
UN Environment Accreditation System

User Reference Manual - Organisation

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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 16

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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

Reference Name	Document File Name
UN Environment Accreditation System Functional Requirement	UNEP-Accreditation_FRD_20180910.doc
UN Environment Accreditation System detailed URM Organisation	UNEP Accreditation_User Manual_Organisation_20180911.pdf

0.2 Document History

Version No.	Date	Changes		Author
		Section	Particular	
1	01/14/2020	Simplified URM content		Marinel Sarabusab

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

Category	Requirements
Browsers	Minimum browser recommendation - Chrome: latest and stable release - Firefox: latest and stable release - Internet Explorer 11

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.

Role	Actions / Features
Organisation	<ul style="list-style-type: none"> • Profile Creation • Organisation Profile (Organisation; International Scope; Additional Information; Document Uploads) • Application Tracking • Follow Up • Reapplication

2.0 Login

2.1 Screen

2.2 Elements of the screen

	Area to key-in email address.
	Area to key-in password.

<input type="checkbox"/> Remember me?	Checkbox for remembering login details.
Forgot Password?	Link to reset password.
SIGN IN	Button for logging in or accessing the system.
Register here.	Link to create an organisation profile.

2.3 Process

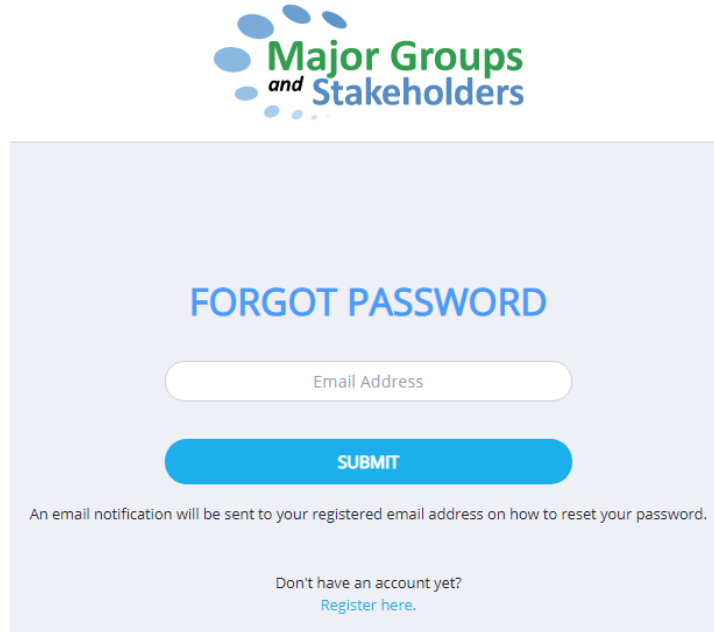
1. Login

- A. Input Email Address and Password in the provided fields.
- B. Click "SIGN IN" button

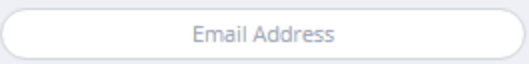


The screenshot shows a light blue background with the word "LOGIN" in large blue letters at the top. Below it are two white rounded rectangular input fields. The first field contains the email address "marinel.sarabusab@gmail.com". The second field contains a series of dots representing a password. To the right of the password field is a blue link that says "Forgot Password?". At the bottom of the form is a blue rounded rectangular button with the text "SIGN IN" in white.

3.0 Forgot Password

3.1 Screen



3.2 Elements of the screen

	Area to key-in email address.
	Button for submitting request to reset password.
	Link to create an organisation profile.

3.3 Process

1. Forgot Password

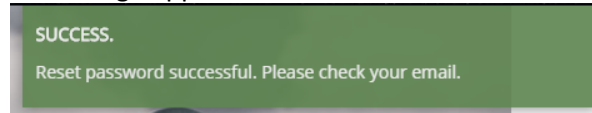
- A. In Login page, click "Forgot Password?" link

A screenshot of the login page. At the top center is the "Major Groups and Stakeholders" logo. Below it, the word "LOGIN" is displayed in blue. There are two white input fields: the first is labeled "Email Address" and the second is labeled "Password". To the right of the password field is a blue link that says "Forgot Password?". Below the input fields is a blue button with the text "SIGN IN" in white. At the bottom of the form, there is a link that says "Don't have an account yet? Register here." in blue.

