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BEFORE YOU START...

Please note that the UNOG accreditation and online registration system works better with the following browser: Edge, Firefox, Chrome, Safari or Opera

HOW TO REGISTER FOR A CONFERENCE?

You have probably received a communication from the conference organizers or an update on their official website informing you that an upcoming conference is open for online registration.

You will be redirected to the conference registration page.

- On the conference registration page, click on the button Register now.

If you already have an account on the UNOG Accreditation and online Registration system, please go to the section titled “SUBMIT YOUR REGISTRATION FORM”.
CREATE A NEW ACCOUNT

1. You will be redirected to the log-in page. Click on **Create a new account**

![Image showing the log-in page](image-url)
2. Fill out the account creation form.

3. You should receive an account activation email in the next minutes. Click on the activation link to activate your account.

4. Your account is now activated and you are redirected to the conference page.

SUBMIT YOUR REGISTRATION FORM

5. Log in using your username and password.

Forgot password or Re-send account activation email

To reset your password, go to your Log-in page and click on Reset password or Re-send account activation email if needed.
6. The conference registration form is prefilled with your information. Kindly upload a photo ID or use a webcam to take a picture and fill out all the mandatory fields.
7. Click on the button **Register** when you are done.

**REGISTRATION ACKNOWLEDGEMENT EMAIL**

Now that you have submitted your registration form, you should receive an automatic email to acknowledge receipt of your registration form.

Your registration is pending approval from the conference organizers.

**PENDING, APPROVED OR REJECTED REQUEST**

Once the substantive secretariat finishes processing your request, you should receive an email informing you of your status; Approved or Rejected.

If Approved, the email should include, amongst other details, a QR code or e-Ticket.
This is an example of e-ticket that participants receive via email or can download from the page of the conference they have registered for.

Accessing the UN Archives at Geneva

Thursday, 2 February 2017 - Friday, 31 March 2017
United Nations Office at Geneva -

UN PASS

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