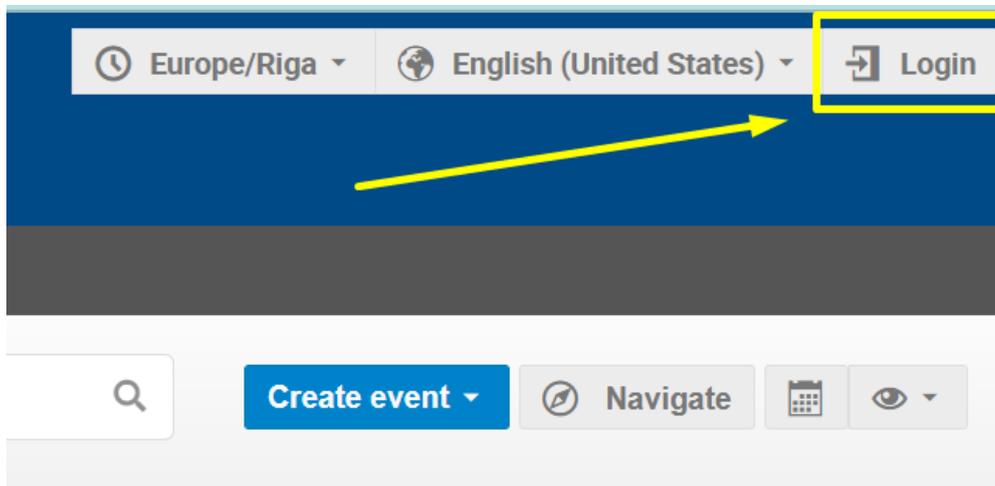


## How to create Indico profile

1. Go to <https://conferences.lu.lv/> and press **Login** at the top-right corner



2. It is possible to create Indico account in 2 ways: through logging in to your University account (using **eduGAIN SSO** option – 1) OR just using your e-mail address (using **create one here** option – 2):

A screenshot of the Indico login page. The page features the Indico logo at the top. Below the logo are two input fields for 'Username' and 'Password'. A link for 'Forgot my password' is located below the password field. A 'Login with Indico' button is positioned below the input fields. Below this button, the text 'or connect with' is displayed. A red box highlights the 'eduGAIN SSO' option, with a red '1' to its left. Below the 'eduGAIN SSO' option, the text 'If you do not have an Indico account yet, you can' is shown. A red box highlights the 'create one here.' link, with a red '2' to its left. At the bottom left, there is a 'Back' link with a left-pointing arrow.

- 2.1. If you use **eduGAIN SSO** option, find your institution in the Search (1) and click on it (2):

**Find Your Institution**

Your university, organization or company

university of latvia 1

Examples: Science Institute, Lee@uni.edu, UCLA

Remember this choice [Learn More](#)

---

[University of Latvia](#) 2

You will then be transferred to the Login page of your University, e.g.:

**LATVIJAS UNIVERSITĀTE** LV EN

Login Rules of use of IT resources Help

Username: kk12142

Password: .....

I agree with the rules and login

Unsanctioned use of this system according to laws of the Republic of Latvia may be classified as a criminal offence and may be prosecuted according to Criminal law

LU | E-studijas | Mans LUIS | LU e-pasts | Mans portāls | LUIS sankc.

After Logging in through your University account your Indico account will be successfully created.

- 2.2. You can also create your Indico account without logging in to your University account and **using only your e-mail address** (option 2 – **create one here**):



The image shows the Indico login and registration interface. At the top is the Indico logo. Below it are two input fields: 'Username' and 'Password'. A link 'Forgot my password' is positioned to the right of the password field. A 'Login with Indico' button is centered below the fields. A horizontal line with the text 'or connect with' is below the button. A red box labeled '1' highlights the 'eduGAIN SSO' button. Below this button, the text reads 'If you do not have an Indico account yet, you can'. A red box labeled '2' highlights the blue link 'create one here.'. At the bottom left is a 'Back' button with a left-pointing arrow.

Enter your e-mail address and click “Send me a verification email”:

## Create a new Indico profile

To create a new Indico profile you first need to verify your email address.

Email address \*

You will then be informed that a verification email has been sent to your e-mail address:

### Create a new Indico profile

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Cancel

Check your e-mail and click on the link to continue the registration:

noreply-conferences@lu.lv

22:33 (8 minutes ago)



 to me ▾

Dear user,

You started the Indico profile creation process. To continue, you need to verify that [kristine.karklina11@gmail.com](mailto:kristine.karklina11@gmail.com) is indeed your email address.

Please click the following link to continue the registration process:

[https://conferences.lu.lv/register/?token=lmtyaXN0aW5lLmthcmtsaW5hMTFAZ21haWwuY29tIlg.YXW1EA.RsVaLw\\_HH8dISaJMues5WIEvQ3E](https://conferences.lu.lv/register/?token=lmtyaXN0aW5lLmthcmtsaW5hMTFAZ21haWwuY29tIlg.YXW1EA.RsVaLw_HH8dISaJMues5WIEvQ3E)

--

Indico :: Email Notifier

<https://conferences.lu.lv/>

After e-mail validation you will need to fill in all the necessary information to complete the registration and press “Create my Indico profile”:

#### User information

|               |  |
|---------------|--|
| Email address | <input type="text" value="kristine.karklina11@gmail.com"/> |
| First name *  | <input type="text" value="Kristine"/>                      |
| Family name * | <input type="text" value="Karklina"/>                      |
| Affiliation   | <input type="text"/>                                       |

#### Login details

|                    |   |
|--------------------|---|
| Username *         | <input type="text" value="kristinekarklina"/> |
| Password *         | <input type="password" value="*****"/>        |
| Confirm password * | <input type="password" value="*****"/>        |

Cancel

Create my Indico profile

Then you will be transferred to the main Indico page with the message that you have successfully registered your Indico profile:

UNIVERSITY OF LATVIA

Public Europe/Riga

Home Create event My profile

Main categories

Enter your search term

Create event Navigate

✓ You have successfully registered your Indico profile. Check [your profile](#) for further details and settings.

Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. To start browsing, please select a category below.

|  |         |   |
|--|---------|---|
| <a href="#">New Challenges in Economic and Business Development – 2022: Responsible Growth</a> | 1 event | ➔ |
| <a href="#">LU 80. starptautiskā zinātniskā konference</a>                                     | empty   | ➔ |