

Training on e-deleGATE

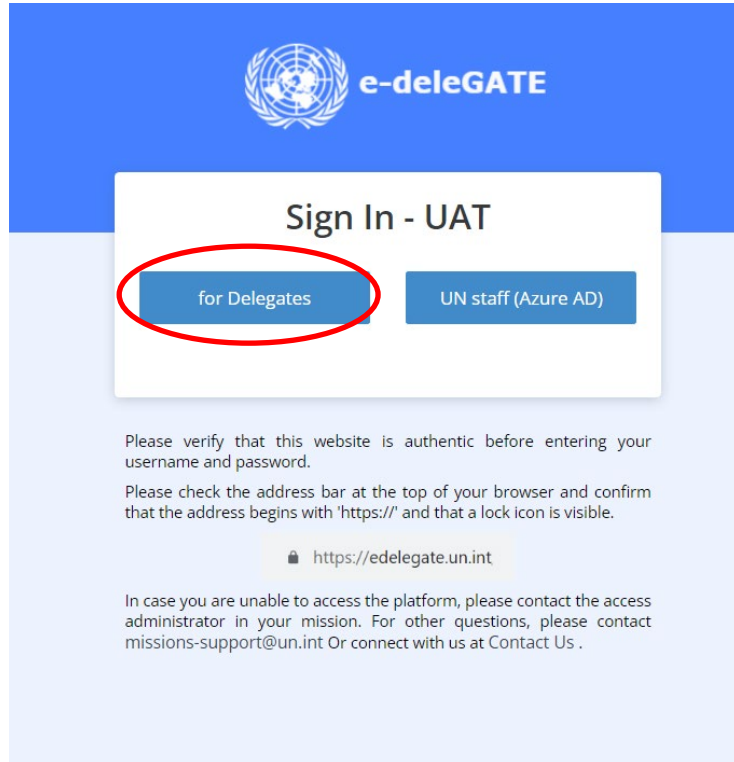
-
- Access management
 - e-Submit
 - Announcements and e-Place
-


Access management

Who needs access to e-delegate?

- Make sure you have at least 2 administrators
- During the 11th ASC, e-Submit will be used to send the statements to the Secretariat so they can be uploaded afterwards to the website
- Everybody who wants to continue receiving the emails sent by the UNEP Secretariat need to have an account and access to UNEA and/or CPR modules

How to login: <https://edelegate.un.int/>




 e-deleGATE

Sign In - UAT

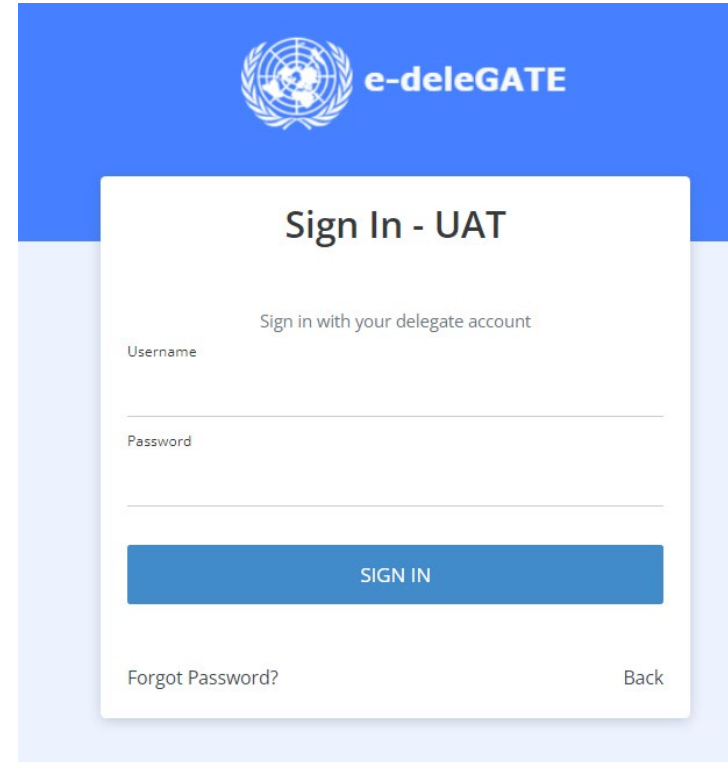
for Delegates UN staff (Azure AD)


Please verify that this website is authentic before entering your username and password.

