



ORGANIZATION OF AMERICAN STATES
INTER-AMERICAN DRUG ABUSE CONTROL COMMISSION (CICAD)

INSTRUCTIONS FOR THE WEB REGISTRATION

[WWW.CICAD.OAS.ORG/EVENTS](http://www.cicad.oas.org/events)

MS Internet Explorer version 5 or superior is recommended.

Direct your web browser to <http://www.cicad.oas.org/events> You may switch to the other language [English or Spanish] by clicking on the button in the upper right-hand corner of the screen.

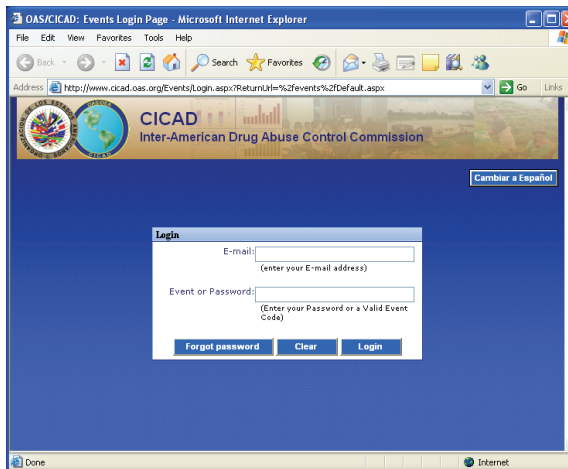
You will need to register for the website service:

1. In the first “E-mail” form area, type in your e-mail address
2. In the “Event or Password” area, of you should type in the event code that was provided by CICAD.

If you have registered previously for other events using this system and received a password, you should type this password in the form area to obtain access to the event registry or information of other events for which you have registered previously.

If you have previously registered a password and don’t remember it, you should click on the button “Forgot Password,” which will send a message with the password to your e-mail address.

3. Click on “Enter.”



4. The system will display the registry form. Please fill in the forms for personal information.

In the “Country” area, you should indicate the country that you represent. If you do not represent a country, you should select “International Organization” or “Sociedad Civil” from the drop-down list.

The section concerning “Day/time of arrival/departure and flight number” may be filled out at a later date if you don’t have your flight information at this time.

5. Finally, you should click on the button “Submit Registration” and the information will be forwarded to CICAD and the system will send a confirmation message to your e-mail address.

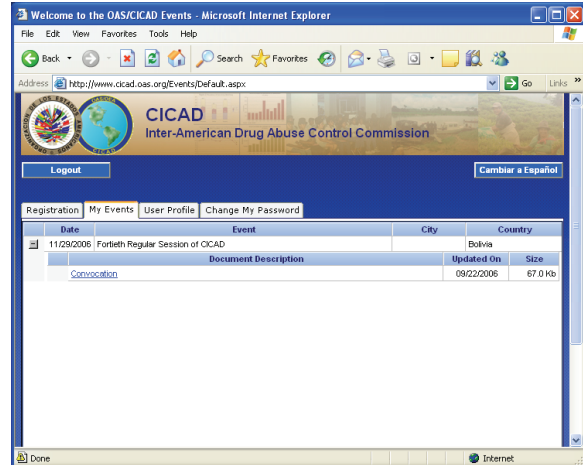


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The “My Events” tab will display a list of the events to which you have registered.

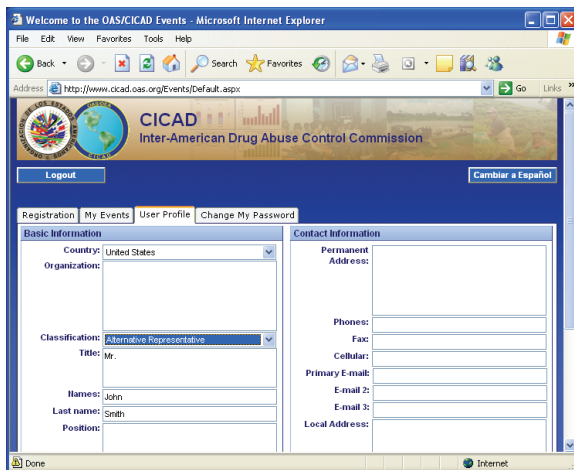
If there is a plus symbol on the left margin of the event (+), that means that the event has a list of documents that are accessible by clicking on the icon.

To select a specific document, click on the description.



The “User Profile” tab shows your basic information from registering in the system, which remains for future events.

This basic information can be seen only when you log on to the system with a password, not when you are just providing an event code.



The “Change Password” tab allows you to define a new password for accessing the system. You will then be able to log on and change any information in your profile.

If this is the first time you have registered for a password, you should type in “New Password” area and then type it again in the “Re-type” area and then click on the “Change” button.

If you have previously defined a password and wish to change it, you should type the password with which you accessed the system in the Old Password area and type in the “New Password” and “ Re-type” areas the new password that you want to use.

Each time that you change your password, the system will send a message to your e-mail address notifying you of the change.

To log off the system, click on the “Disconnect” button.