- B. Input valid email address
- C. Click "SUBMIT" button

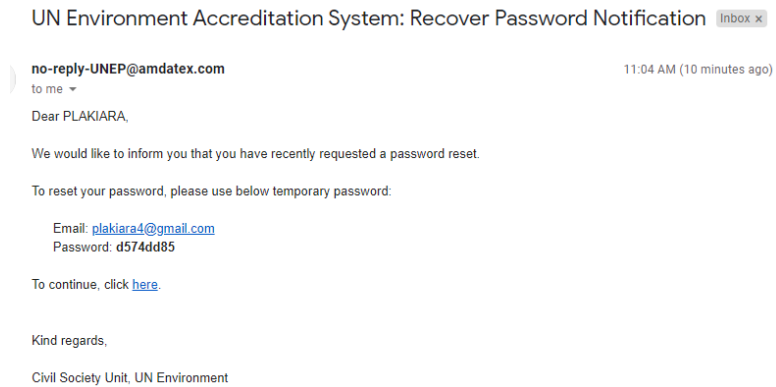
A screenshot of the "FORGOT PASSWORD" page. At the top center is the "Major Groups and Stakeholders" logo. Below it, the text "FORGOT PASSWORD" is displayed in blue. There is a white input field containing the email address "plakiara4@gmail.com". Below the input field is a blue button with the text "SUBMIT" in white. At the bottom of the form, there is a line of text: "An email notification will be sent to your registered email address on how to reset your password." Below that, there is a link that says "Don't have an account yet? Register here." in blue.

D. Success message appears



E. Check your email and get the temporary password

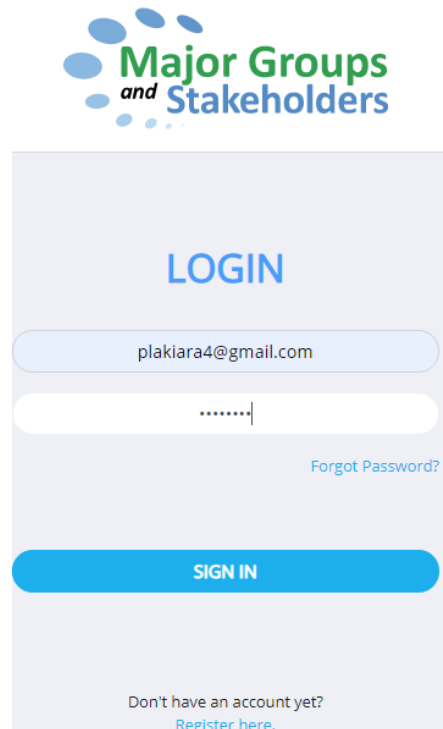
F. Click the "here" link



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


A screenshot of the "CHANGE PASSWORD" form. It features three input fields for password entry, each with a masked password (dots). Below the fields is a blue "SUBMIT" button and a "Login" link.

4.0 Registration

4.1 Screen

A screenshot of the registration form. It includes input fields for "Organisation Name", "Organisation Website", "Email Address", "Password", and "Confirm Password". Below these fields is a checkbox labeled "I'm not a robot" with a reCAPTCHA icon and "reCAPTCHA Privacy - Terms" text. A blue "CREATE ACCOUNT" button is positioned below the checkbox. At the bottom, there is a disclaimer: "By clicking 'Create account' you are agreeing to the Terms of Service and Privacy Policy." and a link for "Already have an account? Sign in."

