

ICAO - ICARD 5LNC State User Registration Procedure

Procedure for acquiring access to ICAO ICARD 5LNC web-based system

The following procedure allows ICAO State users to register on the ICARD application hosted on the ICAO secure portal located at <http://portal.icao.int>. The ICARD State user registration procedure is intended for ICAO State users that are eligible to become ICARD 5LNC planner for their respective states.

The following table lists the ICARD focal points in the ICAO regional offices; those contacts can be used for any inquiry pertaining to ICARD with your respective ICAO regional office.

ICAO Region	Primary Contact	Alternate
EUR/NAT Tel.: +33 1 46 41 85 85	Nikki Goldschmid [NGoldschmid@paris.icao.int]	Patricia Cuff [PCuff@paris.icao.int]
MID Tel.: +202 2267 4841	Mohamed Smaoui [MSmaoui@cairo.icao.int]	Nikki Goldschmid [NGoldschmid@paris.icao.int]
SAM Tel.: +51 1 611 8686	Jorge Fernández Demarco [jf@lima.icao.int]	Alberto Orero [ao@lima.icao.int]
APAC Tel.: +662 537 8189	Kyotaro Harano [KHarano@bangkok.icao.int]	Sunisa Charoenmin [scharoenmin@bangkok.icao.int]
ESAF	David Labrosse [david.labrosse@icao.unon.org]	Seboseso Machobane [seboseso.machobane@icao.unon.org]
WACAF Tel.: +221 33 839 93 93	Sadou Marafa [SMarafa@dakar.icao.int]	George Baldeh [GBaldeh@dakar.icao.int]
NACC Tel.: +52 55 52 50 32 11	Adolfo Zavala [azavala@mexico.icao.int]	Victor Hernandez [VHernandez@mexico.icao.int] , Julio Siu [JSiu@mexico.icao.int]

The ICARD focal point in your respective ICAO regional office will analyse your request for access and if approved, will communicate to the ICAO portal administrator your name and state and will inform you via email that you may start or continue the registration process on the ICAO portal. Any registration attempt without prior authorization from an ICAO regional office will be ignored by the ICAO portal administrator.

The standard acceptance message to inform you that you have registered to the ICARD group should look like the following:

Dear 'Your State User Name',

Your request for subscribing to group **icard** has been granted.

Welcome to the **icard** group.

The ICARD State user registration is a two-stage process.

- ✓ You need to be member of the ICARD group;
- ✓ Once authorized as an ICARD group member;
you need to subscribe to the ICARD_5LNC_PLANNER group, to become an ICARD 5LNC planner.

Please make sure that you do not have a pop-up blocker activated on your internet browser before following the registration procedure.

If the procedure does not work, or if you have any problems, please contact the ICAO support service at ServiceDesk@icao.int for additional assistance on the procedure.

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Here is how to complete those two steps:

INITIAL STAGE:

1. Go to <http://portal.icao.int/>. If you do not have a login/password for ICAO's portal, choose **Request an account** (see Fig. 1) and go to Step 2, if you are already a user of ICAO's secure portal, choose **Login**, log in with your login/password, and proceed to Step 4.

