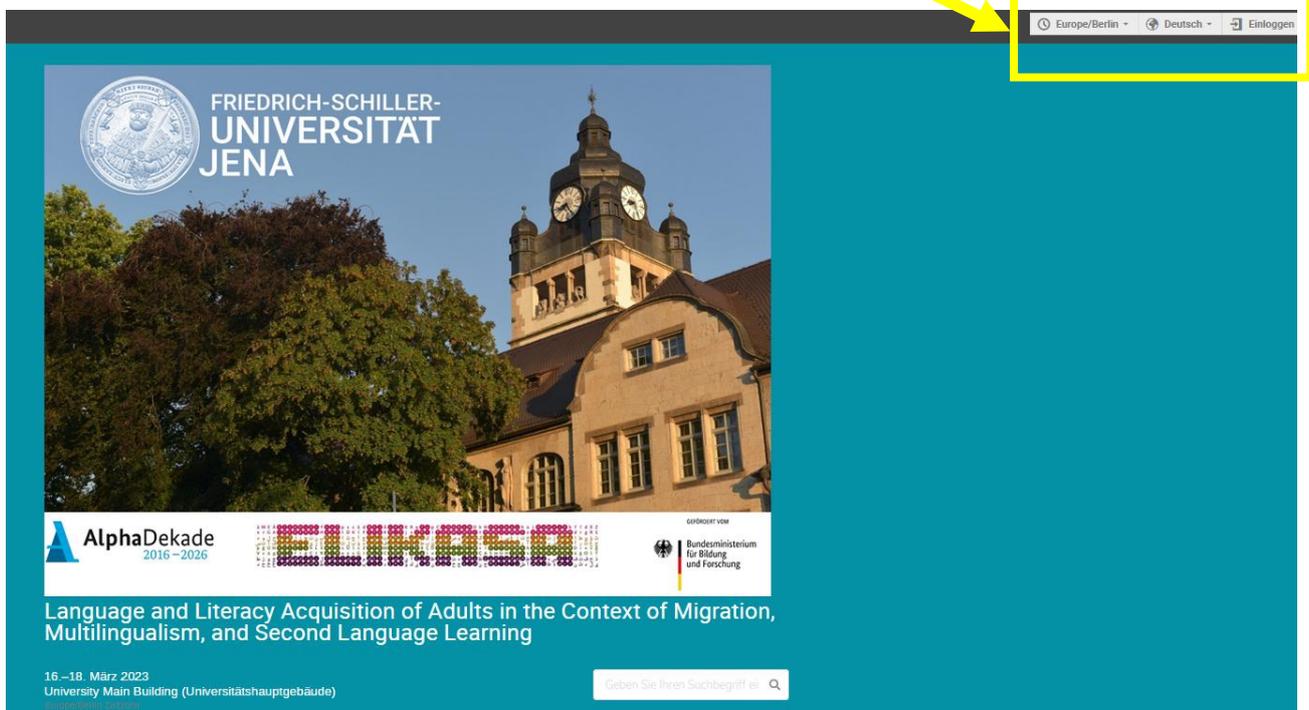


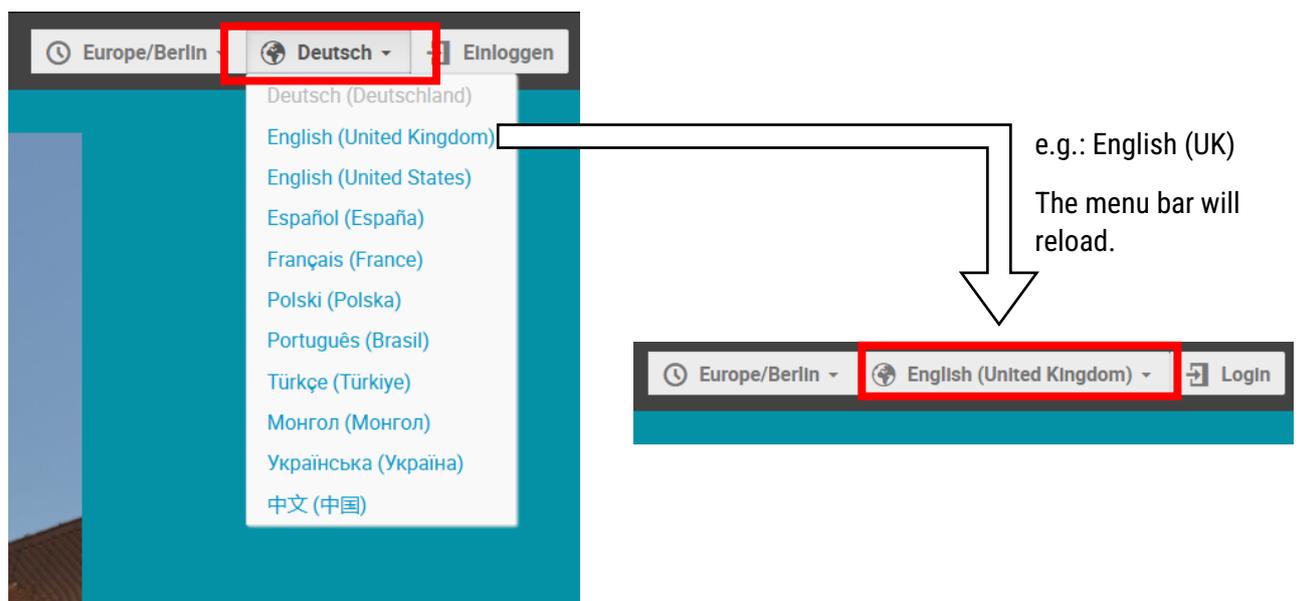
Step-by-step guide: How to register for Indico

Who should register for Indico? – all (on-site and online) presenters and people who are involved in organisation

