



Step-by-step guide for UNPFII registration



The United Nations has introduced a new platform for managing NGO registration to meetings and events at UN Headquarters in New York. The platform is called **Indico**, and it replaces the registration functionality of the previous system, CSO-Net. Indico has its own secure password engine, and the username and password for the old CSO-net will not work for Indico. Representatives will be able to create a new password when they sign up an account in Indico.

The main difference between the new Indico system and the old CSO-net is that in Indico, representatives register themselves individually, to increase online security and privacy for each participant.

Once the representatives of an organization have registered for a conference in Indico, the organization's Conference Focal Point will be able to see and approve their registrations. Upon approval of their registration by the Conference Focal Point of their organization, representatives will receive an automated email notification containing the official confirmation letter.

Representatives will bring a print-out of the confirmation letter to pick up a UN grounds pass at the meeting or conference in New York.

*** Please note that these instructions only apply to NGOs in consultative status with ECOSOC and Indigenous Peoples Organizations (IPOs) and Academics that have participated in previous sessions of the Permanent Forum.**

This guide provides step-by-step instructions for participants on the following:

1. Creating your Indico account (page 2-3)
2. Activating your Indico account (page 4-5)
3. Registering for UNPFII (page 6-9)
4. Modifying a registration (page 10)
5. Additional information (page 11)

*Please note that participation by civil society representatives in United Nations meetings and conferences is governed by the modalities of each event. **Registration in Indico does not guarantee participation in any specific event.** The United Nations reserves the right to deny participation to any organization or individual at any time.*



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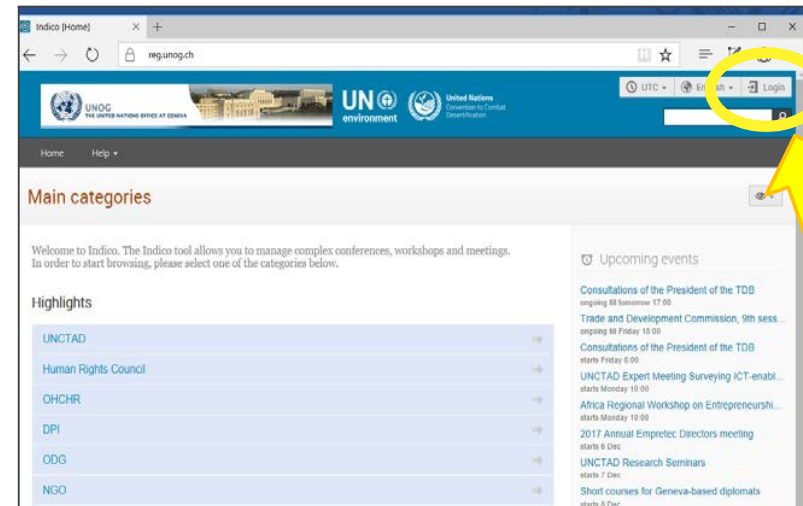
Creating an account in Indico



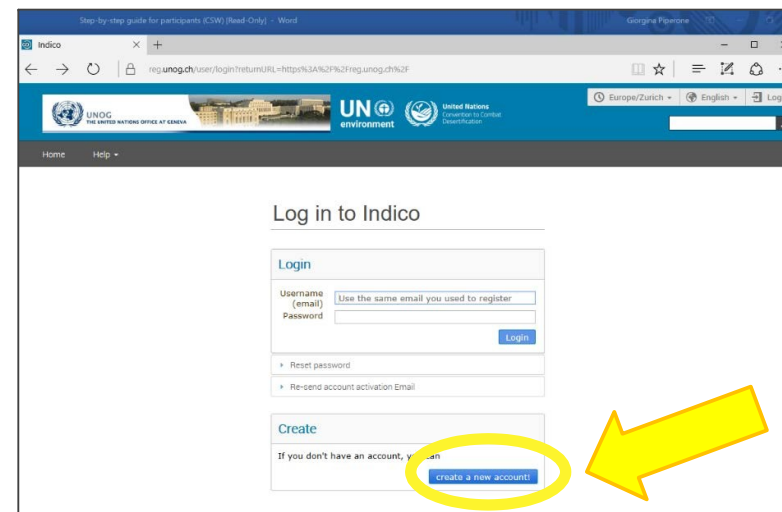
Creating an account in Indico – Step by step guidance

To register for conferences in Indico, you will first need to create your Indico account. You only need to do this once and will be able to use your account for registering to current and future meetings and conferences.