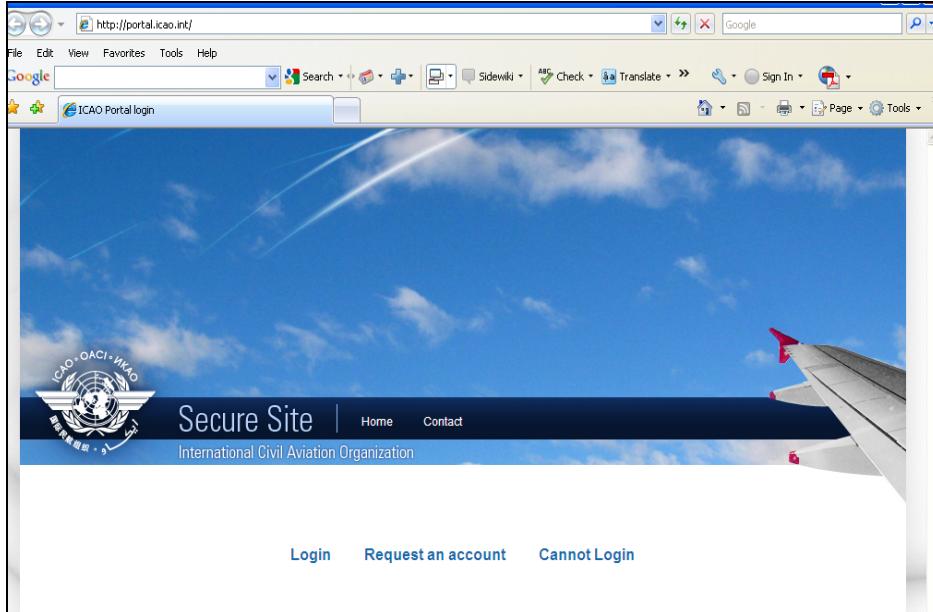


Figure 1

2. If you are requesting a new account, type in **ICARD** in "Group Name" of the resulting dialogue box (Fig. 2)



Figure 2

3. Fill out the requested information in the ensuing dialogue box (Fig. 3) and proceed to Step 5.
Note: All current Eurocontrol ICARD authorized users will need to register to the ICAO Portal to get access to ICARD. As ICAO has a strict user naming convention on the ICAO Portal, users will be required to provide their Eurocontrol usernames using the justification field of the ICAO Portal new user account application form to allow ICAO to map any current requests they have in ICARD to their new ICAO Portal usernames. Example of the justification field: My current Eurocontrol username is 'BigUser'.

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The screenshot shows a web-based application form titled "New User Account Application Form". At the top right, there is a "Home" link and a note stating "* Fields are mandatory". The form contains the following fields:

- First Name *
- Last Name *
- Title
- Telephone *
- Address
- Fax
- Email *
- Confirm Email *
- Organization (Company) *
- Country
- Group
- Justification *

Each field has a corresponding input box or dropdown menu. The "Organization (Company)" field has "N/A" selected in the dropdown. The "Group" field has "ars" checked in the checkbox. The "Justification" field has a dropdown menu open.

Figure 3

4. For users who already have an account, after logging in, click on the "Profile" link located on the top right of the page, then on the "Group Subscribe" (Fig. 4 & 5) of the ensuing page. Type in **ICARD** in the "Group Name" field of the resulting dialogue box.

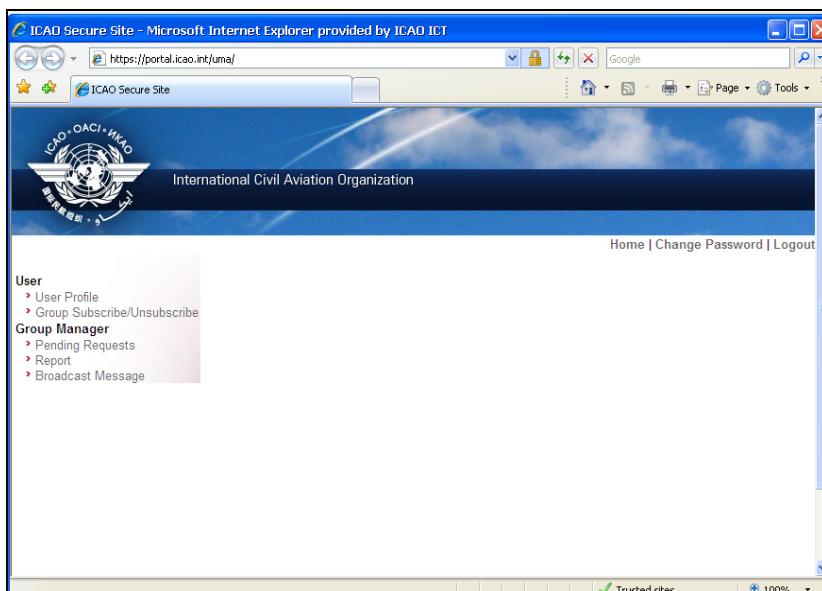


Figure 4

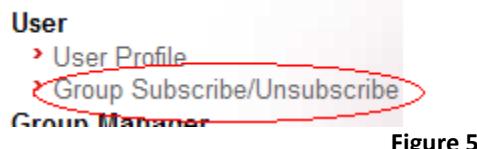


Figure 5

Once you are done, please click on the 'Submit Changes' button.

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5. Whether it was a new account request, or an existing account request, you will get notification via email within 24 hours that your request for group membership has been granted.

You can then go to the web site <http://portal.icao.int/> and log in. You will see **ICARD** as one of the available groups listed under "Secure Sites", clicking on this link will take you to the application.

