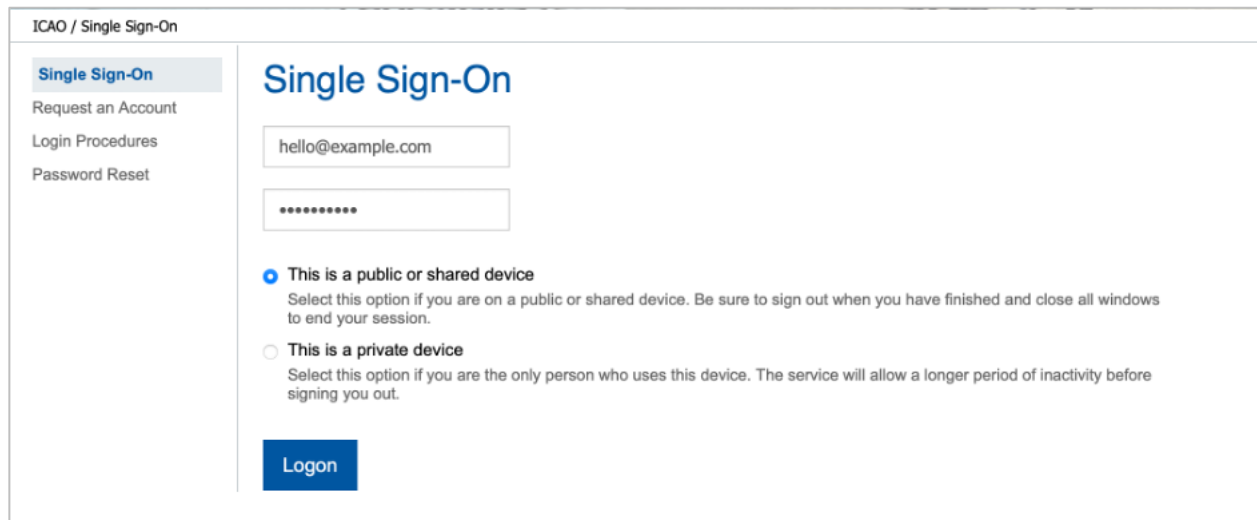


INSTRUCTIONS FOR FOCAL POINTS TO REGISTER DELEGATION TO ICAN SECURE PORTAL GROUP

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 **ICAO Secure Portal** credentials



The screenshot shows the 'Single Sign-On' page of the ICAO Secure Portal. On the left, there is a navigation menu with options: 'Single Sign-On' (highlighted), 'Request an Account', 'Login Procedures', and 'Password Reset'. The main content area has the title 'Single Sign-On' and two input fields: one for the email address (containing 'hello@example.com') and one for the password (masked with dots). Below the fields are two radio button options: 'This is a public or shared device' (selected) and 'This is a private device'. A blue 'Logon' button is at the bottom.

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



The screenshot shows the user interface of the ICAO Secure Portal. At the top, there is a blue header with the ICAO logo and the text 'ICAO SECURE PORTAL'. Below the header is a navigation bar with three tabs: 'ICAO Secure Portal' (selected), 'ICAO Public Site', and 'Profile'. The main content area has a left sidebar with 'Profile', 'Access Rules', and 'FAQ'. The main content area displays a welcome message: 'Welcome to the ICAO Secure Portal. You have access to the following groups:'. Below this is a table of groups:

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

An orange box highlights the 'ICAN' group, and an orange arrow points to it from the right.

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.