AVSECPaedia

INSTRUCTIONS FOR OBTAINING ACCESS TO AVSECPAEDIA SECURE SITE

Important note: If you are unsure whether you have previously subscribed to the ICAO Portal, select the "Cannot Login" option and follow the steps outlined to determine whether you have an existing account.

New ICAO Portal users:

1. Access the secure site at http://portal.icao.int/.

2. Click on **Request an account** and follow the instructions below:

    a) Click **OK** on the pop-up message to indicate that this is your first account.

    b) In the pop-up window, enter **AVSECPaedia**, and click **OK**.

    *Note: if the pop-up window does not appear, you may have a pop-up blocker. Try holding the **Ctrl** button and click **OK** at the same time.*

    c) Enter the requested information in the new user account form.

    d) Click on **I Agree to the Terms of Use Above**.

3. A confirmation e-mail, along with a username and password, will be sent once access has been granted.

Existing ICAO Portal users:

1. Login to the ICAO Portal at http://portal.icao.int/.

2. Click on **Profile** and then **Group Subscribe/Unsubscribe** in order to subscribe to a new group.

3. In the *Subscribe To* field, enter a group name by typing **AVSECPaedia**.

4. In the *Justification* field, enter the reason for request.

5. Click on **submit changes**.

6. A confirmation e-mail will be sent once access has been granted.