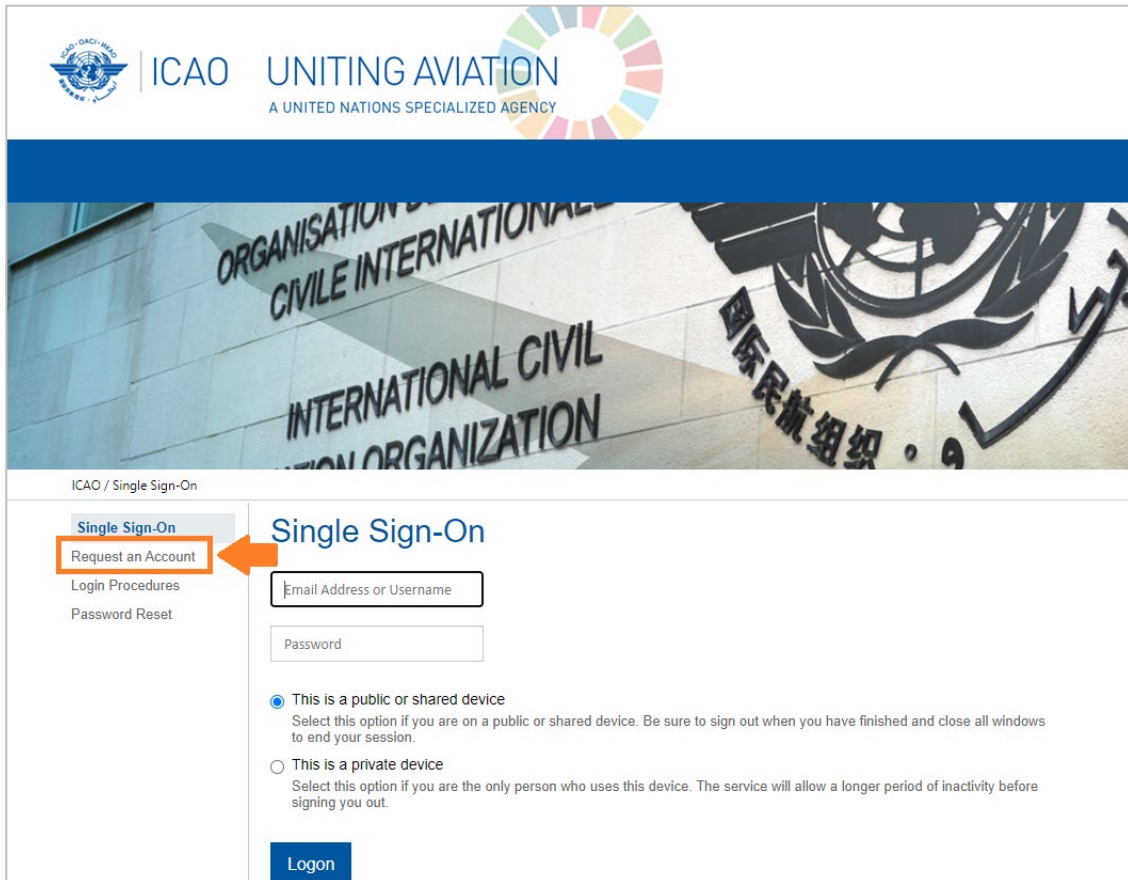


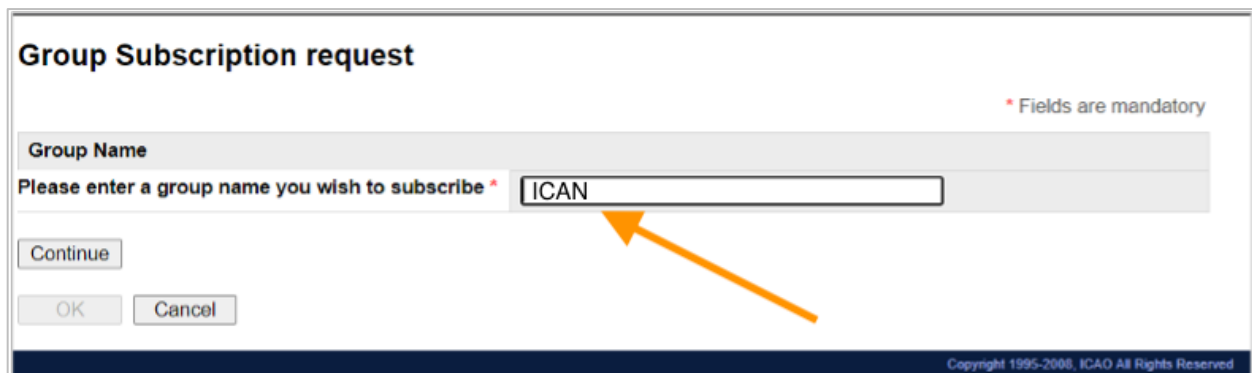
INSTRUCTIONS FOR NEW ICAN FOCAL POINTS

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**:



3. Type "ICAN" as the group name



- Complete the details required in this form and make sure to include “**hybridican2024**” in the Justification field.

