Dear Member,

SETTING UP MEMBER’S RECORD

The admission into Membership of the Institute is followed by setting up of records by members. As a newly inducted member, you are to create your record (See Account Set up for new users) and update regularly using the following procedure:

ACCOUNT SET UP FOR NEW USERS

1) Visit ICAN website (www.icanig.org) and click on Members’ Portal
2) Click on Register
3) Follow instructions to create a new account
4) Click log in

UPDATE ACCOUNT FOR EXISTING USERS

1) Visit ICAN website (www.icanig.org) and click on Members’ Portal
2) Click on login
3) Click EDIT to update profile
4) Follow instructions on the login page

FORGOTTEN PASSWORD

1) Visit ICAN website (www.icanig.org) and click on Members’ Portal
2) Click on login
3) If you have forgotten your password, click on Forgot your password
4) Enter Membership Number and email. This is the email used when account was set up.
5) Click on submit
6) Go to your Email and click reset password. A message will be sent to the email address (if none, contact membership@ican.org.ng)
7) Click on login, enter Membership Number and New Password
8) Click Profile update.

NOTE:

1) Passwords must be a combination of alphabets (capital letter, small letter), a number, alphanumeric e.g AbebioL*20
2) Upon completion of registration, kindly check your email to confirm email address via a confirmation link/mail from ICAN.
3) Highlighted fields on profile cannot be edited
4) All compulsory fields must be completed
5) To update any information, click EDIT at the bottom of the page and SAVE afterwards
6) To move to the next item, move out of edit mode by either saving or cancelling

MANAGEMENT