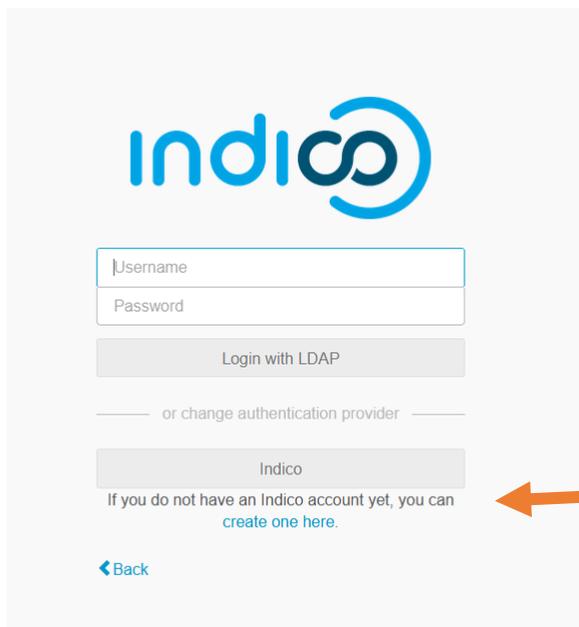
1. Please go to <https://indico.rz.uni-jena.de/e/asll>.
On the top right of your screen you'll see the menu bar in German.



You can choose your preferred language by clicking on **this drop-down list** here:



