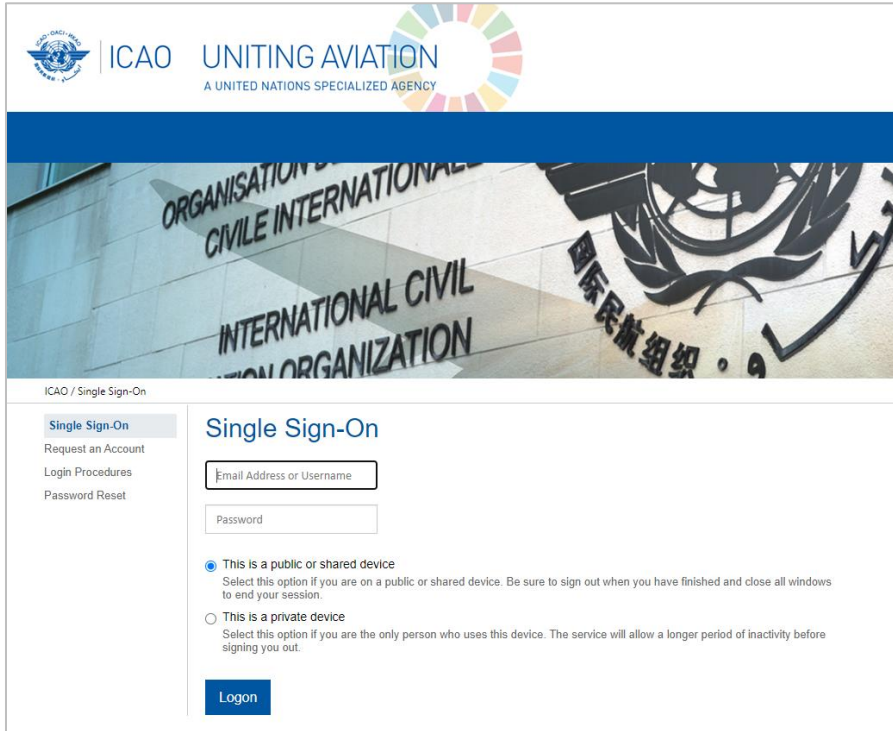


INSTRUCTIONS FOR NEW ICAN FOCAL POINTS WITH AN EXISTING SECURE PORTAL ACCOUNT

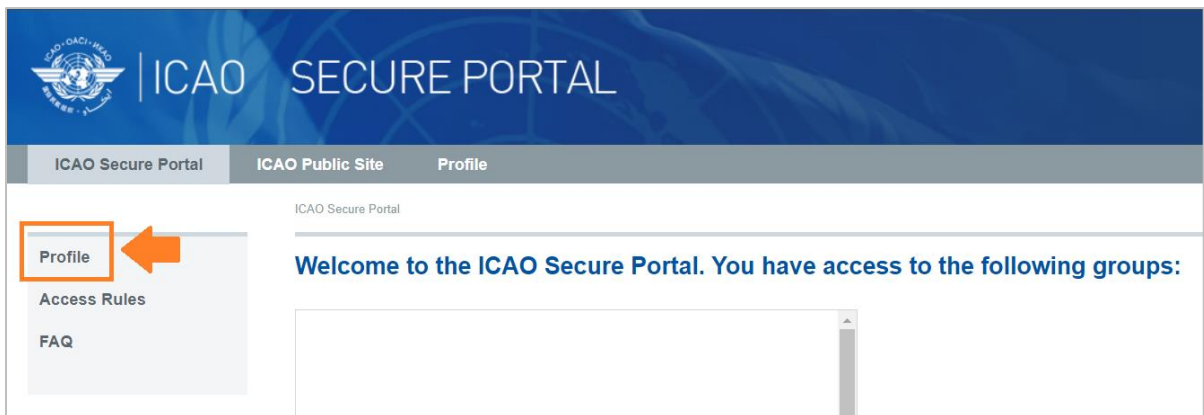
PART I: Subscribe to the ICAN Group on the ICAO Secure Portal

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



The screenshot shows the ICAO Single Sign-On login page. At the top, there is the ICAO logo and the text "UNITING AVIATION" and "A UNITED NATIONS SPECIALIZED AGENCY". Below this is a banner image of the ICAO building with the text "ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE" and "INTERNATIONAL CIVIL AVIATION ORGANIZATION". The main content area is titled "Single Sign-On" and contains a "Logon" button. There are two radio button options: "This is a public or shared device" (selected) and "This is a private device". There are also input fields for "Email Address or Username" and "Password".

2. Click on the **PROFILE** link on the top left corner.

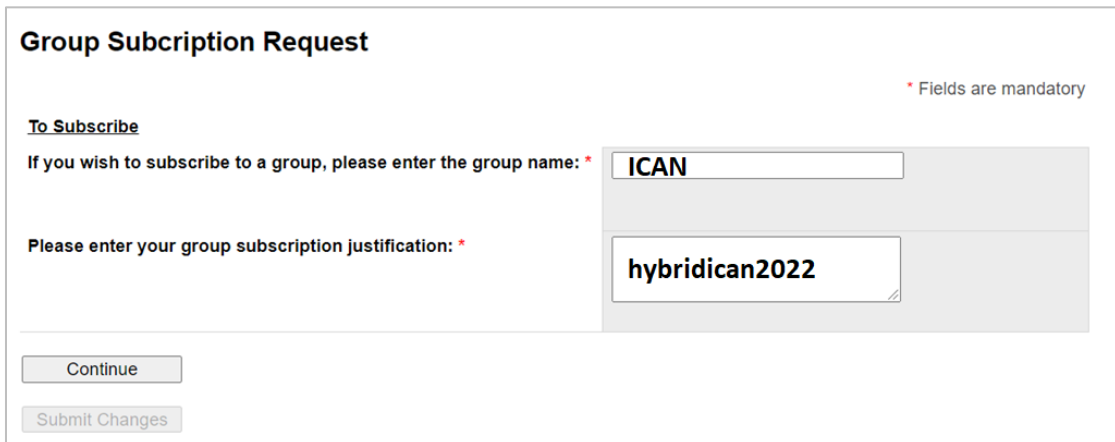


The screenshot shows the ICAO Secure Portal user interface. At the top, there is the ICAO logo and the text "ICAO SECURE PORTAL". Below this is a navigation bar with three tabs: "ICAO Secure Portal", "ICAO Public Site", and "Profile". The "Profile" tab is selected. On the left side, there is a sidebar menu with three items: "Profile", "Access Rules", and "FAQ". The "Profile" item is highlighted with an orange box and an orange arrow pointing to it. The main content area is titled "ICAO Secure Portal" and contains the text "Welcome to the ICAO Secure Portal. You have access to the following groups:" followed by a scrollable list of groups.

3. Click on **GROUP SUBSCRIBE** in the left-hand menu.



4. Enter the following details: *(please ensure that you are providing accurate information and spelling)*
 - Group name: **ICAN**
 - Justification: **hybridican2022**



The screenshot shows the 'Group Subscription Request' form. The title is 'Group Subscription Request' and there is a note '* Fields are mandatory'. The form contains the following fields:

- To Subscribe**
- If you wish to subscribe to a group, please enter the group name: *
- Please enter your group subscription justification: *

At the bottom of the form, there are two buttons: 'Continue' and 'Submit Changes'.

Click the **CONTINUE** button and then **SUBMIT CHANGES** button to complete the process.

Please note that your application will be reviewed by the ICAN team. 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

.....

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.

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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.