1. Go to Indico at <https://reg.unog.ch/>
2. Click on *Login* in the upper right corner



3. Click the *Create a New Account* button





Creating an account in Indico



4. Fill in your personal information on the sign-up form.

Please use your personal email to sign up, not an organizational email. All communications, including your confirmation letters for conference registrations, will be sent to your account email address.

Please note that your account email address needs to be unique. It cannot be the same email that is already used for another account in Indico.

5. Click on [Confirm](#) to submit your account information.

6. Indico will display a confirmation page and will send you an activation email.



Activate your account



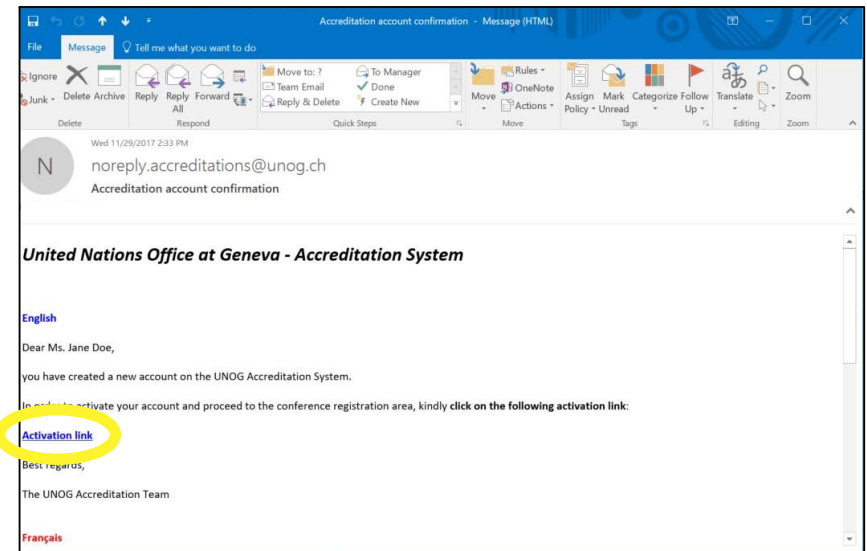
Activate your account – Step by step guidance

1. Once you have created your account, you will receive an automated email confirming your account and asking you to activate it.

The email will come from noreply.accreditation@unog.ch and will have the title "Accreditation account confirmation".

2. Click on the [Activation Link](#) in the email and your account will be activated.

You will now be able to register for conferences and events open to representatives of your organization.





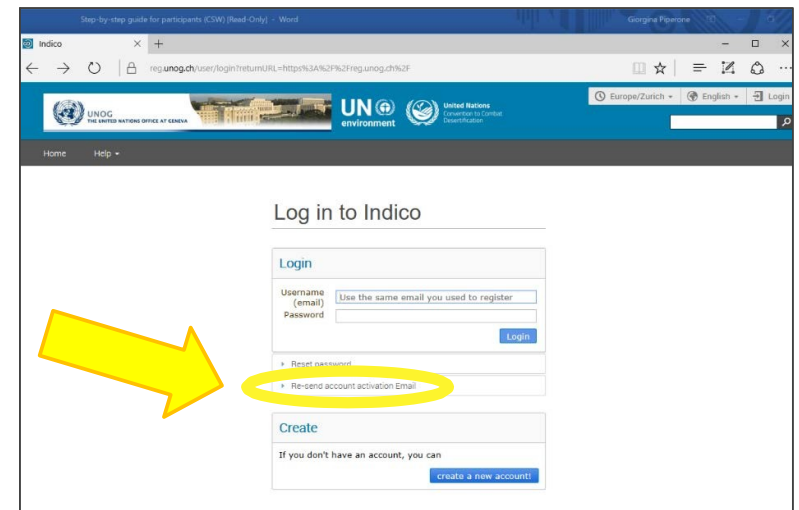
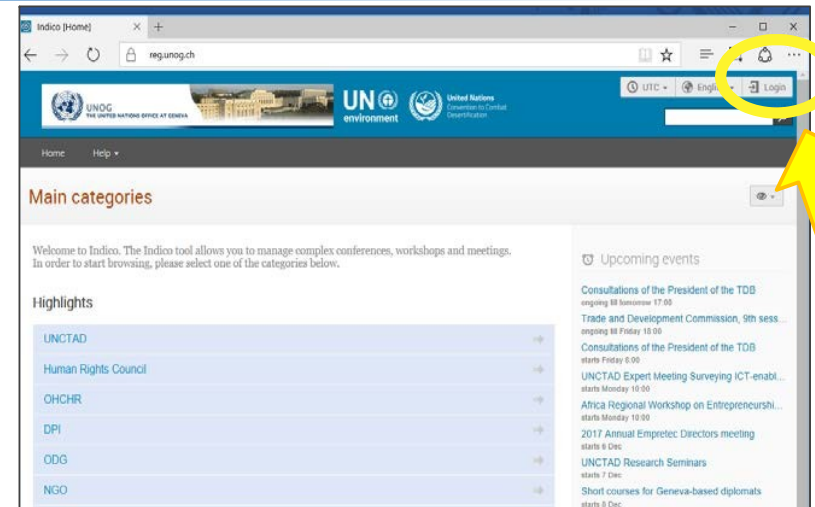
Activate your account



