User Manual





KGUMSB Indico Profile Management

User Manual

January 2025 Version 1.0



1. Create KGUMSB Indico Account

• Navigate to https://events.kgumsb.edu.bt. Click Login



• Click Create one here

e e Dindico	× +			~
\leftrightarrow \rightarrow C \sim events.kgumsb.edu.b	t/login/	জ দ্ব	요 포	. :
	. ~			
	Usamama			
	Password			
	Forgot my password			
	Login with Indico			
	If you do not have an Indico account yet, you can create one			
	here.			
	< Back			
https://events.kgumsb.edu.bt/register/	Powered by Indico v3.3.5			



• Enter valid email address and click Send me a verification email

ee e 💿 kgumsb	Events (Indico) × +				~
← → C º5 eve	nts.kgumsb.edu.bt/register/		☆	⊉ ±	😩 :
လ၊ဝဂဂ	() Asia/Th	imphu 👻	💮 English (Uni	ted States) 👻	- Login
Home Create e	vent +				
Create a new Indic	o profile				
To create a new Indico profile y	ou first need to verify your email address.				
Email address \star					
САРТСНА *	Confirm that you are not a robot Type the characters you see in the image. You can also listen to the audio inste	ead			
	Send me a verification email Back				- 01 - 1 - 2007/12/201

• Check your email inbox and click on the registration link sent by KGUMSB Indico

÷	t () ii E' E :	10	of 787	<	> •	-
	[Indico] Verify your email 🔉 🔤				¢	Ø
	KGUMSB Events <admin@kgumsb.edu.bt> to me ▼</admin@kgumsb.edu.bt>	Fri 17 Jan, 18:48 (2 days ago) 🕁	٢	۴	:
	Dear user,					
	You started the Indico profile creation process. To continue, you need to verify that <u>l@gmail.com</u> is indeed your email address.					
	Please click the following link to continue the registration process:					
	https://events.kgumsb.edu.bt/register/?token=InRqYW1zb3BobEBnbWFpbC5jt	b20i.Z4pReA.NMqc1OXxJtE	OczCf15A	<u>yY1x9</u>	<u>S2Xo</u>	
	- Indico :: Email Notifier https://events.kgumsb.edu.bt/					



 Complete all fields marked * -they are mandatory and click Create my Indico profile.

$\leftarrow \rightarrow$	G	25 events.kgumsb.edu.bt/register/			®≂	☆	₽	₹	:
IN	D	က)							
Hom	ie	Create event 👻							
	Cre	ate a new Indico profile							
	\checkmark	You have successfully validated your email address and can now	pro	ceed with the registration.					
	Use	r information							
	Email	address							
	First r		L I [ast name "					
	In	niey		Jamtsho					
	Affilio	tion							
	KG	UMSB							
	Logi	n details							
	Usern	ame*							
	Passv	vord *	с	Confirm password *					
	•••	•••••		••••••					
				Create my Indi	co pro	file	Car	icel	

It is recommended to use your registered email address as Username.

• Upon successful creation of your KGUMSB Indico profile, you will be automatically logged into the KGUMSB Indico application.





- 2. Update Your Personal Details
- Login into KGUMSB Indico application by navigating to

https://events.kgumsb.edu.bt.

• Click **My profile** and **Settings**.

← → C • even	nts.kgumsb.edu.bt/user/dashboard/			☆ ጏ	l 🕹 😩 🗄
	🛕 Ca	I for Abstract for 9	Pth ICHM is Now OPEN		8
လျာပျ)			🔇 Asia/Thimphu 👻	🔔 T. Jamtsho 👻
Home Create e	vent 👻 My profile				
none » my none					
Dashboard					
	Thinley Jamtsho	🏟 Settings	Your categories		
Т	Last login Jan 19, 2025, 11:57 AM		You have no categories.		
			Happening in your categories		
Your events at hand			You have no categories.		
You have no events.					

• Update your Personal data, Profile picture and other records.

ome ». My Profile			
onie - My Fronie			
	My Profile		
Dashboard	Details		
Personal data	Title		
Profile picture	None		÷
Emails	First name*	Last name*	
Preferences	Thinley	Jamtsho	
Accounts	Affiliation		
Favorites	KGUMSB		
Applications	Address		
API tokens			
HTTP API			
Data export	Phone number		
	Email address		
	You can manage your email addresses	here.	



- 3. Reset Forgotten KGUMSB Indico Account Password
- Navigate to https://events.kgumsb.edu.bt. Click Login



• Click Forgot my password.

events.kgumsb.edu.bt/	login/	C 77	☆
	Indico		
	Username		
	Password		
	Forgot my password		
	Login with Indico		
	If you do not have an Indico account yet, you can create one here.		
	< Back		
	Powered by Indico v3.3.5		



• Click your registered email address and click Submit. A password reset will be sent to your registered email address.

△ Call for Abstract for 9th ICHM is Now OPEN (
	🕓 Asia/Thimphu -	🛞 English (United States) 👻	🛃 Login		
Home Create event -					
Reset your Indico password					
'you forgot your password you can reset it. Simply enter your email address and we'll send you	an email containing with ir	nformation on how to set a new pa	ssword.		
Email address *					
Submit					