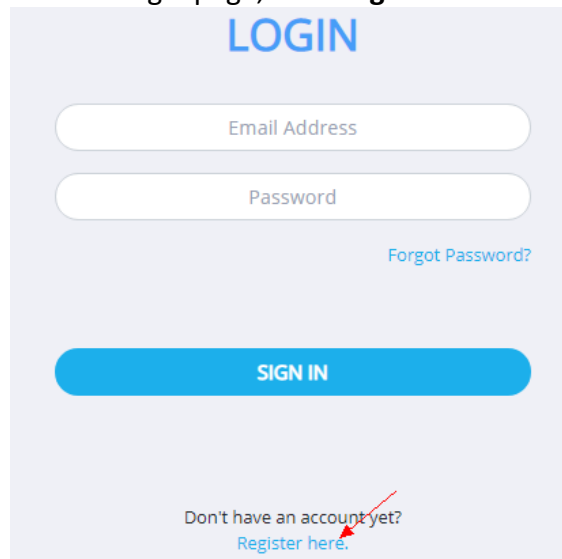
4.2 Elements of the screen

<input type="text" value="Organisation Name"/>	Area to key-in organisation name.
<input type="text" value="Organisation Website"/>	Area to key-in organisation website.
<input type="text" value="Email Address"/>	Area to key-in email address.
<input type="text" value="Password"/>	Area to key-in password.
<input type="text" value="Confirm Password"/>	Area to key-in password confirmation.
<input type="checkbox"/> I'm not a robot 	A service that protects the website from spam and abuse.
<input type="button" value="CREATE ACCOUNT"/>	Button for submitting request to create a new account.
Terms of Service and Privacy Policy.	Link to the UN Environment Terms and Conditions and Privacy Policy.
Sign in.	Link that will redirect to login page.

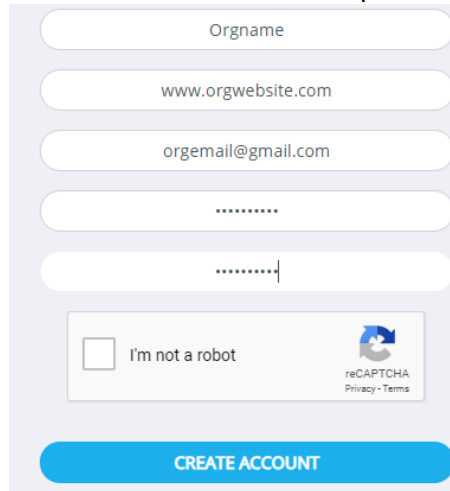
4.3 Process

1. Register an organisation account

A. From the Login page, click **Register here** link.



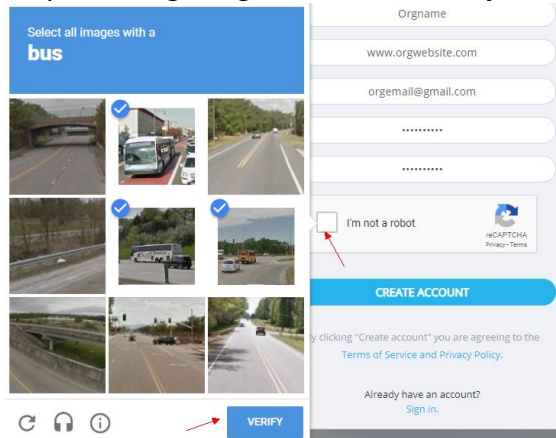
- B. Input **Organisation Name**, **Organisation Website**, **Email Address**, **Password**, and **Confirm Password** in the provided fields.



The registration form contains the following elements from top to bottom:

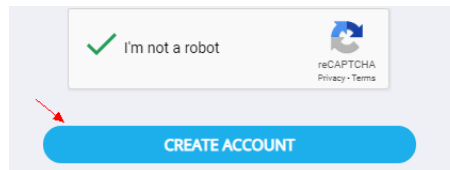
- Input field for "Orgname" with the placeholder text "Orgname".
- Input field for "www.orgwebsite.com".
- Input field for "orgemail@gmail.com".
- Input field for password, shown as ".....".
- Input field for confirm password, shown as ".....".
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- A blue button labeled "CREATE ACCOUNT".

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



The screenshot shows the reCAPTCHA verification interface. On the left, a blue header says "Select all images with a bus". Below it is a 3x3 grid of images. The top-middle image (a bus) and the middle-middle image (a bus) have blue checkmarks. A red arrow points to the "VERIFY" button at the bottom of the grid. On the right, the registration form is partially visible, with a red arrow pointing to the "I'm not a robot" checkbox. Below the form, there is a "CREATE ACCOUNT" button and a "Sign in" link.

- D. Upon successful reCaptcha validation, press **CREATE ACCOUNT** button.



The screenshot shows the registration form after successful reCAPTCHA validation. The "I'm not a robot" checkbox now has a green checkmark. A red arrow points to the "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.

