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.

I. LOG IN TO THE iCSO DATABASE

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 **iCSO database** and should be able to log in with the login and password they have received on https://esango.un.org/civilsociety/login.do.

If you are not in possession of your login and/or password but have access to the headquarters email address registered in your organization's profile section of the iCSO database, you may retrieve your login details by clicking on the link below. Enter the email address registered in the NGO's profile section, in the box designated by the sentence "**Forgot your login details**?" and click "Submit". You should receive your login and password within a few minutes.

https://esango.un.org/civilsociety/newLogin.do?locale=en

If you do not have access to the email address registered in your NGO profile section of the iCSO database, a new login and password should be requested by e-mail to the NGO Branch/DESA, using the "Contact us" section of their website: https://esango.un.org/civilsociety/login.do
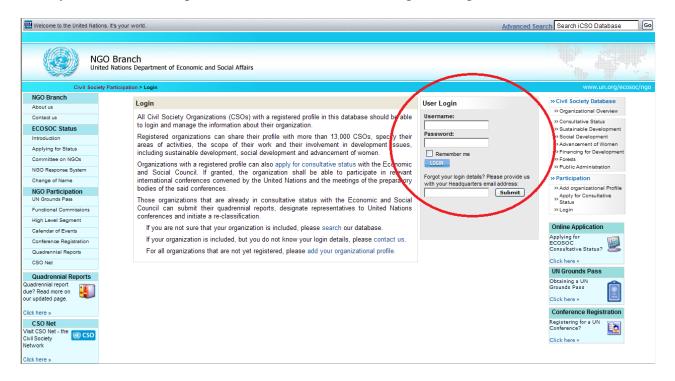
Login details for the secure NGO Branch/DESA website are **confidential** and should not be shared. It is the responsibility of each NGO in consultative status to ensure that its profile section in the iCSO database is up to date, including the email address registered in the NGO profile section of the iCSO database. This email will be used by the United Nations for all important communications.

B. LOG IN TO THE iCSO DATABASE

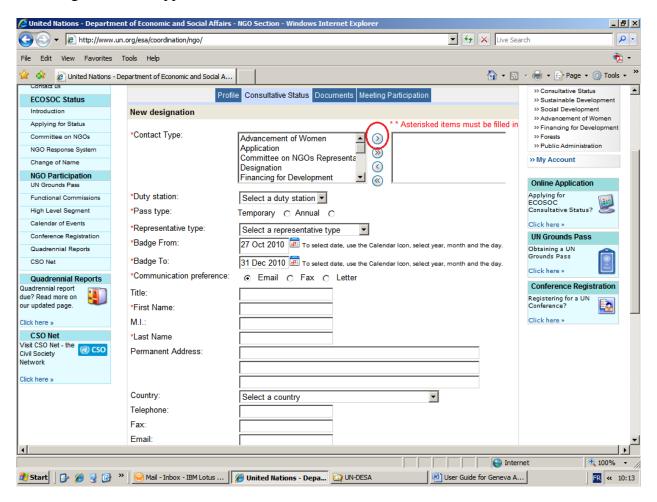To log in to the iCSO database, click on **iCSO database** and the following screen will appear:

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

Enter your username and password and click the button "Login" to log into the iCSO database.
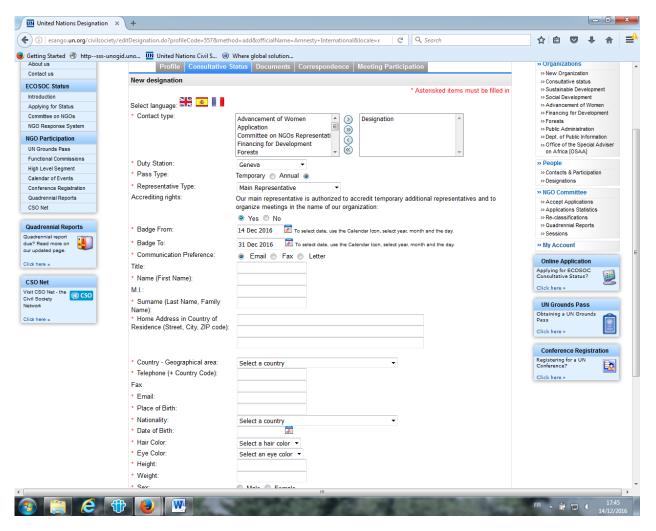
II. DESIGNATING ANNUAL AND/OR TEMPORARY REPRESENTATIVES

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

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.

5) Select the date of validity of the requested grounds pass (up until 31 December of ongoing year). When selecting the dates, start with the year, month and then day.

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

7) Provide the requested details (items with a red asterisk must be filled in).

8) If you wish to designate an additional person, click "Add" at the end of the page.

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.

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.