How to request media accreditation in INDICO

1. **Create a profile in INDICO**, go to https://indico.un.org/ and click on Login in the top right-hand corner:
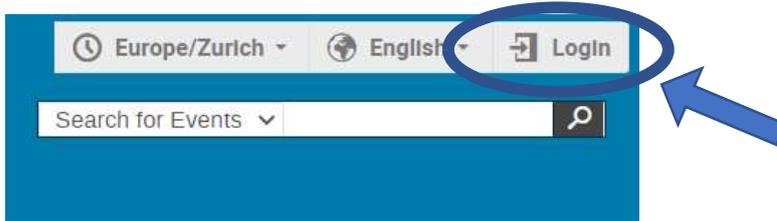
which takes you to this page:

Click on **create one here**

2. Enter your email address and click on **send me a verification email**

3. When you receive the email from INDICO – **check your junk folder** – click on the link in the email and your email address will be validated and you can create your INDICO profile.

4. **Create a password** and confirm it

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5. **Do the sum**

Are you human?

15 + 13

6. This takes you to the **INDICO home page** where you select **Accreditation** from the menu buttons at the top:

United Nations
Events & Conferences

Home   Accreditation   Create event ▾   My p

7. Click on the arrow next to Select UN organization and select **United Nations Office at Vienna:**

Apply for accreditation

Select UN organization ⌄

Go to form →

8. Click on the arrow next to Select accreditation office and select **Media** then click [Go to form →] :

Apply for accreditation

United Nation Office at Vienna ⌄

Select accreditation office ⌄

Go to form →

9. **Upload a photo** (check the photo guidelines for further information)

10. **Fill in the form**, please note that all the parts marked with an asterisk must be filled in

11. **Upload your letter of assignment** (which needs to be pdf or jpg file); **your work samples**, **a copy of your press card and your passport**

12. Once the form is filled in and the documents uploaded, click on **submit**

13. A message on the screen will confirm that your accreditation request has been successfully submitted and an email will be sent acknowledging the submission.

14. Once the request has been reviewed, you will receive an email approving or rejecting your request.

15. You can log into INDICO at any time and **modify your request**, **check the status of it** or **withdraw the request** under **My Accreditations**.