UN Environment Accreditation System: New Profile Creation [Inbox x](#)

no-reply-UNEP@amdatex.com
to me

8:31 AM (1 minute ago)

This is an automated confirmation email that your profile creation to UN ENVIRONMENT ACCREDITATION SYSTEM has succeeded. This is just the first step to getting accredited to the UN Environment Assembly of UN Environment.

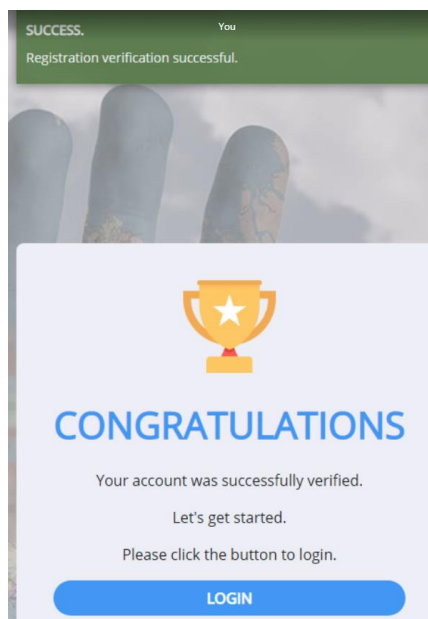
To complete your registration, please click [here](#).

Kind regards,

Civil Society Unit, UN Environment

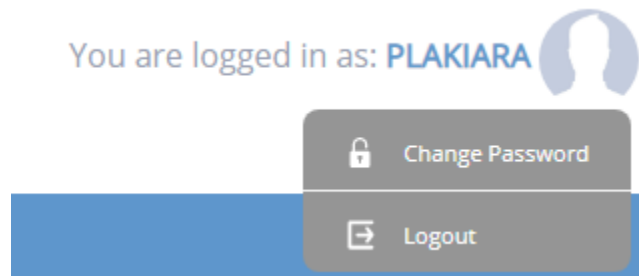
Reply

Forward





5.0 Profile Menu

5.1 Screen



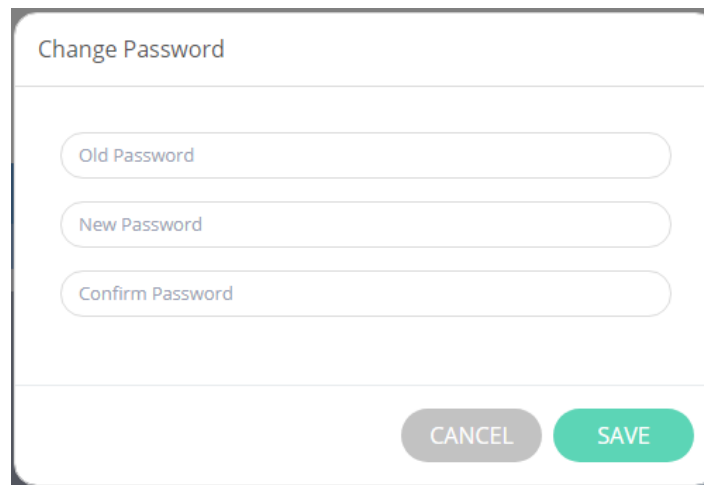
4.2 Elements of the screen

	 Change Password	Link to change password
	 Logout	Link to logout from the system.

4.3 Process

1. My Profile

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

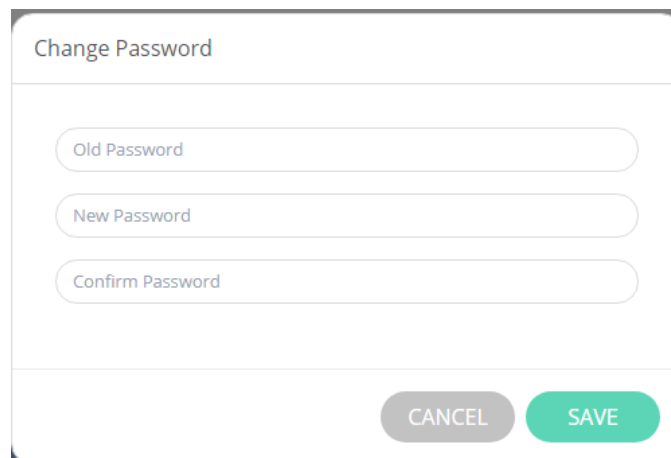


The image shows a mobile application screen titled "Change Password". It features three input fields: "Old Password", "New Password", and "Confirm Password". At the bottom right, there are two buttons: a grey "CANCEL" button and a green "SAVE" button.