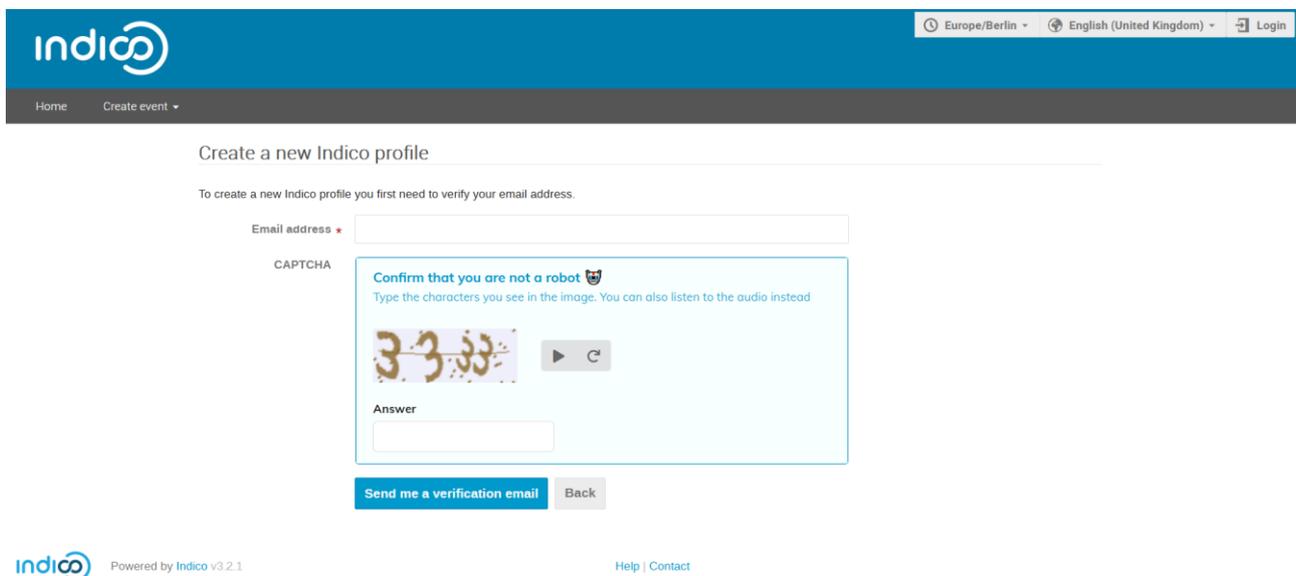
2. Click on „login“. You'll be forwarded to the following page (<https://indico.rz.uni-jena.de/login/>):



The image shows the Indico login page. At the top is the Indico logo. Below it are two input fields for 'Username' and 'Password'. There is a 'Login with LDAP' button. Below that, it says 'or change authentication provider'. There is an 'Indico' button. Below the 'Indico' button, it says 'If you do not have an Indico account yet, you can [create one here](#).' There is a 'Back' link at the bottom left.

If you don't have an Indico account yet, click on „[create one here](#)“.

3. Please fill in all mandatory fields. You may also provide details in your **profile** (contact info, institution etc.) and may add a **picture** of yours.



The image shows the Indico profile creation page. At the top is the Indico logo and navigation links: Home, Create event. The page title is 'Create a new Indico profile'. Below the title, it says 'To create a new Indico profile you first need to verify your email address.' There is an 'Email address' input field. Below that is a CAPTCHA section with the text 'Confirm that you are not a robot' and 'Type the characters you see in the image. You can also listen to the audio instead.' The CAPTCHA image shows the number '3333'. There is an 'Answer' input field. Below the CAPTCHA section are two buttons: 'Send me a verification email' and 'Back'. At the bottom left is the Indico logo and 'Powered by Indico v3.2.1'. At the bottom right is 'Help | Contact'.

IMPORTANT!!

