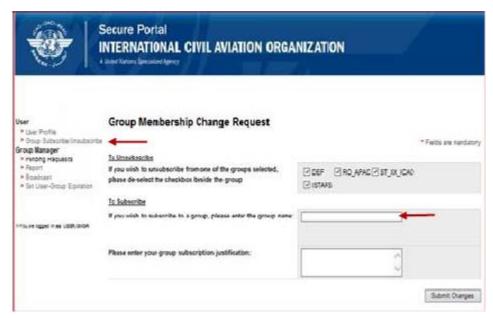
ICAO Secure Portal Access Instructions

In order to gain access to the Secure Portal contents each member must have ICAO Net Account and subscribe to group name as listed below.

- Steering Committee Meeting Group name: APAC-FPP
- I. Procedure 1: If you already have an account with the ICAO Secure Portal:
- 1. Log on to http://portal.icao.int with your secure site login credentials.



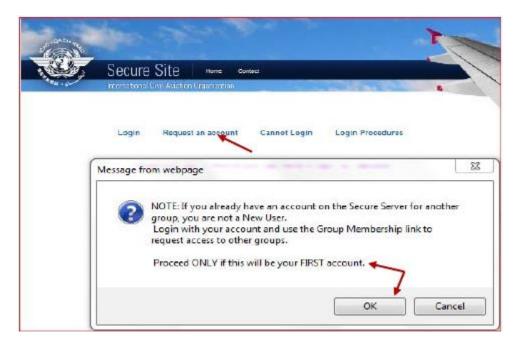
- 2. Click on the PROFILE link on the right-hand top corner.
- 3. A new window pops up; click on GROUP SUBSCRIBE/UNSUBSCRIBE on the left-hand menu.



- 4. Enter the group name that has been provided to you in the SUBSCRIBE TO field and the JUSTIFICATION for your request.
- Click the SUBMIT CHANGES button.
 After these steps are completed and the request reviewed, you will receive an email confirmation that you have been granted or denied access to the group in question.

II. Procedure 2: If you do NOT already have an account with the ICAO Secure Portal:

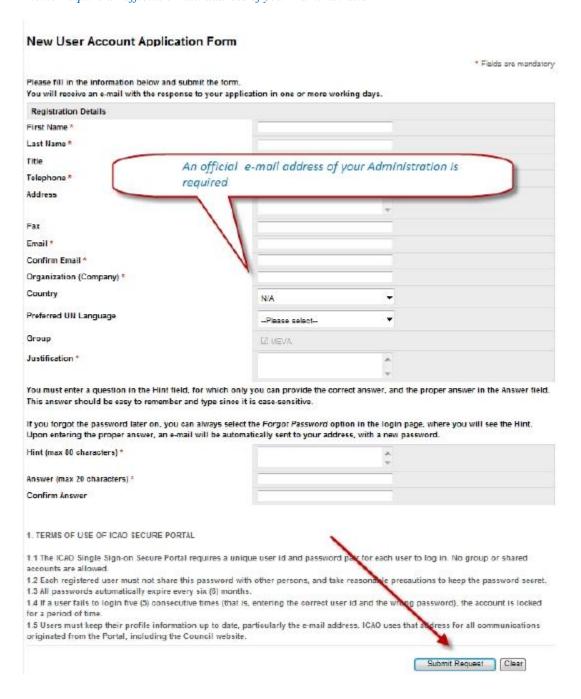
- 1. Access the ICAO Portal at the following link: http://portal.icao.int.
- 2. Since you do NOT have a Portal username/password, click the REQUEST AN ACCOUNT option.



3. Click the OK button on the pop-up message to indicate this is your first Portal account. In the pop-up window, enter the group name (all caps and no spaces) that has been provided to you in the SUBSCRIBE TO field.

- 3. Click the OK button.
- 4. Enter the necessary information in the New User Account form.

 Note: Require an official e-mail address of your Administration



5. Click the SUBMIT REQUEST button.

After these steps are completed and the request reviewed, you will receive ICAO Portal Access Instructions.

III. Reset password

All ICAO Net account passwords will expire within six months. All users are informed automatically by e-mail seven days before their passwords expire.

- 1. Upon receiving email notification of pending password expiry, users are expected to log on to the site and click on the Profile link to change their password. These instructions are provided in the e-mail notification.
- 2. If the password has already expired, or if a user has forgotten his or her password please follow the instructions below.
 - a) Navigate to http://portal.icao.int
 - b) At the login page, click on the 'Cannot Login' link
 - c) Enter your email address or your username and click on submit.
 - d) Enter the answer to your hint to receive a new password.
 - e) The new password will be sent to your email address
