



INDICO



Create and Activate an
Indico.UN. Account

Contents

Create an Indico account	2
Activate an account	4
No activation eMail received	5



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**.

Log in to Indico

UNOG THE UNITED NATIONS OFFICE AT GENEVA

UN7 SHAPING OUR FUTURE TOGETHER 2020 AND BEYOND

Europe/Zurich English Login

Home Help

Username (email) Use the same email you used to register

Password

Login

Reset password

Re-send account activation Email

Create

If you don't have an account, you can

[create a new account!](#)

- The below screen appears.

UNOG THE UNITED NATIONS OFFICE AT GENEVA

I SAY NO TO SEXISM WHAT DO YOU SAY?

Europe/Zurich English Login

Home Help

Creating a new Indico user

To create a new user please fill in the following form.
You must enter a valid email address that is not already in use.
After the submission of your personal data, an email will be sent to you.
You will be able to use your account only after you activate it by clicking on the link inside the email.

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

Personal data

* Email

Title -- please select a title --

Gender -- please select a gender --

* Family name max 40 characters

* First name max 40 characters

* Institution

* BirthDate (dd/mm/yyyy)

* Language English

Address

Telephone number

Fax number

Passport ID

Passport Origin --- Please select a country ---

Passport Expire (dd/mm/yyyy)

My Timezone Europe/Zurich

Display Timezone Event Timezone

Account data

* Login

* Password

* Confirm Password

Your Password:

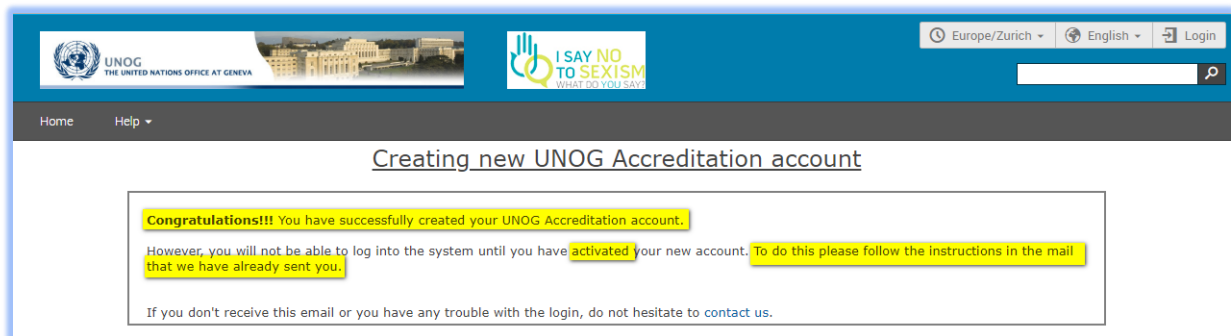
- ✗ Must be at least 12 characters long
- ✗ Must contain uppercase and lowercase letters
- ✗ Must contain numbers
- ✓ Must not contain spaces
- ✓ Must not contain common password words
- ✓ Must match (type same Password in Confirm Password field)

ARE YOU HUMAN?

* Please, solve this math to prove you are human:
24 + 17 =

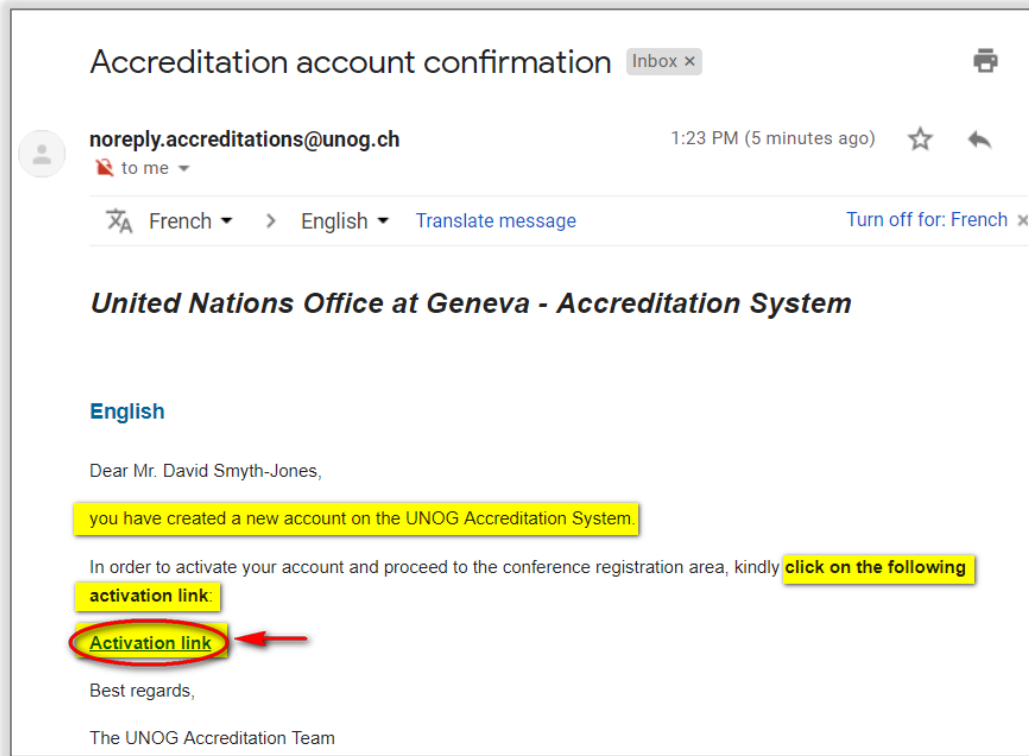
[confirm](#)

- 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 inbox, 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.



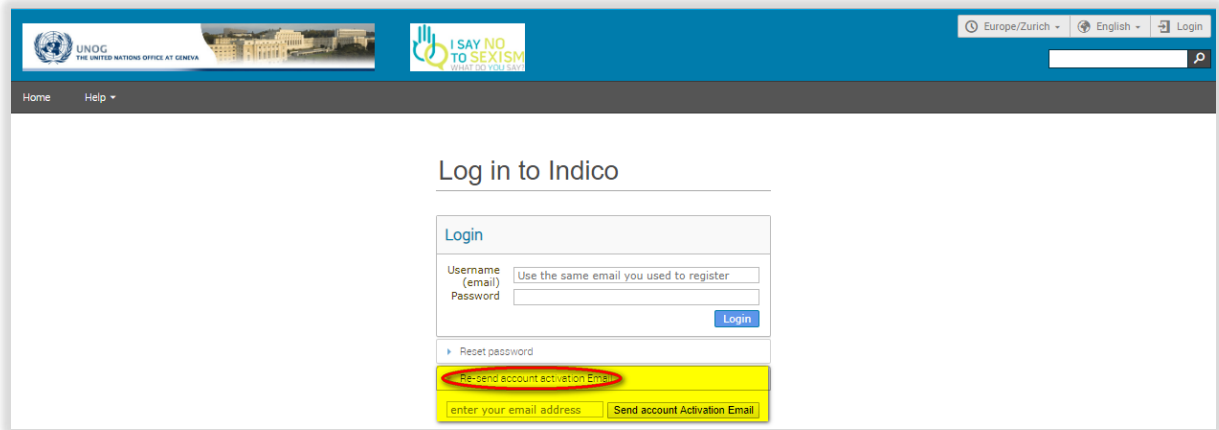
- A message appears on-screen (below) confirming the account is activated.



- 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

---END---