5LNC PLANNER STAGE:

To become an ICARD 5LNC planner for your state, you need to take supplemental actions **only once you have been confirmed a member of the ICARD group**. State users need to coordinate their registrations with their respective ICAO regional office prior to execute this stage; failure to do so will result in a denial of the request by ICAO.

1. Go to <http://portal.icao.int/>. Choose **Login**, log in with your login/password.

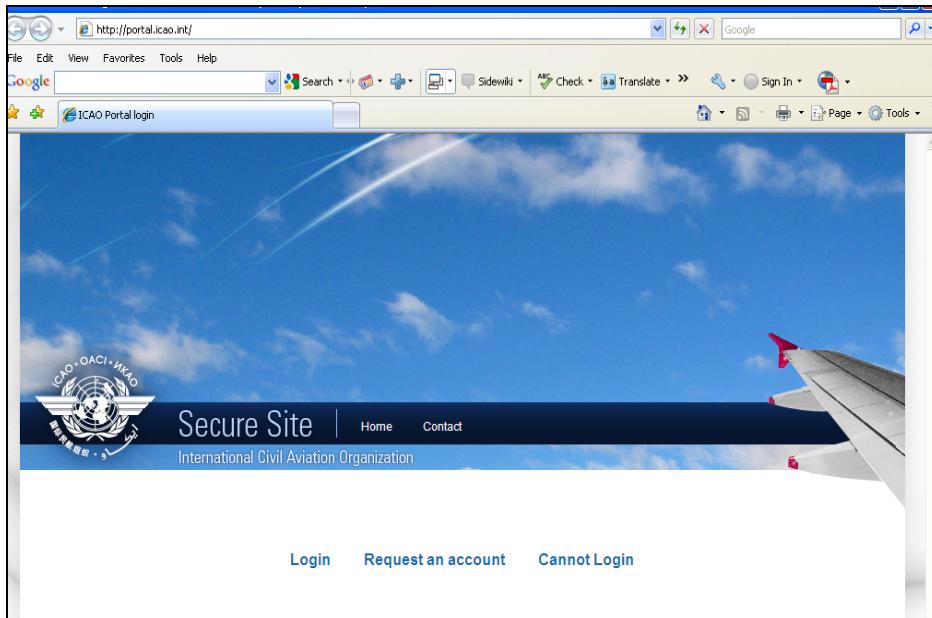


Figure 6

2. After logging in, click on the "Profile" link located on the top right of the page, then on the "Group Subscribe" (Fig. 7 & 8) of the ensuing page. Type in **ICARD_5LNC_PLANNER** in the "Group Name" field of the resulting dialogue box.

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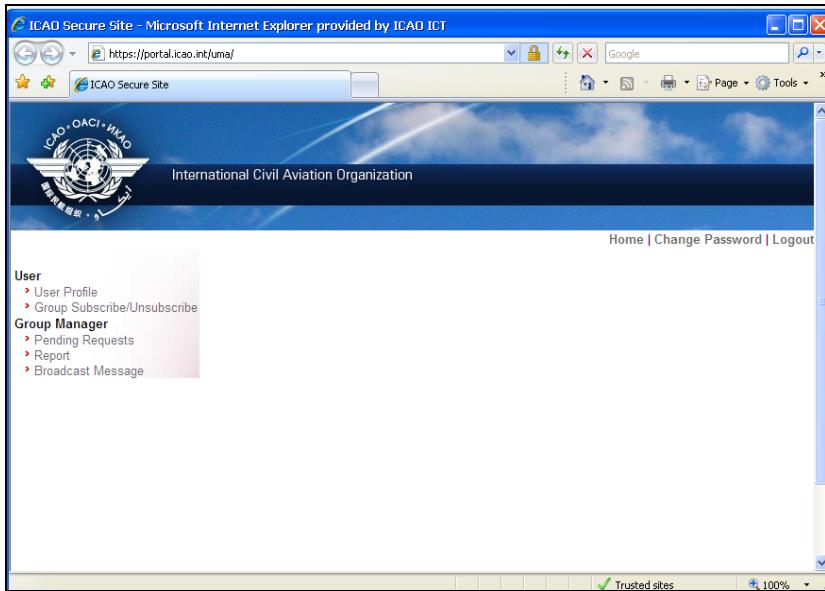


Figure 7



Figure 8

Once you are done, please click on the 'Submit Changes' button.

3. You will get notification via email within 24 hours that your request for group membership has been granted.

-- End --