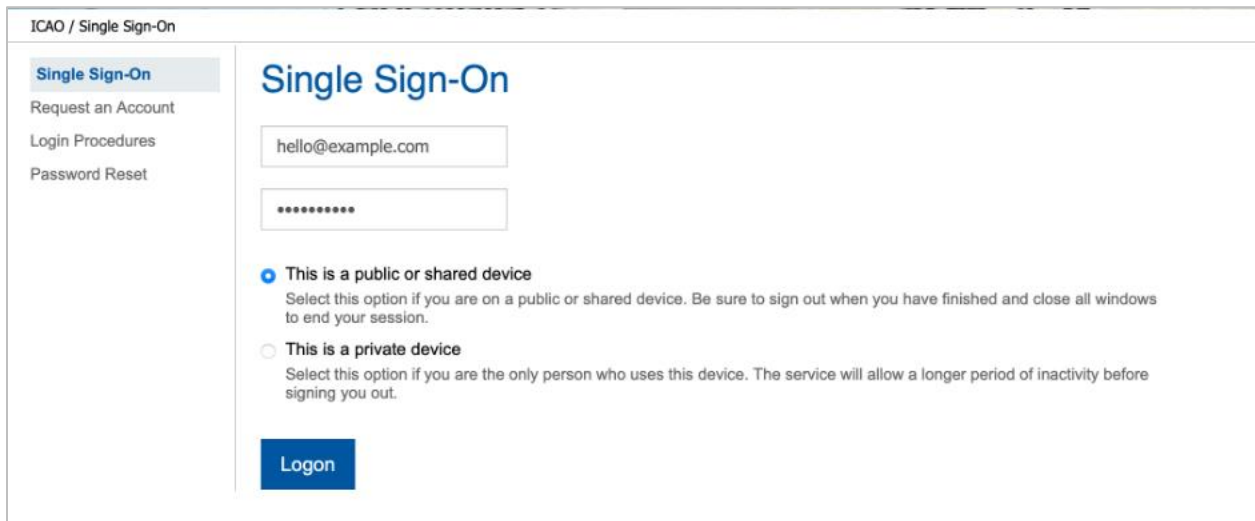


INSTRUCTIONS FOR FOCAL POINTS TO REGISTER DELEGATION TO ICAN SECURE PORTAL GROUP

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 sidebar with links: '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 (containing eight dots). Below the password field, there are two radio button options: 'This is a public or shared device' (selected) and 'This is a private device'. Each option has a brief description. At the bottom, there is a blue 'Logon' button.

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



The screenshot shows the 'ICA Secure Portal' dashboard. The top header features the ICAO logo and the text 'ICA SECURE PORTAL'. Below the header is a navigation bar with three tabs: 'ICA Secure Portal' (selected), 'ICA Public Site', and 'Profile'. On the left, there is a sidebar with links: 'Profile', 'Access Rules', and 'FAQ'. The main content area has the title 'Welcome to the ICAO Secure Portal. You have access to the following groups:' and a table listing the groups. The 'ICAN' group is highlighted with an orange box and an orange arrow pointing to it.

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

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:**

E-Mail	Name (Job Title)	Role	Organization	Saved Picture
test@email.com	First Name: Jane Last Name: Doe Job Title: Negotiator		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.