

**USER GUIDE FOR ONLINE ACCREDITATION OF NGO REPRESENTATIVES IN THE ICSSO DATABASE**

Created: 27 October 2010

Last updated: 14 December 2021

**Abstract** This document describes the procedure for online accreditation of NGO representatives in the iCSO database of the [www.csonet.org](http://www.csonet.org) website.

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**I. LOG INTO THE iCSO DATABASE**

**A. LOGIN AND PASSWORD**

Each NGO in consultative status with ECOSOC has received a login and a password to enable it to have secure access to the iCSO database of the NGO Branch/DESA website ([www.csonet.org](http://www.csonet.org)).

If you are not in possession of your login and/or password but have access to the email address registered in the profile of your organization in the iCSO database, you may retrieve your login details by clicking on the link below. Enter the email address registered in the profile of the NGO 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>

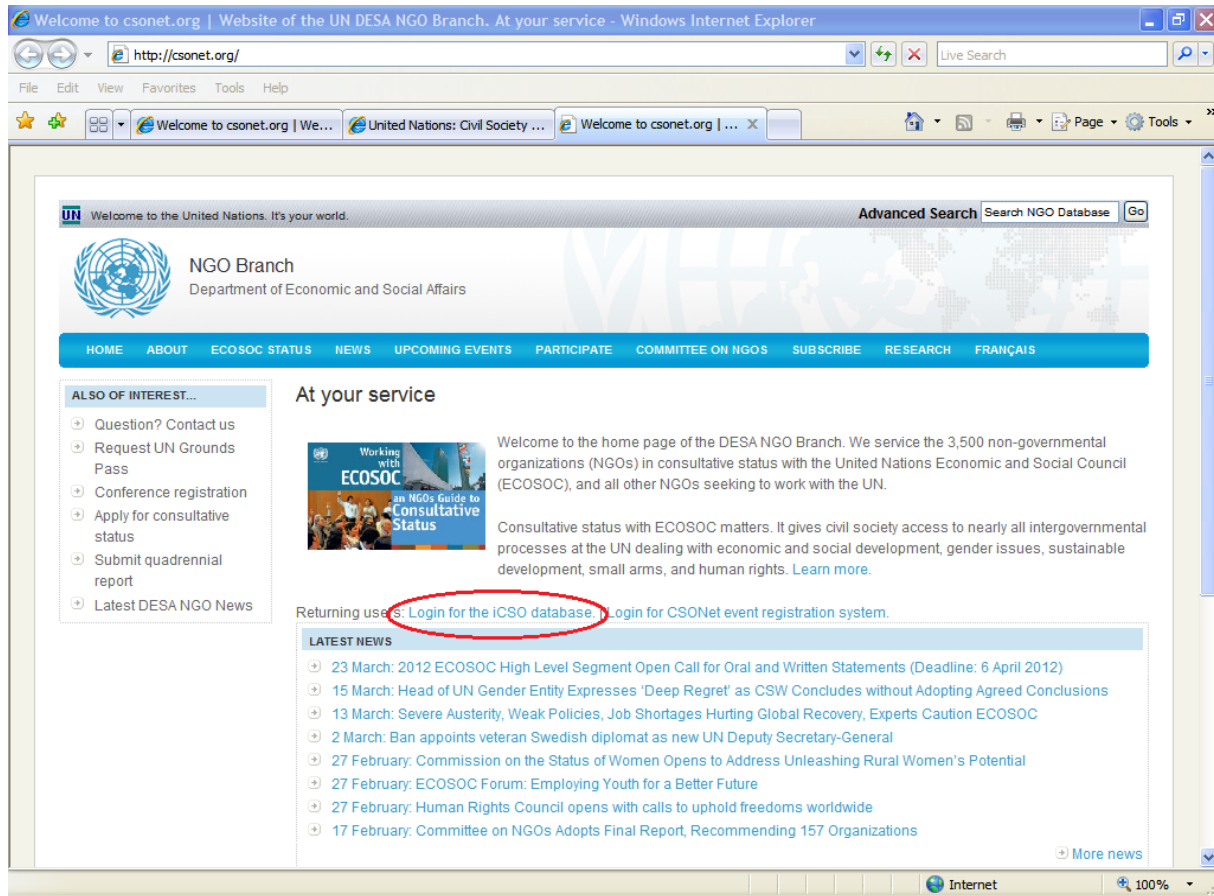
If you do not have access to the email address registered in your profile, a new login and password should be requested by e-mail to the NGO Branch/DESA, using the "Contact us" section of their website:

<http://www.csonet.org/?menu=89>.

Login details to the secure NGO Branch/DESA website are of a confidential nature and should not be shared. It is the responsibility of each NGO in consultative status to ensure its profile in the iCSO database is up to date, including the email registered in the profile, which is used by the United Nations for any important communication.

## B. LOG INTO THE iCSO DATABASE

To log into the iCSO database, click on [www.csonet.org](http://www.csonet.org) 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.

