USER GUIDE FOR ONLINE ACCREDITATION OF NGO REPRESENTATIVES IN THE ICSO DATABASE

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<u>Abstract</u>	This document describes the procedure for online accreditation of NGO representatives at the United Nations Office at Geneva (UNOG) using the iCSO database.	
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I. LOG IN INSTRUCTIONS TO THE iCSO DATABASE FOR NGOS IN CONSULTATIVESTATUS WITH ECOSOC ONLY

A. LOGIN AND PASSWORD

All NGOs in consultative status with ECOSOC have a **registered profile in the integrated Civil Society Organizations System**, developed by the Department of Economic and Social Affairs (DESA), also called <u>iCSO database</u> and should be able to log in with the login and password they have received on <u>United Nations Civil Society Participation (iCSO) – Login</u>.

If you are not in possession of the password but have access to your NGO username and main headquarters email address in your profile in our system, you may retrieve your password by clicking on the following link: <u>https://esango.un.org/civilsociety/newLogin.do?locale=en.</u> After clicking on "**Forgot your password**?", enter the NGO username and email address registered in the NGO's profile section and click "Submit". You will then receive another link, which will be valid for 24 hours, which will enable you to update your password.

If you do <u>not</u> have access to the username and/or email address registered in your NGO profile in the iCSO database, a new login and password should be requested by e-mail to the NGO Branch/DESA, by clicking on the "Contact us" section of their website at: <u>United Nations</u> <u>Correspondence</u>. The NGO Branch will request required documents to verify your association/affiliation to the NGO in order to share the link to reset your password that will enable you to log into the profile in our system.

Login details for the secure NGO Branch/DESA website are **confidential** and should not be shared. It is the responsibility of each NGO in consultative status to ensure that its profile section in the iCSO database is up to date, including the email address registered in the NGO profile section of the iCSO database. This email will be used by the United Nations for all important communications.

B. LOG IN TO THE iCSO DATABASE

To log in to the iCSO database, click on iCSO database and the following screen will appear:

Log into the system by clicking on "Login for the iCSO Database" and the screen below will appear.

Enter your username and password and click the button "Login" to log into the iCSO database.



II. DESIGNATING ANNUAL AND/OR TEMPORARY REPRESENTATIVES

Place your cursor on the "Consultative Status" divider. Four options will open (Applications, Reclassification, Quadrennial Report and Designations). Place your cursor on the "Designations" divider and click on "Geneva". A new page will open. Click on "New Designation". The following screen will appear:

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Contract us Contract us ECOSOC Status Introduction Applying for Status Committee on NGOs NGO Response System Change of Name NGO Participation UN Grounds Pass Functional Commissions High Level Segment Calendar of Events Conference Registration Quadrennial Reports CSO Net Quadrennial Reports Cuschere » Click here » CSO Net Wist CSO Net - the CVI Society Network Click here »	- Department of Economic and Social A Profil New designation Contact Type: Duty station: Pass type: Representative type: Badge From: Badge To: Communication preference: Title: First Name: M.l.: Last Name Permanent Address:	Consultative Status Door Advancement of Women Application Committee on NGOs Rep Designation Financing for Developmen Select a duty station Temporary C Annual Select a representative ty 27 Oct 2010 To select 10 Dec 2010 To select 11 Dec 2010	uments Meeting Participation iresenta Image: Second Se		 Page Consultative Stati >> Sustainable Deve Sustainable Developm >> Advancement of >> Financing for Dev >> Public Administra >> Public Administra >> My Account Online Application Applying for ECOSOC Consultative Status Click here > Conference Registering for a UN Conference? Click here > Click here >	Tools ** us
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PLEASE FILL IN ALL THE MANDATORY FIELDS IN THE ONLINE FORM THAT ARE DESIGATED WITH AN ASTERISK (*)

1) Under "contact type", choose "Designation" and confirm your option by clicking on the first arrow to the right, on top of the list.

2) Select a duty station (New York, Geneva or Vienna).

3) Select the type of pass you are requesting, either annual or temporary.

4) Select the type of representation (President/Chief Executive Officer, Chief Administrative Officer, Main or Additional Representative). The President/Chief Executive Officer designated in one duty station (for example Geneva) must be the same person designated in the other two duty stations (New York and Vienna). The same applies for the Chief Administrative Officer. If you wish to provide your Main representative with accrediting rights so he/she can request **temporary** accreditations and reserve meetings rooms, please tick "Yes" on the online form.

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Grounds Pass		Forests 👻 🗸	on Africa [OSAA]
nctional Commissions	* Duty Station:	Geneva 💌	» People
In Level Segment	* Pass Type:	Temporary 💿 Annual 💿	» Contacts & Participation
nference Denistration	* Representative Type:	Main Representative	>> Designations
adrennial Reports	Accrediting rights:	Our main representative is authorized to accredit temporary additional representatives and to	» NGO Committee
O Net	, as said and a said	organize meetings in the name of our organization:	» Accept Applications
			>> Applications Statistics >> Re-classifications
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	* Communication Preference:	Email Fax Letter	Online Application
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5) a. Select the date of validity of the requested grounds pass (up until 31 December of current calendar year for all annual passes). When selecting the dates, start with the year, month and then day.

5) b. For temporary passes, please include a date with a validity of at least 1 month, and a maximum of 3 months.

6) Title should read Mr. or Ms (not Dr., Prof. or any other title)

7) Please click "Add" at the bottom of the page to submit the request.

Proceed in the same way for all your designations and click on "logout" on top of the page when you are finished with your accreditations.

Please note that if the completion of the online form for passes is incomplete, incorrect or inconsistent, it will not be approved.

Each NGO can designate representatives as follows:

- Maximum 1 designation with the representative type as "President/ Chief Executive Officer" (Head of the NGO)
- Maximum 1 designation with the representative type as "Chief Administrative Officer" (Second Head of the NGO who can act on behalf of the President/CEO)
- Maximum 1 designation with the representative type as "Main representative"
- Maximum 4 designations with the representative type as "Additional representative"

If an NGO tries to register more than 4 additional representatives for annual passes, the error message will show up as in the screen below in red.

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Civil Society Participal	tion < Administrative Home < Consult	ative status > Designation > New designation	www.un.org/ecosoc/ngo				
About us	International Association	of Judges	»Administrative Home				
Contact us	Profile Consu	Itative Status Documents Correspondence Meeting Participation	» Organizations				
ECOSOC Status			» New Organization » Consultative Status				
Introduction	 Each organization can organization 	only have maximum of 4 additional representative per duty station.	>> Sustainable Development				
Applying for Status	New designation		» Social Development » Advancement of Women				
Committee on NGOs	*Contact Type:	* * Asterisked items must be filled in	>> Financing for Development				
NGO Response System	Advancement of Women		>> Forests >> Public Administration				
Change of Name	Application		» People				
NGO Participation	Committee on NGOs Repres	senta	» Contacts & Participation				
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High Level Segment			»NGO Committee				
Calendar of Events	*Duty station:	Geneva 💌	>> Accept applications				
Conference Registration	*Pass type:	Temporary 🔿 Annual 💿	>> Re-classifications				
Quadrennial Reports	*Representative type:	Additional Representative	» Quadrennial Reports				
CSO Net	*Badge From:	10 Aug 2010 🕮 To select date, use the Calendar Icon, select year, month and the day.	>> Sessions				
Quadrennial Reports	*Badge To:	31 Dec 2010 🗃 To select date, use the Calendar loop, select year, month and the day	. inj Account				
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