HOW TO REGISTER FOR A MEETING AT UNOG: A STEP-BY-STEP GUIDE

Before you begin, please note that you will need to provide the following information in order to register for an event at UNOG:

- e-mail address
- home address
- passport number
- passport date of expiry
- country of passport

1. Open this link using Chrome, Firefox or Edge. Do not use Internet Explorer.
2. Find your meeting by clicking on the Organiser, e.g. OHCHR organizes meetings of the Human Rights Treaty Bodies
3. You will arrive at this page. Click on your meeting.

4. You will arrive at the page of your meeting. Click on Register now.
5. You will arrive at this page. If you have not been to UNOG before, you must create an account.

If you have already been to UNOG, please proceed to log-in.

6. Creating an Indico user account. You will arrive at this page. The boxes with a red asterisk must be filled out at this stage. If you give your address and passport details now, it will save you time later. Then answer the question. The confirm button will turn blue when you have completed these steps and your password meets the conditions. Click confirm.
7. This message will appear:

8. You have created the account. You must activate it now by clicking the Activation Link. Check your e-mail for a message from noreply.accreditations@unog.ch. If you cannot find it, check your spam box. It looks like this:

   you have created a new account on the UN Accreditation System.

   In order to activate your account and proceed to the conference registration area, kindly **click on the following activation link**:

   [Activation link]

   Best regards,

   The UN Accreditation Team

   **Now that you your account is active**, next time you come to an event at UNOG or other UN agencies, you will not need to create an account and your information will be pre-filled on your registration form.

9. Click on the Activation Link in your e-mail. It will bring you to the Registration Page for your event.
10. By clicking on the link, you will arrive back at the log-in page:

![Log-in page](image1.png)

11. You can now log-in with the e-mail and password that you have used to create your account. You will arrive at this page. You can upload your photo from your computer or take one by clicking on the camera.

![Photo upload page](image2.png)
12. If you have included personal and passport details on your account, these boxes will be pre-filled. Choose your representation type. Please note that a new type, Accessibility Support, is being implemented. It should be selected by Support Persons.

13. Please fill out the accessibility section if you have a disability. This will help us provide you with support, including in an emergency. This is why we ask for a telephone number we can contact you on when you are in the Palais des Nations.
14. Please fill out the details of your support persons, so we can ensure you will be able to enter the building together.

15. If you a support person, please fill out the relevant section, with your function and the name of the person you are accompanying.
16. Once you have completed your registration, you will receive an e-mail informing you that your registration is “pending approval”:

17. Once your registration has been processed, you will receive another e-mail with your **UN Pass**. You must print this document and bring it and your **passport** with you to UNOG, in order to get your badge.