



# INDICO



All Users

Create and Activate an Account

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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:  
Edge – Firefox – Chrome - Safari - Opera



### PASSPORT / ID CARD

Have passport/ID card to hand while completing an Indico profile. Personal data must correspond with details contained in passports/on ID cards.



### PICTURE

When submitting a registration form, upload a recent picture to it from your hard drive or take one with a webcam if your PC has a lens (registration forms contain an active camera function). A guide on picture standards is available.



### 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.

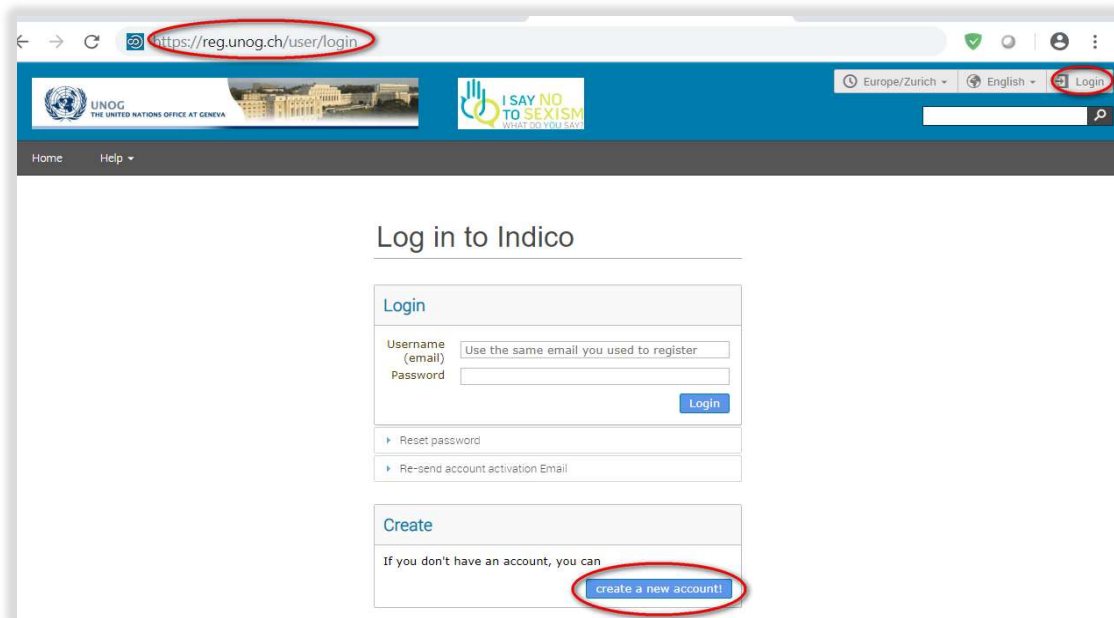


### CHILDREN

Children under 14 are not required to register in Indico for an event if they accompany an adult who is registered and approved for the event.

## STEP 1 – THE “LOG IN TO INDICO” SCREEN

- Navigate to <https://reg.unog.ch/user/login> and select the option **create a new account**.



## STEP 2 – THE “CREATING A NEW INDICO USER” SCREEN

- Complete all information fields marked “\*” as these are mandatory.
- The email address entered will serve 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, Firefox, Safari, Edge or Opera).
- Solve the math sum under **ARE YOU HUMAN?** and click **confirm**.

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: david.smyth.jones@gmail.com

Title: Mr.  
Gender: Male

\* Family name: Jones  
max 40 characters

\* First name: David  
max 40 characters

\* Institution: Priority Studios  
max 40 characters

\* BirthDate: 01/01/1970  
(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: david.smyth.jones@gmail.com

\* Password: \*\*\*\*\*

\* Confirm Password: \*\*\*\*\*

For Passwords:

- ✓ Must be at least 8 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:  
4 + 12 =

**confirm**

- A message appears on-screen confirming the successful creation of the account and advising you to check your email to activate the account.

Creating new UNOG Accreditation account

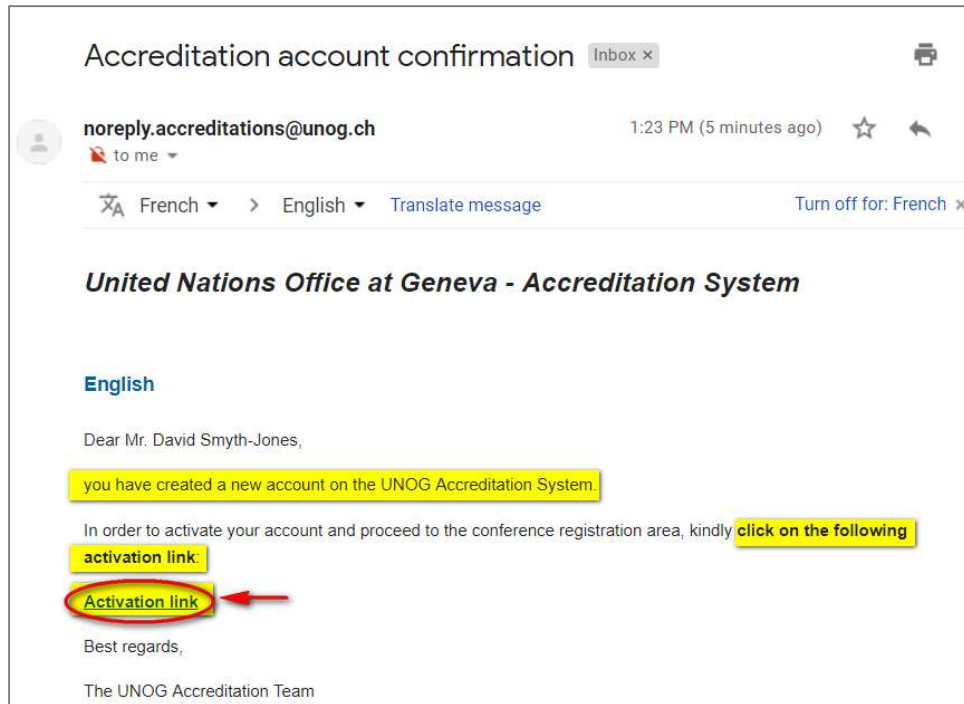
**Congratulations!!!** You have successfully created your UNOG Accreditation account.

However, you will not be able to log into the system until you have **activated** your new account. **To do this please follow the instructions in the mail that we have already sent you.**

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

## STEP 3 – THE “INDICO ACCOUNT ACTIVATION” EMAIL

- In your inbox, find the Indico account activation email – it will feature the following text in the subject line “Accreditation account confirmation”.
- Open the email and click on the activation link contained therein.



- A message appears on-screen confirming the account is activated.
- You may then log in to Indico by clicking on **Login** (top-right corner of the screen) or on **Click HERE** on the page.



## 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.



## FORGOTTEN PASSWORD

A user who has an active account and forgotten the password may use the reset password link on the log in page to reset it. Enter the user ID/email address against which the account was created and click **Reset my password**. A message appears on-screen *“Please consult your mailbox, instructions on how to reset password have been sent to xxxxxx”*.



If the account is not yet active, by clicking this link an account activation email is sent instead of the password reset message.

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