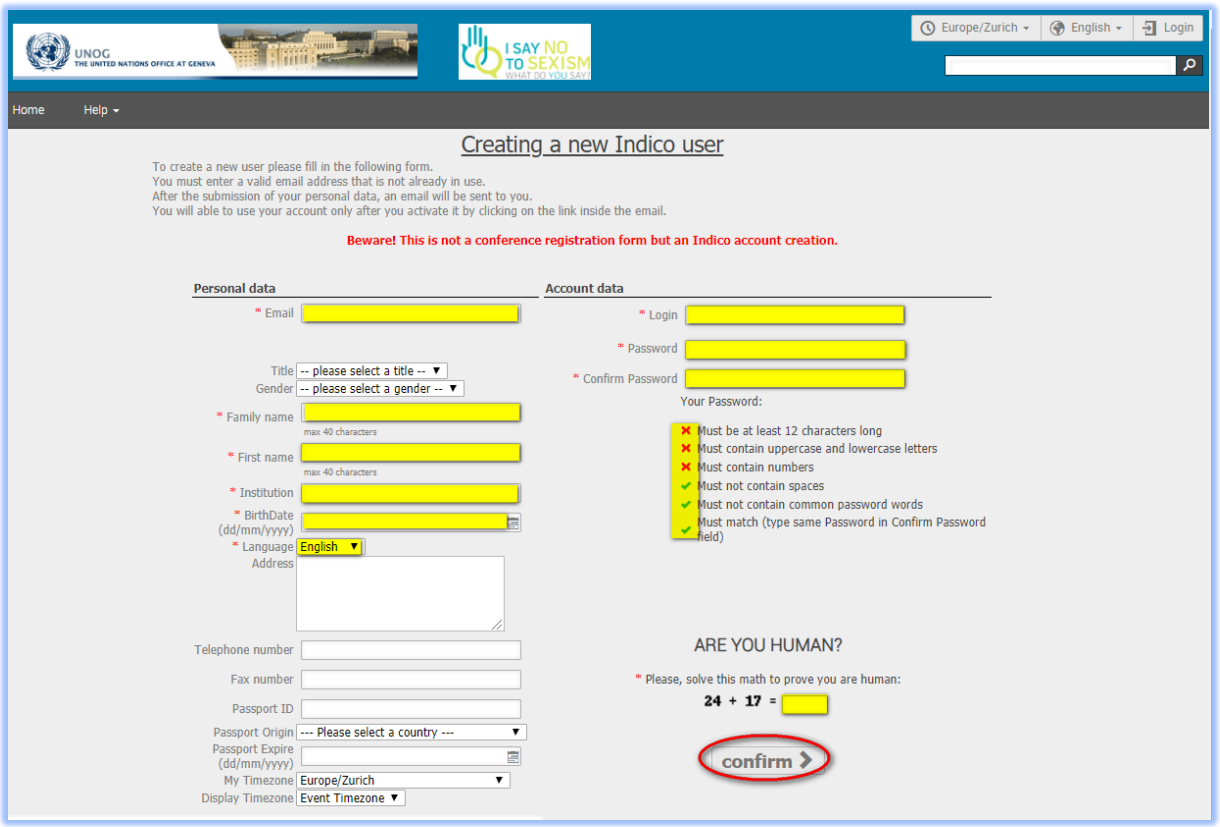
Before seeking assistance, check your SPAM folder or click on the resend account activation email option on the Indico log in page.