Figure 4.3.1.2 Change Password






6.0 Change Password

6.1 Screen



This is a duplicate of the form shown in Figure 4.3.1.2, titled "Change Password". It contains three input fields for "Old Password", "New Password", and "Confirm Password", and "CANCEL" and "SAVE" buttons at the bottom.

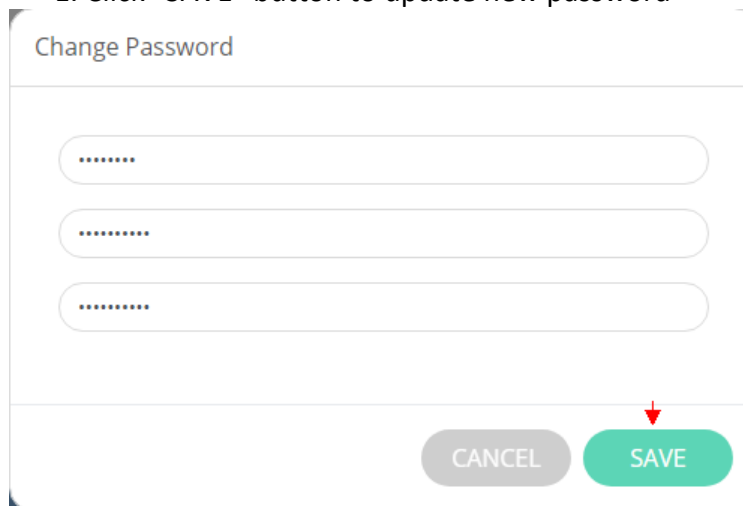
6.2 Elements of the screen

	Area to key-in old password. Required field.
	Area to key-in new password. Required field.
	Area to key-in password confirmation. Required field.
	Button to cancel changing of password.
	Button to save the new password.

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



Change Password

.....

.....

.....

CANCEL SAVE


7.0 Organisation Profile


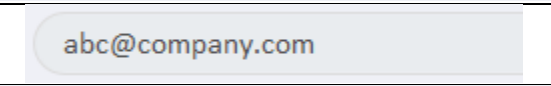

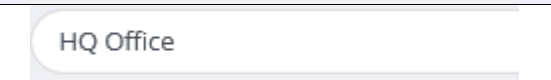

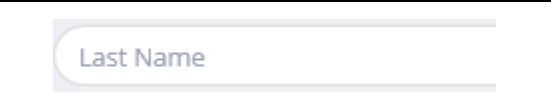
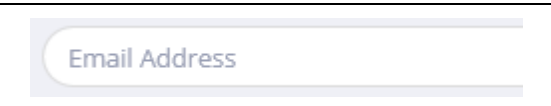
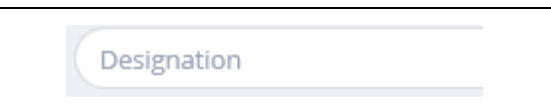

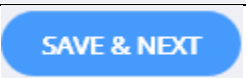
This feature has 4 sections – Organisation Information, International Scope, Additional Information and Document Uploads. The 4 section is presented in a wizard type progress. 9.1 Screen

7.1 Organisation Information

7.1.1 Screen

7.1.2 Elements of the screen

 UPLOAD IMAGE	Area to upload organisation logo. Allowed file types: JPG or PNG
<input type="text" value="Former Name if any"/>	Area to key-in organisation former name.
<input type="text" value="Acronym"/>	Area to key-in organisation acronym.
<input type="text" value="Major Group"/>	A dropdown list to select major group options. Required field.
<input type="text" value="Postal Address"/>	Area to key-in address. Required field.
<input type="text" value="Zip/Postal Code"/>	Area to key-in zip. Required field.

