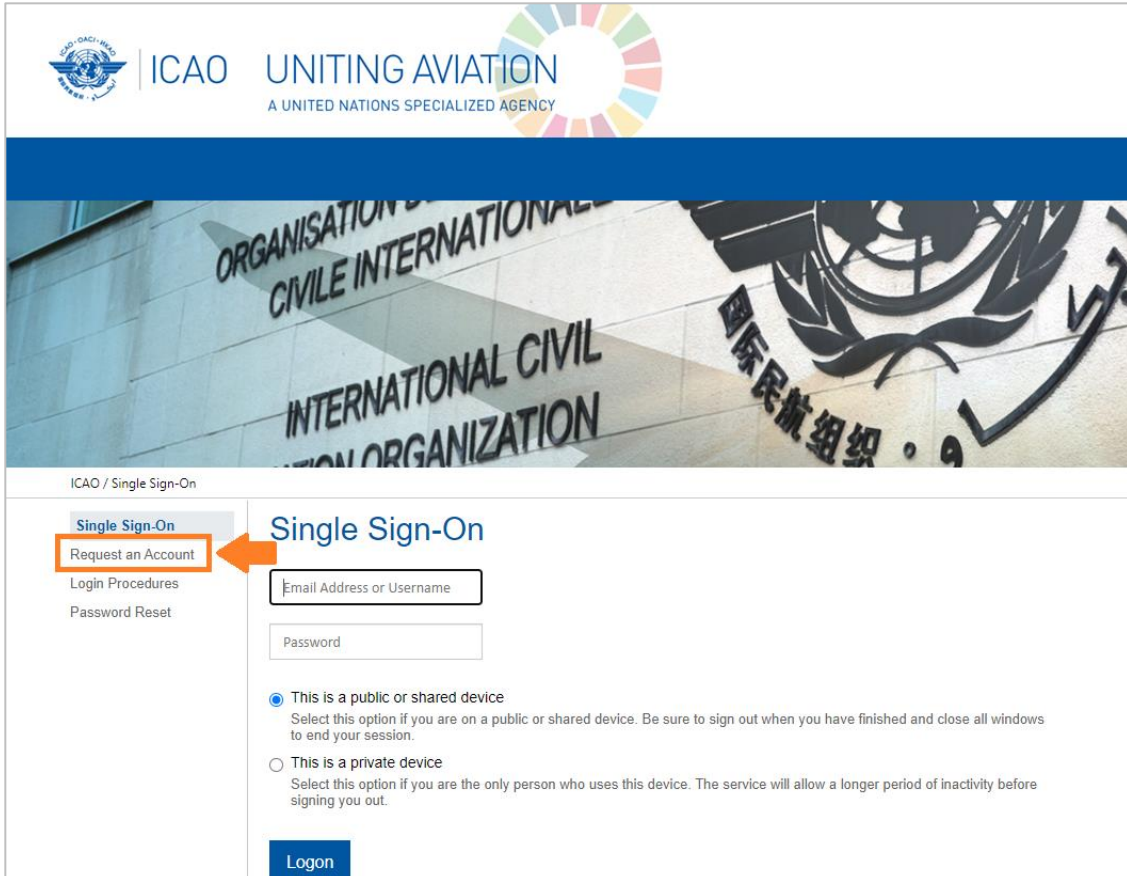


## INSTRUCTIONS FOR NEW ICAN FOCAL POINTS

### 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

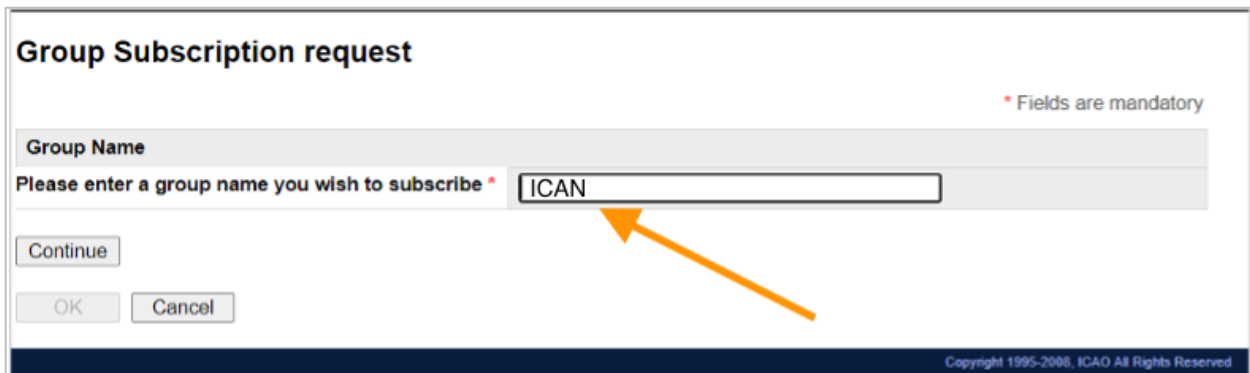
Password

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.