CREATE AN INDICO ACCOUNT

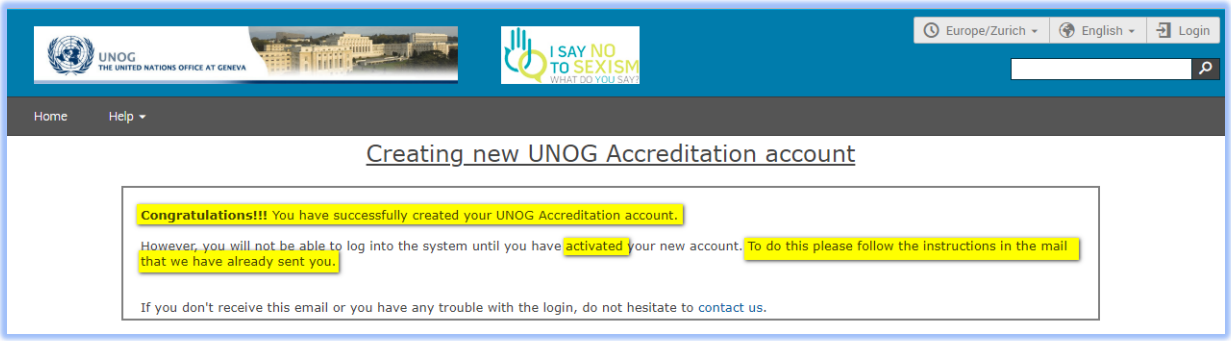
- Navigate to https://indico.un.org/user/login and click **create a new account**.



- The below screen appears.



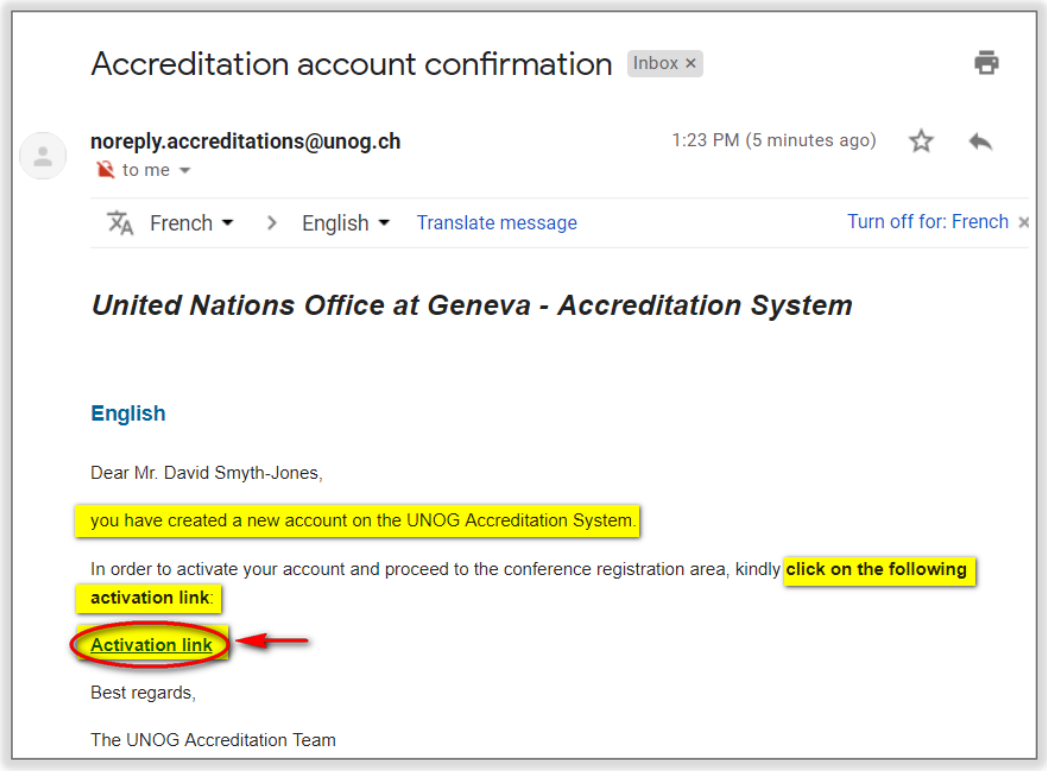
- Complete all fields marked "*" – they are mandatory.
- The email address entered serves as the user ID for the newly created account.
- Ensure that **all 6** criteria for establishing a password are met – you should achieve 6 green check marks ✓ (*If the criteria for setting the password is not visible, 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 (below) confirming the successful creation of the account and advising you to check your email to activate the account.



ACTIVATE AN ACCOUNT

- In your in box, find the Indico account activation email from noreply.accreditations@unog.ch – 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 (below) confirming the account is activated.

- 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 **Re-send 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.

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

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