

INSTRUCTIONS FOR FOCAL POINTS TO REGISTER DELEGATION TO THE ICAN SECURE PORTAL 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 **ICAO Secure Portal** credentials:

The screenshot shows the 'Single Sign-On' login page of the ICAO Secure 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 for 'hello@example.com' and a password. 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 'ICAO SECURE PORTAL' dashboard. The top navigation bar includes the ICAO logo and the text 'ICAO SECURE PORTAL'. Below it are tabs for 'ICAO Secure Portal', 'ICAO Public Site', and 'Profile'. The main content area is titled 'Welcome to the ICAO Secure Portal. You have access to the following groups:'. It contains a table with two columns: 'ICAO-NET' and 'ICAO-NET Secure Site'. The 'ICAN' group is highlighted with an orange box, and a red arrow points to it.

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 **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**:

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.
- You are also able to cancel any delegates from the list of participants, at any time.
- There is no need to upload pictures.
- 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.
- If your State decides that it wishes to cancel its participation in ICAN2024, please advise the ICAN Team by email at ican@icao.int.

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