If the account confirmation email is not in your email inbox, **please check your SPAM or Junk mail folder** to see if it ended up there.

If you did not receive the account confirmation email, you can resend it to yourself:

- Go to Indico at <https://reg.unog.ch/>
- Click on Login in the upper right corner
- Click *“Re-send account activation email”*.
An email field will appear. Type your email address in the field and press *“Send account activation Email”*.





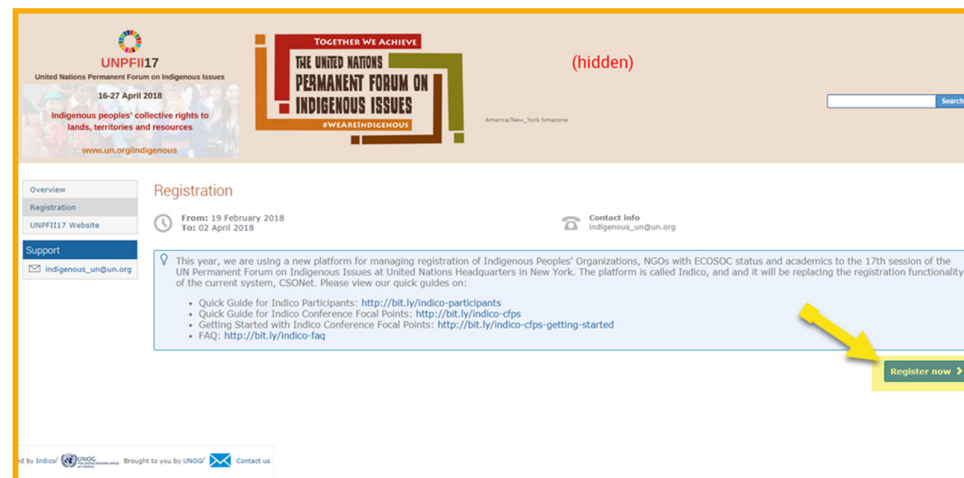
Register for UNPFII



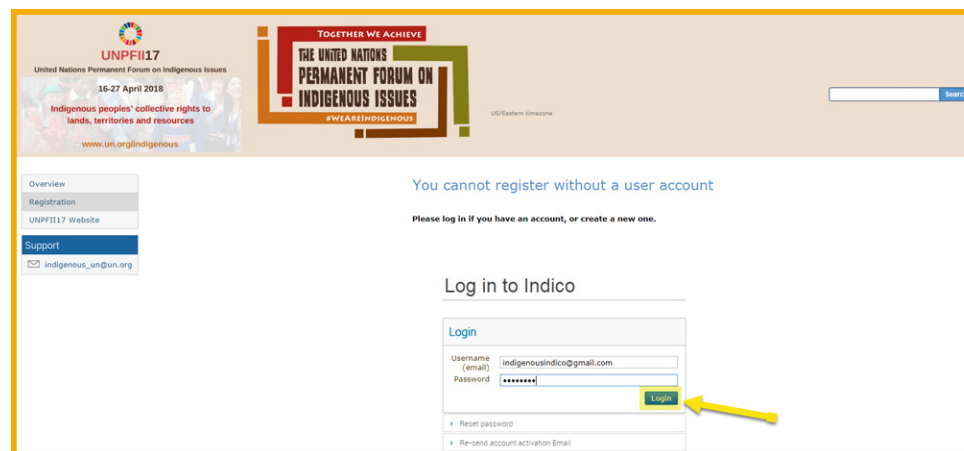
Register for UNPFII – Step by step guidance

