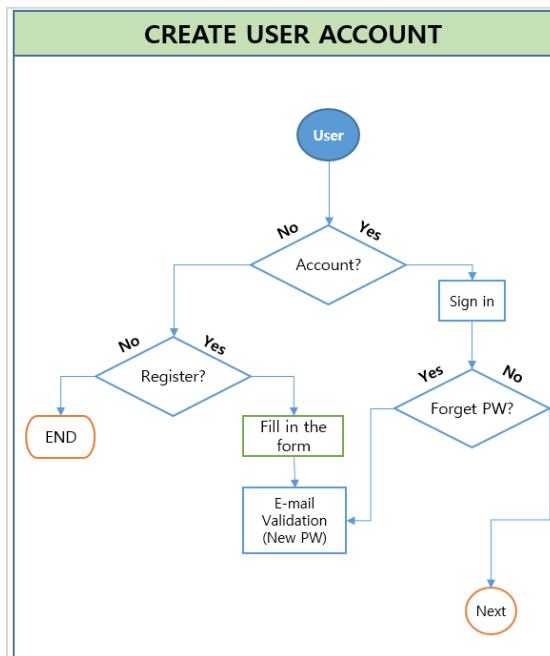# How to create user account

A user account can be simply created by entering a name, an email, and a password*. When creating an account, an email verification process is carried out and cannot be duplicated. If you forget your password, it will need to be reset via your email. When creating a new account, please be sure to check your spam or junk mailbox for the registration email, and note that if not verified within 5 minutes, the verification link will expire.

※ If your registration expires, you will need to have the system re-send the verification email.

※ Password: *8 or more characters in length including at least 1 special character, at least 1 upper case character, and at least 1 lower case character.*

The procedure to create a user account can be found in the flowchart below.

Once you have completed this step, you will have guest access.

Guest users typically have access to the majority of Committee/WG/PT information. However, please note that certain information and documents may be restricted to registered members only. If you require access to such restricted content, kindly reach out the Committee/WG/PT manager at the IHO Secretariat for assistance