	Area to key-in city or town. Required field.
	Non-editable field. Displays email address from the registration.
	Non-editable field. Displays website address from the registration.
	A dropdown list to select HQ Office options. Required field.
	Area to key-in first name of primary (required) and secondary contact (non-required).
	Area to key-in last name of primary (required) and secondary contact (non-required).
	Area to key-in email address of primary (required) and secondary contact (non-required).
	Area to key-in designation of primary (required) and secondary contact (non-required).
	Button for saving information.
	Button for saving information and proceeds to the next section.

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.

ORGANISATION PROFILE

0 DAYS ACCREDITATION COUNTDOWN

SAVE AS PDF

ORGANISATION INFORMATION INTERNATIONAL SCOPE ADDITIONAL INFORMATION DOCUMENT UPLOADS TRACK YOUR APPLICATION

POLL CORP

corp pol

id/gh

Indigenous peoples and their communities

postal address dfhu tyutu

BTAS

CONTACTS

muninLupa

polcarpio.anna@gmail.com

www.pollcorp.com

Chile

Other Emails

CONTACT PERSON 1

contactname1 lastname1

tes@yahoo.com 姓

CONTACT PERSON 2

First Name Last Name

Email Address Designation

SAVE SAVE & NEXT



New Organisation Record.
Organisation entry successfully saved.