Once you have created your account in Indico, you can use it to register for conferences and meetings, e.g. UNPFII17:

1. Go to the UNPFII17 registration page in Indico:
<https://reg.unog.ch/event/23798/registration/>
2. Scroll down and click the *Register Now* button



3. *Log in* to Indico using the email address and password of your Indico account (see “Creating an Account in Indico” on page 3 of this guide).





Register for UNPFII



You will now be placed on the UNPFII17 registration form. Fill out the required information (fields marked with *)

4. Under **Representation Type**, select **NGO (Non Governmental Organizations)** or **Indigenous Peoples' Organization** or **Academia**
5. *Start typing* the **full name** of your organization, and select it from the list that appears†

If you are not sure about the exact name, please consult your organization or look up the exact name in the UN DESA NGO database at <http://esango.un.org/civilsociety/>

† *If your organization has not participated in previous sessions of the Permanent Forum, the name of your organization may not appear automatically. Please review the modalities of participation on the UNPFII website at <http://bit.ly/unpfii17-en> or contact indigenous_un@un.org with any questions.*

The screenshot shows the UNPFII17 registration form. The 'Representation Type' dropdown menu is open, showing options: Academia, Government, IGO (Intergovernmental Organizations), International Organizations of Parliamentarians, NGO (Non Governmental Organizations), Private Sector, Press/Media, United Nations, and Other. 'Academia' is selected. A yellow arrow points to the dropdown menu.

The screenshot shows the UNPFII17 registration form. The 'Organisation Name' field is filled with 'UNPFII Indigenous Indico'. A yellow arrow points to the text in the field.




Register for UNPFII



6. Verify your personal details, upload a picture (in .jpg format) and fill in any additional required information (marked with *)

Please note: Indico only recognizes whole numbers for the “Height” and “Weight” fields, please round up to the nearest whole number and do not add units such as “kg” or “cm”.

Personal Data
Personal information for your registration / Informations personnelles relatives à votre inscription / Información personal sobre su inscripción

Picture / Photo / Fotografía * 

Please be advised that UN Security may take a different picture when issuing the UN grounds pass.

Title / Titre / Título

Gender / Genre / Género

First Name / Prénom / Nombre

Surname / Nom de famille / Apellido

Position / Posición

Institution / Institution / Institución

Birth Date / Date de Naissance / Fecha de nacimiento * DD/MM/YYYY


Place of Birth / Lieu de Naissance / Lugar de nacimiento

Address / Adresse / Dirección

City / Ville / Ciudad

Country / Pays / País

Phone / Téléphone / Teléfono (+41) 123 45 6789

by UNDP  Contact us

7. Click the [Register](#) button to submit your request

Emergency Contact
Information of the person to contact in case of emergency / Informations concernant la personne à contacter en cas d'urgence / Información sobre la persona que contactar en caso de emergencia

First Name / Prénom / Nombre *

Last Name / Nom de Famille / Apellido *

Telephone no. / Téléphone / Teléfono * (+41) 123 45 6789

(All the fields marked with * are mandatory)



