

INSTRUCTIONS FOR NEW ICAN FOCAL POINTS

PART I: Create a New User account on the ICAO Secure Portal

1. Open the ICAO Secure Portal link : <http://portal.icao.int>
2. Click on “Request an Account”

ICAO / Single Sign-On

Single Sign-On

Request an Account

Login Procedures

Password Reset

Email Address or Username

Password

This is a public or shared device
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

Loton

3. Type “ICAN” as the group name

Group Subscription request

* Fields are mandatory

Group Name


Please enter a group name you wish to subscribe * ICAN

Continue

OK Cancel

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- Complete the details required in this form and make sure to include “**hybridican2022**” in the Justification field below.
Then click on “submit request”.




ICAO SECURE PORTAL

New User Account Application Form

* Fields are mandatory

Please fill in the information below and submit the form.
You will receive an e-mail with the response to your application in one or more working days.

Registration Details	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title	<input type="text"/>
Telephone *	<input type="text"/>
Address	<input type="text"/>
Fax	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Organization (Company) *	<input type="text"/>
Country	<input type="text" value="N/A"/>
Preferred UN Language	<input type="text" value="--Please select--"/>
Group	<input checked="" type="checkbox"/> EBRA
Justification *	<input type="text" value="hybridican2022"/>
 Type the text: <input type="text"/>	

1. TERMS OF USE OF ICAO SECURE PORTAL

1.1 The ICAO Single Sign-on Secure Portal requires a unique user id and password pair for each user to log in. No group or shared accounts are allowed.

1.2 Each registered user must not share this password with other persons, and take reasonable precautions to keep the password secret.

1.3 All passwords automatically expire every six (6) months.

1.4 If a user fails to login five (5) consecutive times (that is, entering the correct user id and the wrong password), the account is locked for a period of time.

1.5 Users must keep their profile information up to date, particularly the e-mail address. ICAO uses that address for all communications originated from the Portal, including the Council website.

Please note that once you receive email confirmation of acceptance into the ICAN group, it could take up to 24 hours to be able to access the ICAN group and register your Delegation.

PART II: Steps for Focal Points to register their Delegation in the ICAN Secure Portal Group

Once granted access to the ICAN group, Focal Points will be able to **register the members of their delegation, including themselves**, following these steps.

1. Go to <http://portal.icao.int> and login with your credentials



ICAO / Single Sign-On

Single Sign-On

Request an Account

Login Procedures

Password Reset

hello@example.com

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This is a public or shared device
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

Logon

2. Click on the ICAN Group “**ICAN – ICAN Event Registration Application**”



ICAO SECURE PORTAL

ICAO Secure Portal | ICAO Public Site | Profile

ICAO Secure Portal

Welcome to the ICAO Secure Portal. You have access to the following groups:

ICAO-NET	ICAO-NET Secure Site
Authors	Public site authors group;
EBRA	Event Batch Registration Application;
ETOOLS	Group of users for ETOOLS website;
ICAN	ICAN Event Registration Application;
SPACE	ISTARs 2.0 SPACE

3. Click on ICAN 2022

Upcoming Events

Login Name:
Delegation:

Meeting	Starting Date	Location
ICAN 2022	December 5, 2022	Abuja, Nigeria

List all participants in upcoming events

4. Click on ADD NEW PARTICIPANTS:

ICAN 2022

Date: 5 - 9 December 2022
Location: Abuja, Nigeria
Venue:

Add New Participants

E-Mail	Name (Job Title)	Role	Organization	Method of Participation	Saved Picture	Cancel Participation
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Upcoming Events

Select All Cancel Participation

Kindly make sure that you register all members of your State's delegation to ICAN 2022, including yourself. It is important to note that as the Focal Point, please enter "(FP)" after your Job Title.

E-Mail	Name (Job Title)	Role	Organization	Saved Picture
test@email.com	First Name: Jane Last Name: Doe Job Title: Negotiator (FP)		International Civil Aviation C	Picture: Change It ? Choose File No file chosen

Upcoming Events

Save Participations

Notes:

- While we encourage you to register all members of your delegation as soon as possible, you will always be able to add new participants closer to the event.
- Once you register your delegation on the ICAN Group, you and your members of delegation will receive a confirmation email from CRM-noreply@icao.int. Please note this is just a confirmation, further details in the email do not apply.