UN Environment Accreditation System

User Reference Manual - Organisation

<table>
<thead>
<tr>
<th>Reference ID</th>
<th>Date</th>
<th>Prepared By</th>
<th>Reviewed By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
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<td>01/14/2020</td>
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<td>QA Asst. Manager</td>
<td></td>
</tr>
</tbody>
</table>
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0.0 Introduction

0.1 Document Purpose

The purpose of this document is to serve as a User Reference Manual for the UN Environment Accreditation System for Organisation User Role. This is designed to help users to navigate through the application. This reference manual will also provide information about features, functions and step by step instructions on how to use the different modules on where the users have an access to.

0.2 References

<table>
<thead>
<tr>
<th>Reference Name</th>
<th>Document File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN Environment Accreditation System Functional Requirement</td>
<td>UNEP-Accreditation_FRD_20180910.doc</td>
</tr>
</tbody>
</table>

0.2 Document History

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date</th>
<th>Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/14/2020</td>
<td>Simplified URM content</td>
<td>Marinel Sarabusab</td>
</tr>
</tbody>
</table>

1.0 System Overview

1.1 Description

UN Environment Accreditation System is a web based application tool that automates the accreditation process, review and approval of organisation applying for Accreditation to the United Nations Environment Assembly (UNEA) of UN Environment, which grants them observer status to UNEA.

1.2 Technical Requirements

1.2.1 Supported Platforms

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browsers</td>
<td>Minimum browser recommendation - Chrome: latest and stable release - Firefox: latest and stable release - Internet Explorer 11</td>
</tr>
</tbody>
</table>

1.3 User Role
The system shall be able to assign different permissions/roles. Through these roles, the user shall be able to perform certain actions or features in the system assigned to the specific roles.

<table>
<thead>
<tr>
<th>Role</th>
<th>Actions / Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation</td>
<td>• Profile Creation</td>
</tr>
<tr>
<td></td>
<td>• Organisation Profile (Organisation; International Scope; Additional Information; Document Uploads)</td>
</tr>
<tr>
<td></td>
<td>• Application Tracking</td>
</tr>
<tr>
<td></td>
<td>• Follow Up</td>
</tr>
<tr>
<td></td>
<td>• Reapplication</td>
</tr>
</tbody>
</table>

2.0 Login

2.1 Screen

2.2 Elements of the screen

<table>
<thead>
<tr>
<th>Area to key-in email address.</th>
<th>Area to key-in password.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Password</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.3 Process

1. Login
   A. Input Email Address and Password in the provided fields.
   B. Click “SIGN IN” button
3.0 Forgot Password

3.1 Screen

![Forgot Password Screen](image)

3.2 Elements of the screen

<table>
<thead>
<tr>
<th>Description</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Area to key-in email address.</td>
</tr>
<tr>
<td>SUBMIT</td>
<td>Button for submitting request to reset password.</td>
</tr>
<tr>
<td>Register here</td>
<td>Link to create an organisation profile.</td>
</tr>
</tbody>
</table>

3.3 Process

1. Forgot Password
   A. In Login page, click “Forgot Password?” link
B. Input valid email address
C. Click “SUBMIT” button
D. Success message appears

![Success message](image)

E. Check your email and get the temporary password

F. Click the “here” link

G. User will be redirected to Login page

H. In Login page, input the email address and the generated temporary password

I. Then click “SUBMIT” button
J. User will redirect to Change Password page
K. Input Current temporary password and new password
L. Then click “SUBMIT” button to successfully change the password

4.0 Registration

4.1 Screen

4.2 Elements of the screen
<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Area to key-in organisation name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Website</td>
<td>Area to key-in organisation website.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Area to key-in email address.</td>
</tr>
<tr>
<td>Password</td>
<td>Area to key-in password.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Area to key-in password confirmation.</td>
</tr>
<tr>
<td>I'm not a robot reCAPTCHA</td>
<td>A service that protects the website from spam and abuse.</td>
</tr>
<tr>
<td>CREATE ACCOUNT</td>
<td>Button for submitting request to create a new account.</td>
</tr>
<tr>
<td>Terms of Service and Privacy Policy</td>
<td>Link to the UN Environment Terms and Conditions and Privacy Policy.</td>
</tr>
<tr>
<td>Sign in.</td>
<td>Link that will redirect to login page.</td>
</tr>
</tbody>
</table>

### 4.3 Process

1. Register an organisation account

   A. From the Login page, click **Register here** link.
B. Input **Organisation Name**, **Organisation Website**, **Email Address**, **Password**, and **Confirm Password** in the provided fields.