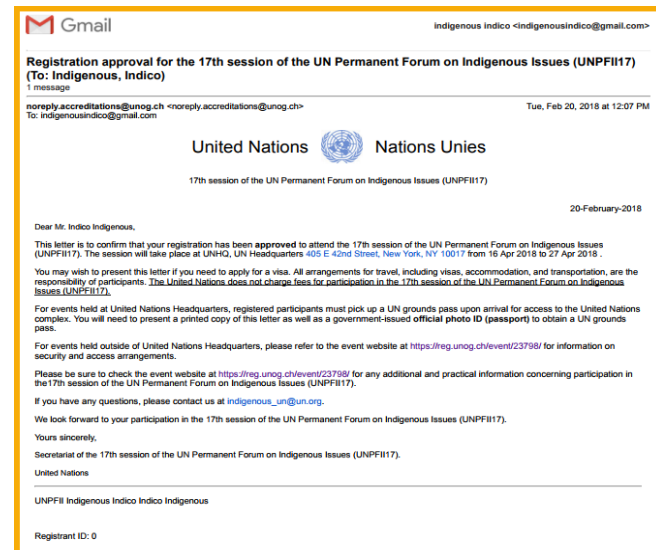
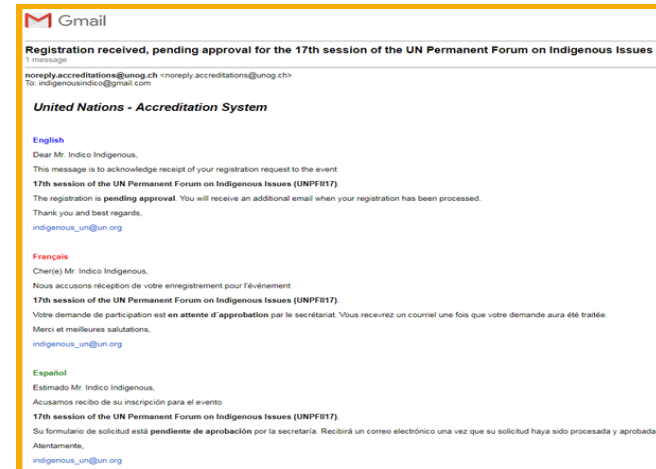
Register for UNPFII



8. You will receive an automated email notification that your registration has been received and is **pending approval**.
9. Please let UNPFII Team or the Conference Focal Point in your organization know that you have registered. **Your organization's Conference Focal Point will also be able to approve your registration in Indico.**
10. Once your organization approves your registration, you will receive an automated approval email containing your **official confirmation letter**.

In case you do not receive your approval email containing your confirmation letter, please follow up with UNPFII Team or your organization's Conference Focal Point so we can resend the email.

Please bring a print-out of the confirmation letter to pick-up your UN grounds pass at UNPFII in New York.





Modify your registration information – Step by step guidance

If you need to modify your registration data, e.g. for correcting a typo, please follow the steps below:

Please note that you can only modify your registration prior to approval by UNPFII Team or your Conference Focal Point. If you need to modify your registration after your registration has been approved, please contact your Conference Focal Point.

1. Go to the UNPFII17 registration page at <https://reg.unog.ch/event/23798/registration/> and scroll down until you see your current registration information.
2. Click *Modify*.
3. When you are done modifying the registration form, click *Modify*.

The screenshot shows the UNPFII17 registration page. The header includes the UNPFII17 logo and the text 'United Nations Permanent Forum on Indigenous Issues' and '16-27 April 2018'. The main content area is titled 'Registration' and includes a 'From: 19 February 2018' and 'To: 02 April 2018' date range. A 'Contact info' link is also present. A blue box contains a message about the new Indico platform for managing registration. Below this, a 'Summary' section shows the 'Representation Type' as 'Academia' and the 'Rep. Sub-Type' as 'UNPFII Indigenous Indico'. The 'Personal Data' section shows a profile picture and the name 'neo85632.jpg'. At the bottom right, a yellow arrow points to the 'Modify' button.



Additional information



For more information on the UNPFII 17th session, please visit <http://bit.ly/unpfii17-en>

If you have questions, please contact indigenous_un@un.org



The banner is divided into two main sections. The left section features the United Nations logo at the top, followed by the text 'UNPFII17' in large red letters, 'United Nations Permanent Forum on Indigenous Issues' in smaller black letters, the dates '16-27 April 2018', the theme 'Indigenous peoples' collective rights to lands, territories and resources' in red, and the website 'www.un.org/indigenous' at the bottom. The right section has a stylized graphic with a red 'L' shape and a green 'L' shape. Inside the red shape is the text 'TOGETHER WE ACHIEVE' in white. Inside the green shape is the text 'THE UNITED NATIONS PERMANENT FORUM ON INDIGENOUS ISSUES' in white. Below the green shape is the hashtag '#WEAREINDIGENOUS' in white.


UNPFII17
United Nations Permanent Forum on Indigenous Issues
16-27 April 2018
**Indigenous peoples' collective rights to
lands, territories and resources**
www.un.org/indigenous

TOGETHER WE ACHIEVE
**THE UNITED NATIONS
PERMANENT FORUM ON
INDIGENOUS ISSUES**
#WEAREINDIGENOUS