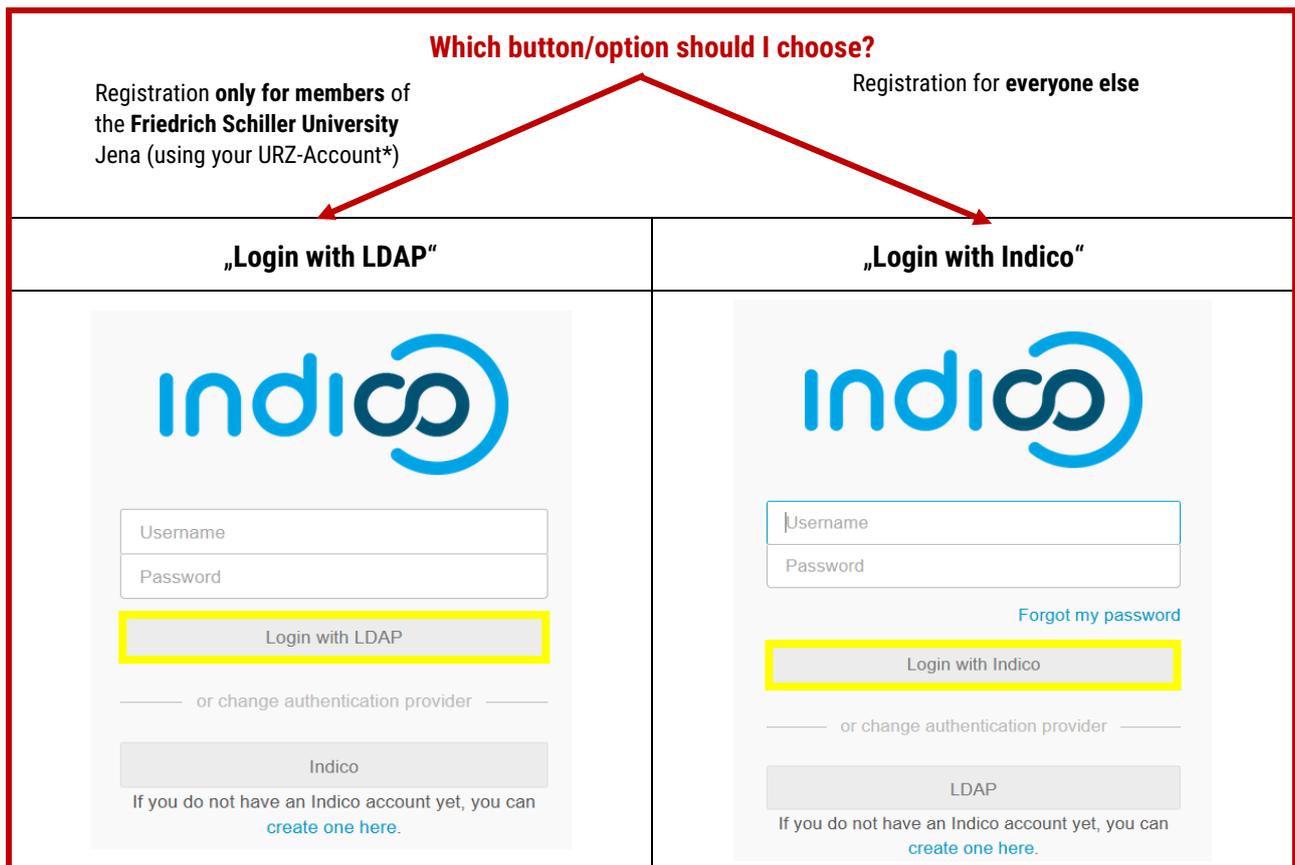
You will **NOT** receive any confirmation e-mail after your registration for Indico!

You'll only receive a confirmation e-mail after your registration for the conference by filling in the **registration form** (either for „*on-site presenters and organisers*“ or „*online participants and presenters*“) via <https://indico.rz.uni-jena.de/e/asll>

After your registration, if you want to login to Indico, go to <https://indico.rz.uni-jena.de/login/> or go back to **step 2**.

Please mind that there are **two (!) different buttons** for your login: „Login with LDAP“ or „Indico“.

The screenshot shows the Indico login interface. At the top is the Indico logo. Below it are two input fields for 'Username' and 'Password'. Underneath these fields are two buttons: 'Login with LDAP' and 'Indico'. A red arrow points to the 'Login with LDAP' button, and another red arrow points to the 'Indico' button. Below the 'Indico' button, there is a link that says 'If you do not have an Indico account yet, you can create one here.' and a 'Back' link at the bottom left.



your chosen option = upper button

*only URZ-Kürzel only --> "@uni-jena.de" not required