C. Click **I'm not a robot** checkbox. A popup screen will appear. Follow the instruction by selecting images then click **Verify** button.

D. Upon successful reCaptcha validation, press **CREATE ACCOUNT** button.
E. Check email with subject “UN Environment Accreditation System: New Profile Creation”. Follow the instruction in the email to complete registration process.

5.0 Profile Menu

5.1 Screen

4.2 Elements of the screen
4.3 Process

1. My Profile

   A. Login a valid user
   B. Click Change Password to change own password

![Change Password](image)

*Figure 4.3.1.2 Change Password*

6.0 Change Password

6.1 Screen

![Change Password](image)
6.2 Elements of the screen

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Password</td>
<td>Area to key-in old password. Required field.</td>
</tr>
<tr>
<td>New Password</td>
<td>Area to key-in new password. Required field.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Area to key-in password confirmation. Required field.</td>
</tr>
<tr>
<td>CANCEL</td>
<td>Button to cancel changing of password.</td>
</tr>
<tr>
<td>SAVE</td>
<td>Button to save the new password.</td>
</tr>
</tbody>
</table>

6.3 Process

1. Change Password

A. Login any user
B. Click Profile menu
C. Click Change Password
D. Input Old Password, New Password and Confirm Password in the provided fields.
E. Click “SAVE” button to update new password
7.0 Organisation Profile

This feature has 4 sections – Organisation Information, International Scope, Additional Information and Document Uploads. The 4 section is presented in a wizard type progress. 9.1 Screen

7.1 Organisation Information

7.1.1 Screen

7.1.2 Elements of the screen

<p>| Area to upload organisation logo. Allowed file types: JPG or PNG |
| Area to key-in organisation former name. |
| Area to key-in organisation acronym. |
| A dropdown list to select major group options. Required field. |
| Area to key-in address. Required field. |
| Area to key-in zip. Required field. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/Town</td>
<td>Area to key-in city or town. Required field.</td>
</tr>
<tr>
<td><a href="mailto:abc@company.com">abc@company.com</a></td>
<td>Non-editable field. Displays email address from the registration.</td>
</tr>
<tr>
<td><a href="http://www.abccompany.com">www.abccompany.com</a></td>
<td>Non-editable field. Displays website address from the registration.</td>
</tr>
<tr>
<td>HQ Office</td>
<td>A dropdown list to select HQ Office options. Required field.</td>
</tr>
<tr>
<td>First Name</td>
<td>Area to key-in first name of primary (required) and secondary contact (non-required).</td>
</tr>
<tr>
<td>Last Name</td>
<td>Area to key-in last name of primary (required) and secondary contact (non-required).</td>
</tr>
<tr>
<td>Email Address</td>
<td>Area to key-in email address of primary (required) and secondary contact (non-required).</td>
</tr>
<tr>
<td>Designation</td>
<td>Area to key-in designation of primary (required) and secondary contact (non-required).</td>
</tr>
<tr>
<td>SAVE</td>
<td>Button for saving information.</td>
</tr>
<tr>
<td>SAVE &amp; NEXT</td>
<td>Button for saving information and proceeds to the next section.</td>
</tr>
</tbody>
</table>
7.1.3 Process

1. Input appropriate data on the following fields.
   - Organisation Logo
   - Former Name
   - Acronym
   - Major Group
   - Postal Address
   - Zip/Postal Code
   - City/Town
   - Main Headquarters
   - Primary Contact Person (First and Last Name, Designation, and E-mail Address)
   - Secondary Contact Person (First and Last Name, Designation, and E-mail Address)

2. Press **Save** button to save information or press **Save & Next** to save and to proceed to the International Scope section.
7.2 International Scope

7.2.1 Screen

Area to key-in other registered offices of the organisation.