Welcome to the United Nations. It's your world. [Advanced Search](#)

**NGO Branch**  
United Nations Department of Economic and Social Affairs

Civil Society Participation > **Login** www.un.org/ecosoc/ngo

**NGO Branch**  
About us  
Contact 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**  
Quadrennial report due? Read more on our updated page.   
[Click here >](#)

**CSO Net**  
Visit CSO Net - the Civil Society Network   
[Click here >](#)

**Login**

All Civil Society Organizations (CSOs) with a registered profile in this database should be able to login and manage the information about their organization.

Registered organizations can share their profile with more than 13,000 CSOs, specify their areas of activities, the scope of their work and their involvement in development issues, including sustainable development, social development and advancement of women.

Organizations with a registered profile can also apply for consultative status with the Economic and Social Council. If granted, the organization shall be able to participate in relevant international conferences convened by the United Nations and the meetings of the preparatory bodies of the said conferences.

Those organizations that are already in consultative status with the Economic and Social Council can submit their quadrennial reports, designate representatives to United Nations conferences and initiate a re-classification.

If you are not sure that your organization is included, please [search our database](#).

If your organization is included, but you do not know your login details, please [contact us](#).

For all organizations that are not yet registered, please [add your organizational profile](#).

**User Login**

Username:

Password:

Remember me

[Forgot your login details? Please provide us with your Headquarters email address:](#)

**Civil Society Database**  
[Organizational Overview](#)  
[Consultative Status](#)  
[Sustainable Development](#)  
[Social Development](#)  
[Advancement of Women](#)  
[Financing for Development](#)  
[Forests](#)  
[Public Administration](#)

**Participation**  
[Add organizational Profile](#)  
[Apply for Consultative Status](#)  
[Login](#)

**Online Application**  
Applying for ECOSOC Consultative Status?   
[Click here >](#)

**UN Grounds Pass**  
Obtaining a UN Grounds Pass   
[Click here >](#)

**Conference Registration**  
Registering for a UN Conference?   
[Click here >](#)

## 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:

The screenshot shows a web browser window displaying the 'New designation' form. The form is titled 'New designation' and includes a red asterisked note: '\*\* Asterisked items must be filled in'. The form fields are as follows:

- \*Contact Type: A dropdown menu with options: Advancement of Women, Application, Committee on NGOs Representa, Designation, Financing for Development. The first arrow button on the right of the dropdown is circled in red.
- \*Duty station: A dropdown menu with the text 'Select a duty station'.
- \*Pass type: Radio buttons for Temporary, Annual, and Letter.
- \*Representative type: A dropdown menu with the text 'Select a representative type'.
- \*Badge From: A date field with a calendar icon, showing '27 Oct 2010'. A note says 'To select date, use the Calendar icon, select year, month and the day.'
- \*Badge To: A date field with a calendar icon, showing '31 Dec 2010'. A note says 'To select date, use the Calendar icon, select year, month and the day.'
- \*Communication preference: Radio buttons for Email (selected), Fax, and Letter.
- Title: A text input field.
- \*First Name: A text input field.
- M.I.: A text input field.
- \*Last Name: A text input field.
- Permanent Address: Three stacked text input fields.
- Country: A dropdown menu with the text 'Select a country'.
- Telephone: A text input field.
- Fax: A text input field.
- Email: A text input field.

- 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.

The screenshot shows a web browser window with the URL <http://esango.un.org/civilsociety/editDesignation.do?profileCode=557&method=add&officialName=Amnesty-International&locale=en>. The page title is "United Nations Designation" and the main heading is "New designation". A red asterisked note states: "\* Asterisked items must be filled in".

The form includes the following fields and options:

- Select language:** UK, ES, FR
- \* Contact type:** Advancement of Women, Application, Committee on NGOs Representati, Financing for Development, Forests
- \* Duty Station:** Geneva
- \* Pass Type:** Temporary (selected), Annual
- \* Representative Type:** Main Representative
- Accrediting rights:** Our main representative is authorized to accredit temporary additional representatives and to organize meetings in the name of our organization: Yes (selected), No
- \* Badge From:** 14 Dec 2016
- \* Badge To:** 31 Dec 2016
- \* Communication Preference:** Email (selected), Fax, Letter
- Title:** (empty field)
- \* Name (First Name):** (empty field)
- M.I.:** (empty field)
- \* Surname (Last Name, Family Name):** (empty field)
- \* Home Address in Country of Residence (Street, City, ZIP code):** (empty field)
- \* Country - Geographical area:** Select a country
- \* Telephone (+ Country Code):** (empty field)
- Fax:** (empty field)
- \* Email:** (empty field)
- \* Place of Birth:** (empty field)
- \* Nationality:** Select a country
- \* Date of Birth:** (empty field)
- \* Hair Color:** Select a hair color
- \* Eye Color:** Select an eye color
- \* Height:** (empty field)
- \* Weight:** (empty field)
- \* Sex:** Male, Female

The right sidebar contains navigation links for Organizations, People, NGO Committee, My Account, Online Application, UN Grounds Pass, and Conference Registration.

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.

**! TIP:** Copying existing profiles will be possible as of 20.12.2021. If you wish to do so, find the name of the representative you wish to designate again under inactive designations, click on "Copy", update information and press "Add". This option is only possible for representatives listed under inactive designation. If you wish to designate a representative whose pass has not yet expired or who has never been registered before, click on “new designation” twice and fill out the details of your representative manually.

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.