7.2 International Scope

7.2.1 Screen

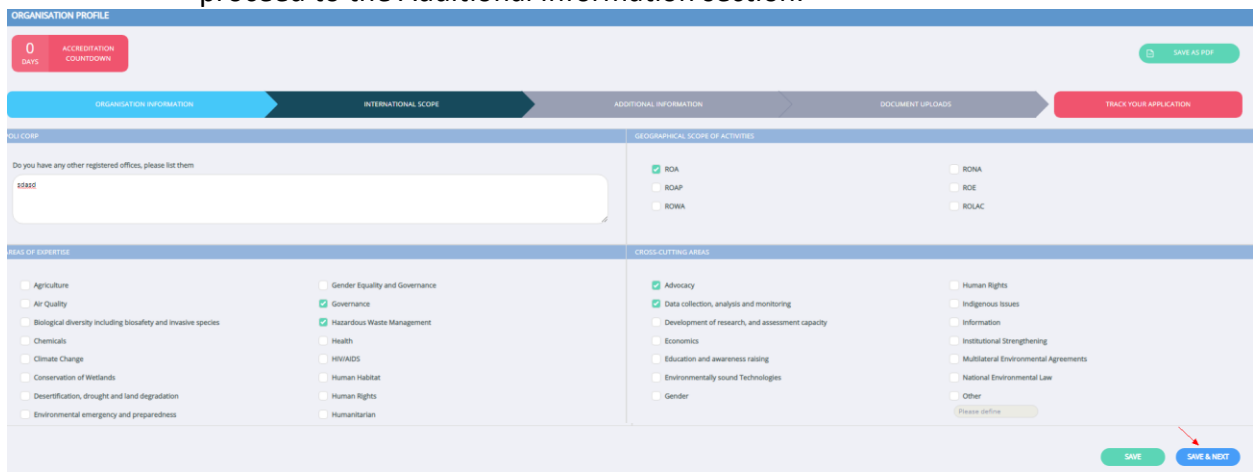
7.2.2 Elements of the screen

<p>ABC COMPANY</p> <p>Do you have any other registered offices, please list them</p> <p>Type here...</p>	<p>Area to key-in other registered offices of the organisation.</p>
<p>GEOGRAPHICAL SCOPE OF ACTIVITIES</p> <p><input type="checkbox"/> ROA <input type="checkbox"/> RONA</p> <p><input type="checkbox"/> ROAP <input type="checkbox"/> ROE</p> <p><input type="checkbox"/> ROWA <input type="checkbox"/> ROLAC</p>	<p>Checkbox selection of geographical scope of activities.</p>
<p>AREAS OF EXPERTISE</p> <p><input type="checkbox"/> Air Quality <input type="checkbox"/> Environmental emergency and preparedness</p> <p><input type="checkbox"/> Biological diversity including biosafety and invasive species <input type="checkbox"/> Food security and Environment</p> <p><input type="checkbox"/> Chemicals <input type="checkbox"/> Forests</p> <p><input type="checkbox"/> Climate Change <input type="checkbox"/> Health and environment</p> <p><input type="checkbox"/> Conservation of Wetlands <input type="checkbox"/> Oceans and seas and coastal areas</p> <p><input type="checkbox"/> Desertification, drought and land degradation <input type="checkbox"/> Other</p> <p><input type="text" value="Please define"/></p>	<p>Checkbox selection of areas of expertise.</p>
<p>CROSS-CUTTING AREAS</p> <p><input type="checkbox"/> Advocacy <input type="checkbox"/> Human Rights</p> <p><input type="checkbox"/> Data collection, analysis and monitoring <input type="checkbox"/> Information</p> <p><input type="checkbox"/> Development of research, and assessment capacity <input type="checkbox"/> Institutional Strengthening</p> <p><input type="checkbox"/> Education and awareness raising <input type="checkbox"/> Multilateral Environmental Agreements</p> <p><input type="checkbox"/> Environmentally sound Technologies <input type="checkbox"/> National Environmental Law</p> <p><input type="checkbox"/> Gender <input type="checkbox"/> Other</p> <p><input type="text" value="Please define"/></p>	<p>Checkbox selection of cross-cutting areas.</p>

		Button for saving information.
		Button for saving information and proceeds to the next section.

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.




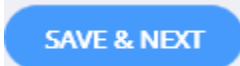
New International Record.
International entry successfully saved.

7.3 Additional Information

7.3.1 Screen

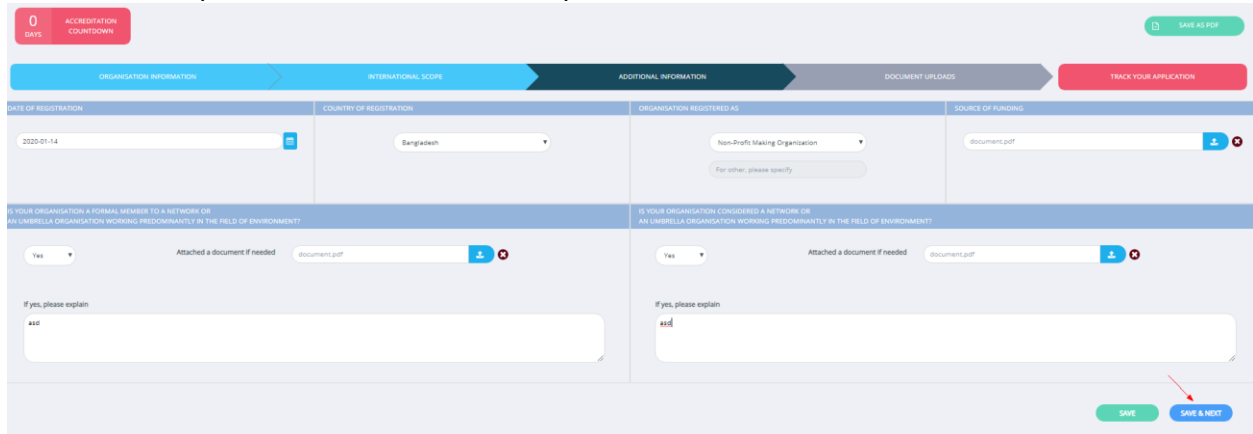
7.3.2 Elements of the screen

	Area to key-in date or calendar icon for date selection.
	A dropdown list to select Country. Required field.
	A dropdown list to select organisation category. Required field.
	Area to upload file for source of funding.
	A dropdown selection to answer if the organisation is a formal member to a network.
	Area to key-in explanation if yes is selected.
	Area to upload file.
	A dropdown selection to answer if the organisation is considered a network.
	Area to key-in explanation if yes is selected.
	Area to upload file.

		Button for saving information.
		Button for saving information and proceeds to the next section.

