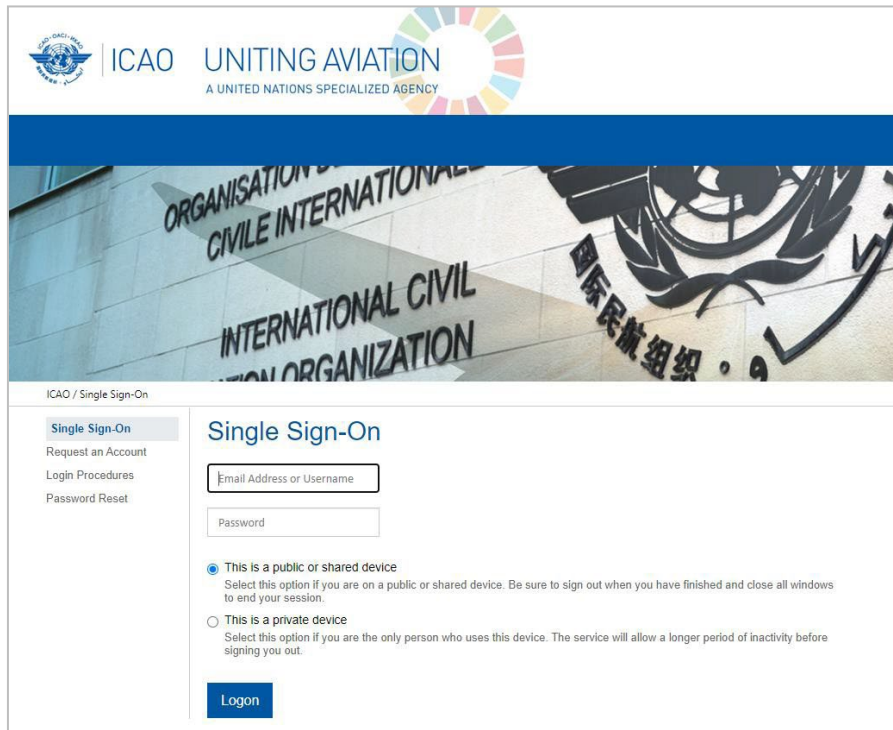


INSTRUCTIONS FOR NEW ICAN FOCAL POINTS WITH AN EXISTING SECURE PORTAL ACCOUNT

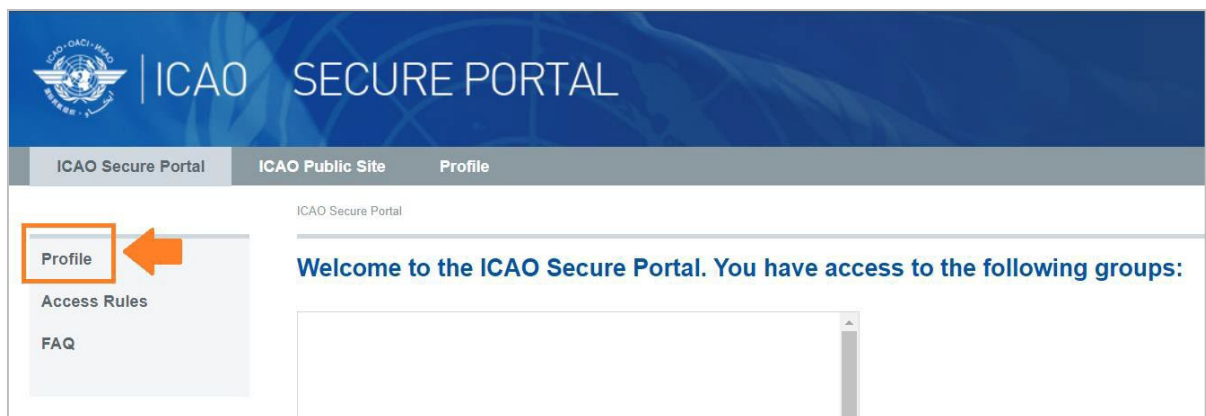
PART I: Subscribe to the ICAN Group on the ICAO Secure Portal

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 a header with the ICAO logo, the text "UNITING AVIATION", and "A UNITED NATIONS SPECIALIZED AGENCY". Below the header is a large banner image showing the ICAO building and logo. The main content area is titled "Single Sign-On" and contains a "Single Sign-On" button, a "Request an Account" link, a "Login Procedures" link, and a "Password Reset" link. There are two input fields: "Email Address or Username" and "Password". Below these fields are two radio button options: "This is a public or shared device" (selected) and "This is a private device". A "Logon" button is at the bottom.

2. Click on **Profile** on the top left corner.



The screenshot shows the ICAO Secure Portal dashboard. At the top, there is a header with the ICAO logo, the text "ICAO SECURE PORTAL", and a navigation bar with "ICAO Secure Portal", "ICAO Public Site", and "Profile". Below the header is a sidebar with a "Profile" button (highlighted with an orange box and an orange arrow), "Access Rules", and "FAQ". The main content area is titled "ICAO Secure Portal" and contains a welcome message: "Welcome to the ICAO Secure Portal. You have access to the following groups:". Below the message is a large empty box.

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: **hybridican2024**

Group Subscription Request

* Fields are mandatory

To Subscribe

If you wish to subscribe to a group, please enter the group name: *

Please enter your group subscription justification: *

Click the **Continue** button and then the **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 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 ICAO Single Sign-On login interface. On the left, there is a sidebar with links: 'Single Sign-On' (highlighted), 'Request an Account', 'Login Procedures', and 'Password Reset'. The main area is titled 'Single Sign-On' and contains a login form. The form has two input fields: one for the email address (pre-filled with 'hello@example.com') and one for the password (masked with 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 of the form is a blue 'Logon' button.

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



The screenshot shows the ICAO Secure Portal dashboard. The top header features the ICAO logo and the text 'ICAO SECURE PORTAL'. Below this is a navigation bar with three tabs: 'ICAO Secure Portal' (selected), '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 displays a table of groups with two columns: 'ICAO-NET' and 'ICAO-NET Secure Site'. The 'ICAN' group is highlighted with an orange box, and an orange arrow points to it from the right. The 'ICAN' group is listed under the 'ICAO-NET' column with the description 'ICAN Event Registration Application;'. Other groups listed include 'Authors', 'EBRA', 'ETOOLS', and 'SPACE'.

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 ICAN 2024, **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.

— END —