Please check the address bar at the top of your browser and confirm that the address begins with 'https://' and that a lock icon is visible.

 <https://edelegate.un.int>

In case you are unable to access the platform, please contact the access administrator in your mission. For other questions, please contact missions-support@un.int Or connect with us at [Contact Us](#) .



 e-deleGATE

Sign In - UAT

Sign in with your delegate account.

Username

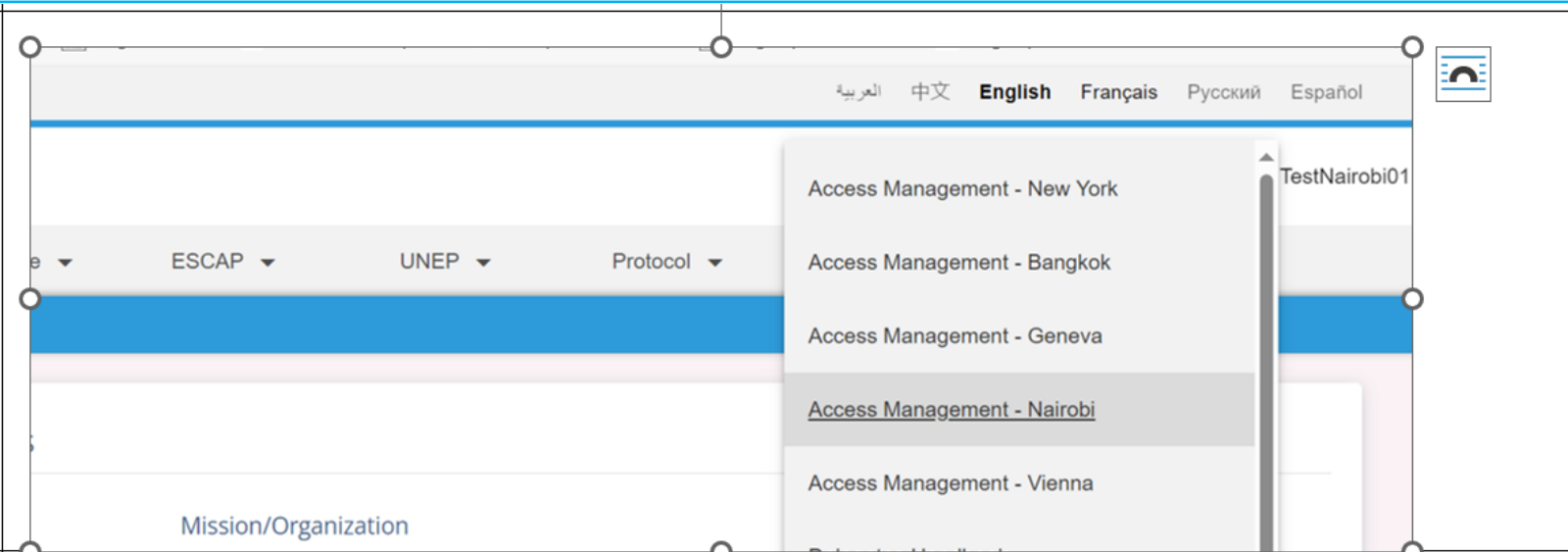
Password

SIGN IN

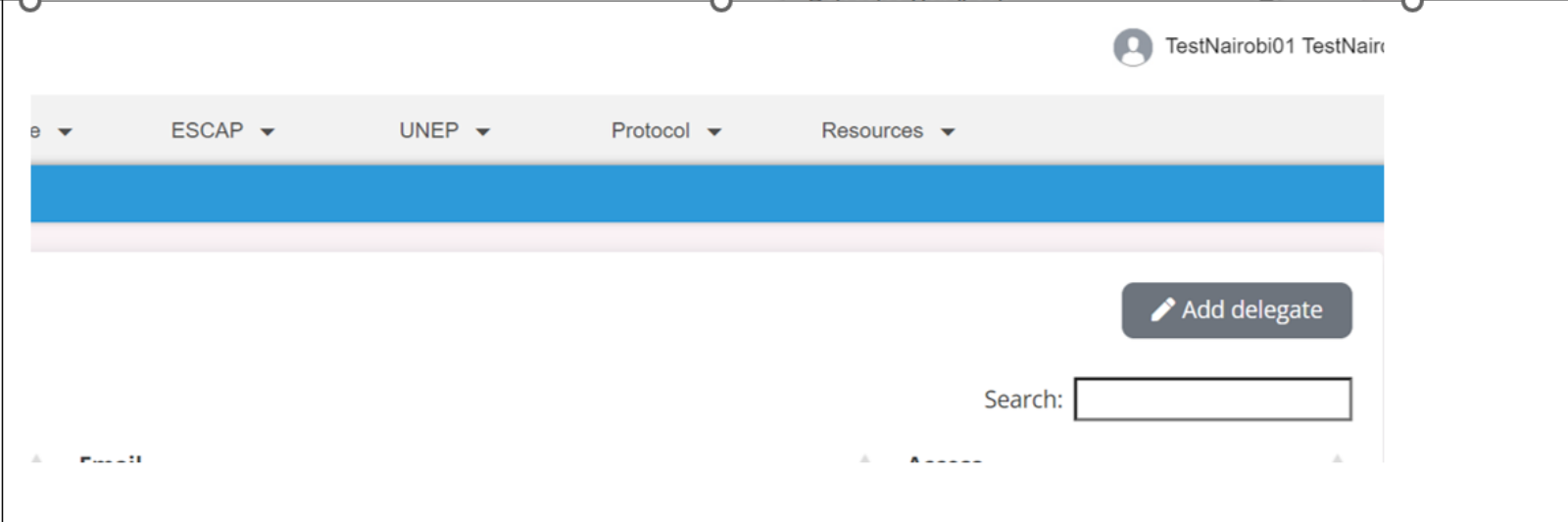
[Forgot Password?](#) [Back](#)

Creating an account for a delegate (1/2)

- In the menu, go to the *Resources* → *Access Management - Nairobi*



- Click *Add delegate*



Creating an account for a delegate (2/2)

➤ Complete the contact information for the delegate.

➤ Under **Access**, select which **module(s)** your colleague should have **access to**

➤ Click **Submit**

Delegate access

[← Back](#)

Nairobi based delegate Other

First name

Last name

e-Mail

Confirm e-Mail

Access

Access administrator

e-Speakers

United Nations Environment Assembly

Committee of Permanent Representatives

➤ After about 20 minutes, the delegate will receive an automated email informing them of their new access privileges.

Overview of the modules

Only for a few colleagues:

- **Access administrator**: only for a handful of colleagues (min. 2). This role allows them to create, manage and delete accounts for colleagues.
- **E-Speakers**: to inscribe a speaker in a list – currently only used for UNEA – not needed until UNEA-7

For all colleagues:

- **United Nations Environment Assembly**
- **Committee of Permanent Representative** (will only appear if you are accredited to the CPR)

Updating or deleting an account (1/2)

- On the homescreen of the Access management module (**Resources / Access Management – Nairobi**), you can confirm the access granted to each delegate.
- Should you wish to make any modifications to the access or delete the account, click on the delegate's **Last Name**.