Checkbox selection of geographical scope of activities.

Checkbox selection of areas of expertise.

Checkbox selection of cross-cutting areas.
7.2.3 Process

1. Input data in “Do you have any other registered offices, please list them” textbox.
2. Tick checkbox to select Geographical Scope of Activities.
3. Tick checkbox to select Areas of Expertise.
4. Tick checkbox to select Cross-Cutting Areas.
5. Press Save button to save information or press Save & Next to save and to proceed to the Additional Information section.
7.3 Additional Information

7.3.1 Screen

![Screen Image]

7.3.2 Elements of the screen

<table>
<thead>
<tr>
<th>Area to key-in date or calendar icon for date selection.</th>
<th>A dropdown list to select Country. Required field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Country</td>
<td>A dropdown list to select organisation category. Required field.</td>
</tr>
<tr>
<td>For other, please specify</td>
<td>Area to upload file for source of funding.</td>
</tr>
<tr>
<td>No file selected</td>
<td>A dropdown selection to answer if the organisation is a formal member to a network.</td>
</tr>
<tr>
<td>No</td>
<td>Area to key-in explanation if yes is selected.</td>
</tr>
<tr>
<td>Attached a document if needed</td>
<td>Area to upload file.</td>
</tr>
<tr>
<td>No</td>
<td>A dropdown selection to answer if the organisation is considered a network.</td>
</tr>
<tr>
<td>If yes, please explain</td>
<td>Area to key-in explanation if yes is selected.</td>
</tr>
<tr>
<td>Attachment if needed</td>
<td>Area to upload file.</td>
</tr>
</tbody>
</table>
7.3.3 Process

1. Input a date or click calendar icon to select a date.
2. Select country of registration in the dropdown list.
3. Select organisation category in the dropdown list.
4. Upload file for source of funding if available.
5. Select Yes/No if the organisation a formal member to a network.
6. If yes, input explanation in the textbox.
7. If needed, you can upload a file.
8. Select Yes/No if the organisation considered a network.
9. If yes, input explanation in the textbox.
10. If needed, you can upload a file.
11. Press **Save** button to save information or press **Save & Next** to save and to proceed to the Document Uploads section.
7.4 Document Uploads

7.4.1 Screen

![Screen with file upload sections](image)

7.4.2 Elements of the screen

<table>
<thead>
<tr>
<th>Area to upload file.</th>
<th>Button for saving information.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No file selected</strong></td>
<td><strong>SAVE</strong></td>
</tr>
<tr>
<td><strong>SUBMIT</strong></td>
<td><strong>RESUBMIT</strong></td>
</tr>
</tbody>
</table>

7.4.3 Process

1. Under Constitution/Charter section, select a file to upload if available.
3. Under Other Relevant Document section, select a file to upload if available.
4. Press **Save** button to save information or press **Submit/Resubmit** to save and to submit/resubmit application.
5. A confirmation message will appear, press **Yes** to proceed or **No** to review again application.
6. Once the application has been submitted, all the 4 sections will not be editable. The 4 sections will only be editable once the application has been returned to the organisation.
8.0 Application Tracking

8.1 Screen

8.2 Elements of the screen

- Display the number of days left in the accreditation process by UN.
- If the application is returned, it will display the number of days left for the organisation to resubmit the application.
- This will not be visible once the application is approved/declined.

Button to download accreditation letter in pdf format.
Visible only once application is approved.

Button to preview organisation profile. It shall enable the user to print or save the organisation profile as a PDF file.

Information display about the application.
8.3 Process

1. Click on the Track Your Application button to application status.
2. Click on Save as PDF button to preview application and save to pdf file.
3. If application exceeds 90 days, press Click here to Follow Up button.
4. If application is declined, press Click here to Reapply button.

9.0 Follow Up

9.1 Screen
9.2 Elements of the screen

Area to key-in message for follow up.

Button to cancel follow up.

Button to send follow up email.

9.3 Process

1. Click on the Click Here to Follow Up button.
2. In the follow up popup page, input message.
3. Click Send button.