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

The screenshot shows the 'ORGANISATION PROFILE' page. At the top right, there are buttons for 'ACCREDITATION LETTER' and 'SAVE AS PDF'. Below this is a progress bar with four steps: 'ORGANISATION INFORMATION', 'INTERNATIONAL SCOPE', 'ADDITIONAL INFORMATION', and 'DOCUMENT UPLOADS' (which is currently active). To the right of the progress bar is a 'TRACK YOUR APPLICATION' button. The main content area is divided into three columns for document uploads: 'CONSTITUTION/CHARTER & ALL AMENDMENT, IF ANY', 'AUDITED FINANCIAL REPORTS FOR THE LAST TWO YEARS', and 'ANY OTHER RELEVANT DOCUMENT'. Each column has a file selection area with a 'No file selected' label and an upload icon. At the bottom right, there is a 'SAVE' button.

7.4.2 Elements of the screen

	Area to upload file.
	Button for saving information.
	Button for saving and submitting application.
	Button for saving and re-submitting application. Available only once the application has been returned by UN.

7.4.3 Process

1. Under Constitution/Charter section, select a file to upload if available.
2. Under Audited Financial Report 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

	<ul style="list-style-type: none"> - 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.
	<p>Button to download accreditation letter in pdf format. Visible only once application is approved.</p>
	<p>Button to preview organisation profile. It shall enable the user to print or save the organisation profile as a PDF file.</p>
<p>YOU SUBMITTED YOUR APPLICATION ON 10 SEPTEMBER 2018</p> <p>DAYS REMAINING 90 DAYS</p> <p>YOUR APPLICATION IS WITH ACCREDITATION OFFICER</p>	<p>Information display about the application.</p>

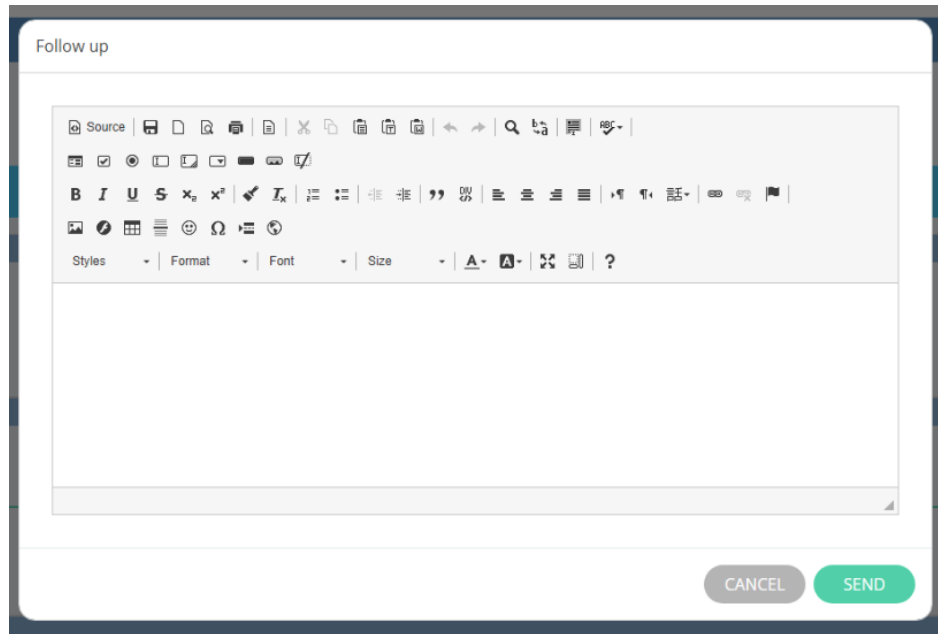
	<p>Graphical representation of the three stage of accreditation processing.</p>
	<p>Button to follow up application. Available only if accreditation processing exceeds 90 days.</p>
	<p>Button to apply again for accreditation if the application is declined. Available only if application is declined.</p>

8.3 Process

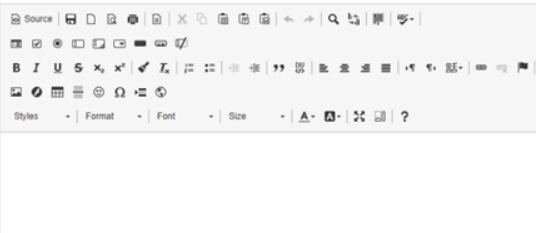


1. Click on the Track Your Application button to application status.
2. Click on Save as PDF button to preview application and save to pdf file.
3. If application exceeds 90 days, press Click here to Follow Up button.
4. If application is declined, press Click here to Reapply button.

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.