Then click on **Submit Request**:

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 N/A
Preferred UN Language --Please select--
Group ☒ ICAN
Justification * hybridican2024
Type the text: [CAPTCHA]

1. TERMS OF USE OF ICAO SECURE PORTAL

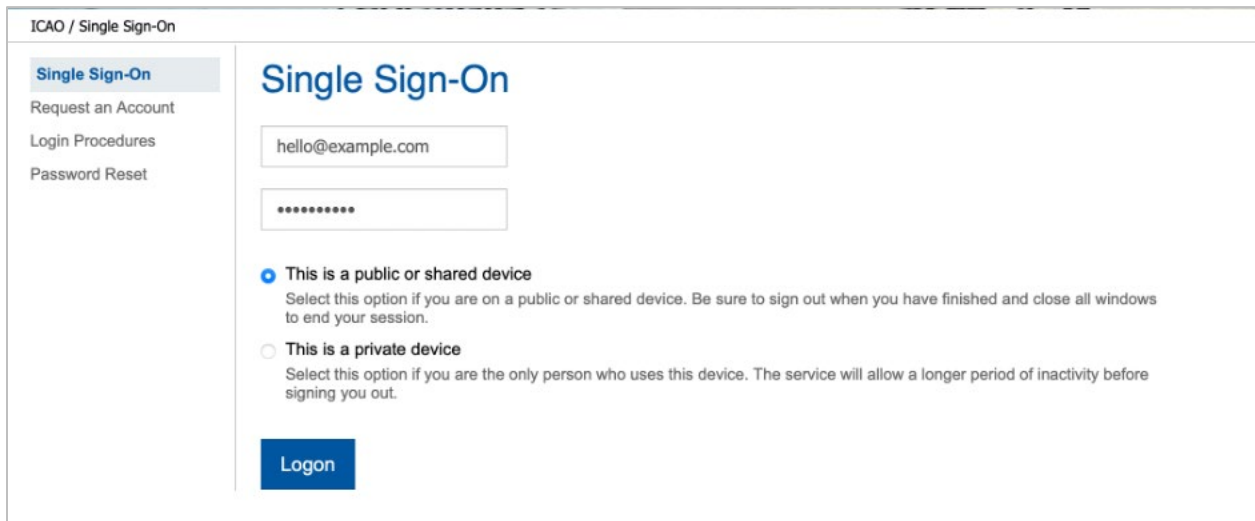
1.1 The ICAO Single Sign-on Secure Portal requires a unique user id and password pair for each user to log in. No group or shared accounts are allowed.
1.2 Each registered user must not share this password with other persons, and take reasonable precautions to keep the password secret.
1.3 All passwords automatically expire every three (3) 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 the 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 following these steps. **It is crucial that Focal Points also register themselves** as they will be the ones booking negotiation meetings through the ICAN Event Platform, once available. Only Focal Points will have the possibility to book negotiation meetings.

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



The screenshot shows the 'Single Sign-On' page of the ICAO portal. On the left is a sidebar with links: 'Single Sign-On' (highlighted), 'Request an Account', 'Login Procedures', and 'Password Reset'. The main area has a title 'Single Sign-On' and two input fields: one for the email 'hello@example.com' and one for a password represented by dots. Below the fields 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 is a blue 'Logon' button.

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



The screenshot shows the 'ICAOTM SECURE PORTAL' dashboard. The top navigation bar includes 'ICAOTM SECURE PORTAL', 'ICAOTM Public Site', and 'Profile'. A left sidebar contains 'Profile', 'Access Rules', and 'FAQ'. The main content area is titled 'Welcome to the ICAOTM Secure Portal. You have access to the following groups:'. Below this is a table of groups:

ICAOTM-NET	ICAOTM-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

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

3. Click on **Sixteenth ICAO Air Services Negotiation Event (ICAN2024)**:



ICAN Event Registration Application

Upcoming Events

Login Name:
Delegation:

Meeting	Starting Date	Location
Sixteenth ICAO Air Services Negotiation Event (ICAN2024)	21 October 2024	Kuala Lumpur , MALAYSIA

List all participants in upcoming events

4. Click on **Add New Participants**:



ICAN Event Registration Application

Sixteenth ICAO Air Services Negotiation Event (ICAN2024)

Date: 21 - 25 October 2024
Location: Kuala Lumpur , MALAYSIA
Venue: TBD - Malaysia

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 ICAN2024, 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 or cancel participants closer to the event. If your State decides that it wishes to cancel its participation in ICAN2024, please advise the ICAN Team by email at ican@icao.int. Please note that there is no need to upload pictures.

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. Please note this is just a confirmation, further details in the email do not apply.