Logon

3. Type “ICAN” as the group name



Group Subscription request

\* Fields are mandatory

Group Name

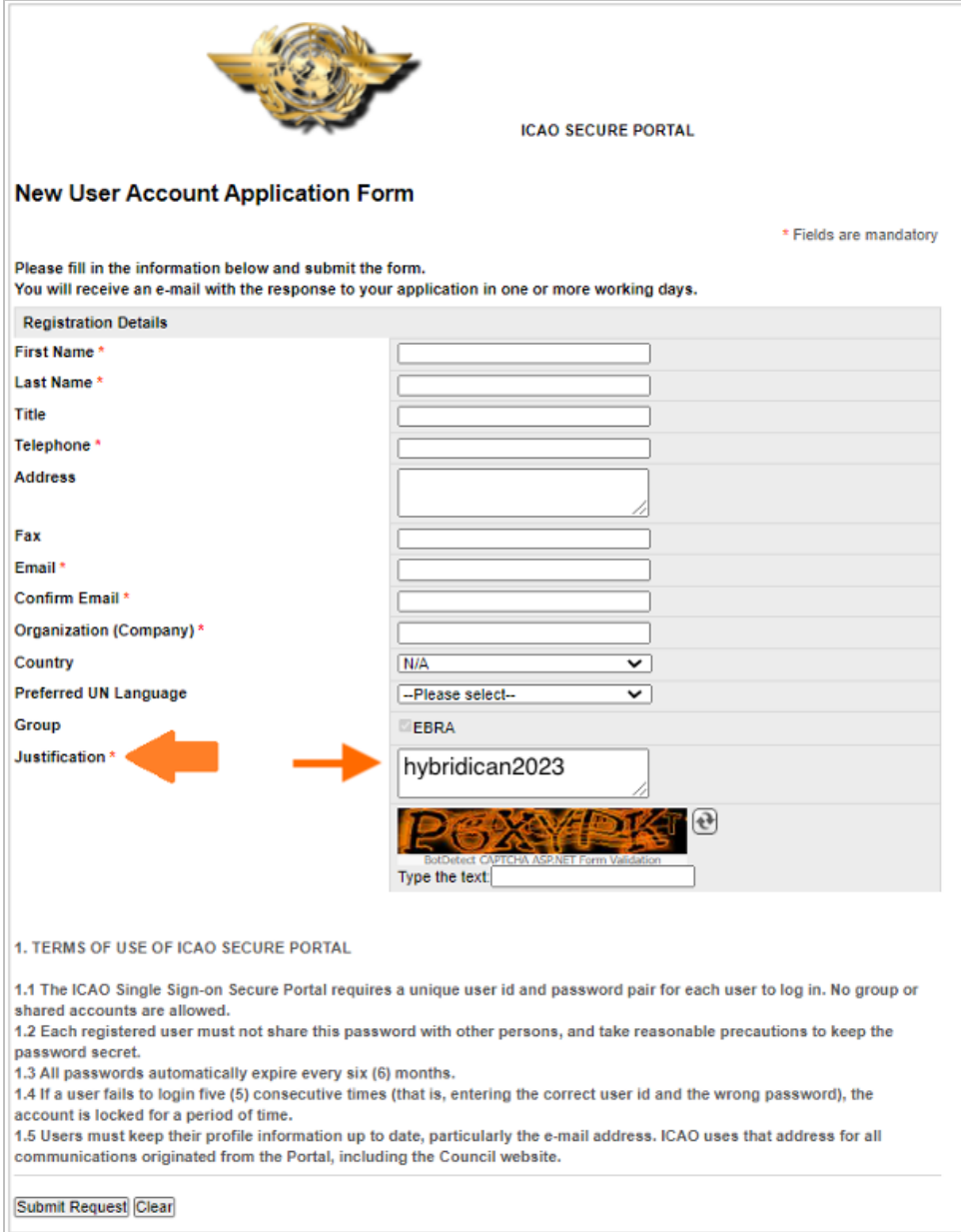
Please enter a group name you wish to subscribe \* ICAN


Continue

OK Cancel

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- Complete the details required in this form and make sure to include “**hybridican2023**” 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 \*

Last Name \*

Title

Telephone \*

Address

Fax

Email \*

Confirm Email \*


Organization (Company) \*

Country

Preferred UN Language

Group  EBRA

Justification \*

  
Type the 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

.....

**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 ETOOL S website;
<b>ICAN</b>	<b>ICAN Event Registration Application;</b>
SPACE	ISTARS 2.0 SPACE

3. Click on **ICAN 2023**

### Upcoming Events

Login Name:  
Delegation:

Meeting	Starting Date	Location
ICAN2023	03 December 2023	Riyadh , SAUDI ARABIA

List all participants in upcoming events

4. Click on **ADD NEW PARTICIPANTS**:

ICAN2023

Date: 03 - 07 December 2023  
Location: Riyadh , SAUDI ARABIA  
Venue: Riyadh

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 2023, including yourself. 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.

**Note:** 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](mailto:CRM-noreply@icao.int). Please note this is just a confirmation, further details in the email do not apply.