USER GUIDE

FOR ONLINE ACCREDITATION OF NGO REPRESENTATIVES

IN THE ICSO DATABASE

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Abstract   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 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 iCSO database and should be able to log in with the login and password they have received on United Nations Civil Society Participation (iCSO) – Login.

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: https://esango.un.org/civilsociety/newLogin.do?locale=en. 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 not 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: United Nations Correspondence. The NGO Branch will request required documents to verify your association/affiliation to the NGO to share the link to reset your password that will enable you to log into the profile in our system.
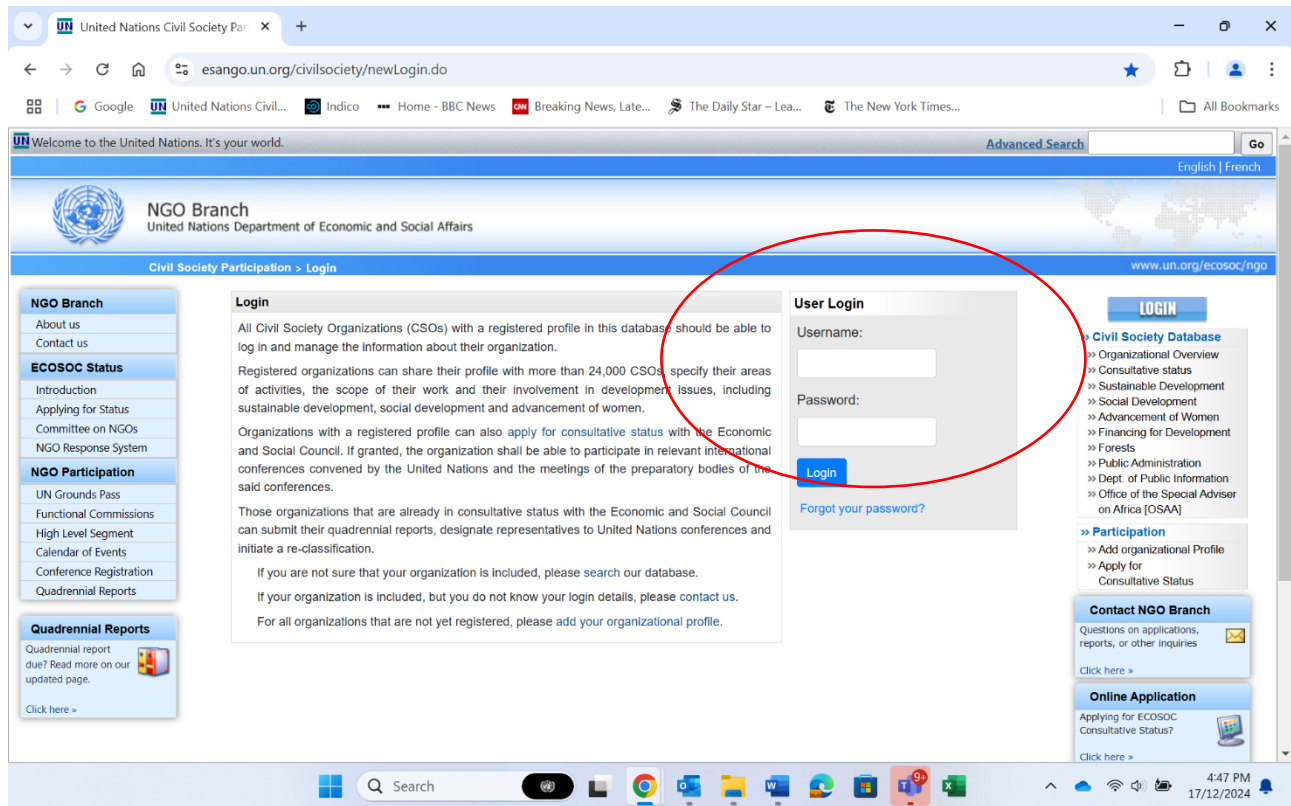

Login details for the secure NGO Branch/DESA website are **confidential** and should not be shared. It is the responsibility of each NGO in consultative status to ensure that its profile section in the iCSO database is up to date, including the email address registered in the NGO profile section of the 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, 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". The following screen will appear:

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.

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.