Delegate access

 Add delegate

Search:

Last name	First name	Email	Access
* TestNairobi01	TestNairobi01	testnairobi01@unmeetings.org	Access administrator e-Speakers

Showing 1 to 1 of 1 entries

Updating or deleting an account (2/2)

Delegate access

[← Back](#) [✖ Delete account](#)

First name Nairobi based delegate
TestNairobi01

Last name TestNairobi01

e-Mail testnairobi01@unmeetings.org

[✎ Update access](#)

Access

Access administrator

e-Speakers

▼ Activity log

Account created Tina Skevin 26 Oct 2023 16:47:07

[✓ Submit](#)

NB: only access to modules can be updated. The other fields cannot be changed and a new account needs to be created

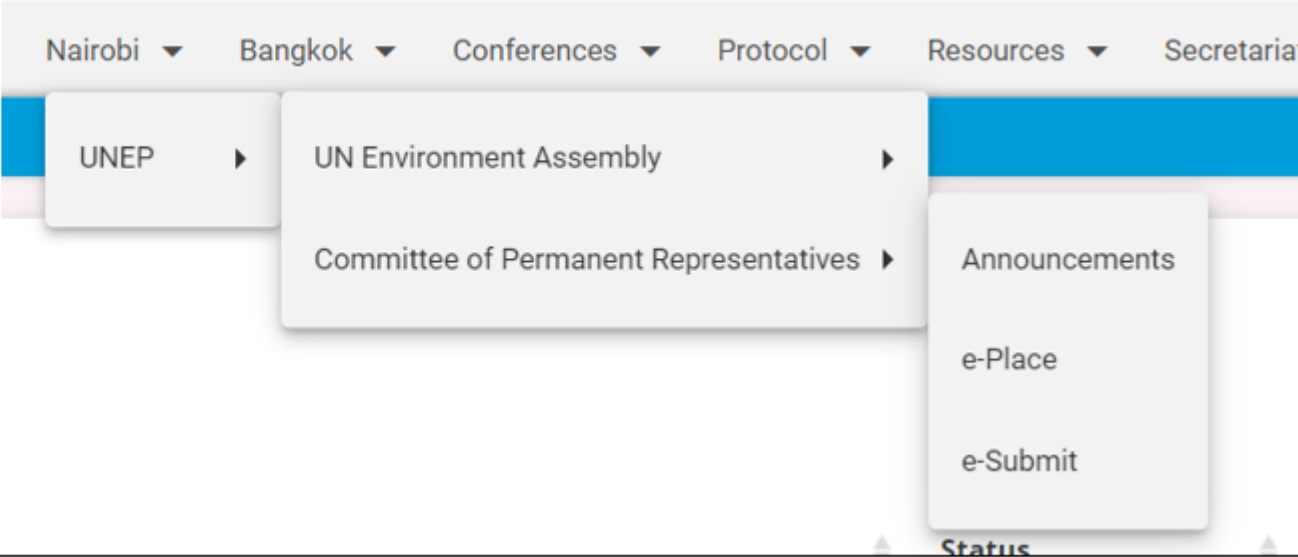
e-Submit

Statements for the 11th ASC

- Instead of sending statements by email, e-Submit should be used for the 11th ASC:
 - It makes it easier for you to see if your statement has already been sent
 - It makes it easier for us to keep track of who has sent what, for which agenda item
- Files uploaded on e-Submit can be viewed by the Secretariat but are not uploaded automatically on the website. Please allow some time for us to download them, upload them in our repertory and then display them on the website

Accessing e-Submit

➤ In the menu, go to the *Nairobi* → *UNEP* → *UN Environment Assembly* *or* *Committee of Permanent Representatives* → *e-Submit*



NB: accessible both from UNEA and CPR submenus

Select your agenda item and click on Add

NB: e-Submit is accessible both from UNEA and CPR submenus

e-Submit

Select

(Please select) ▼

- (Please select)
- 11th ASC - Agenda Item 1: Opening of the meeting
- 11th ASC - Agenda Item 3: Implementation of the Programme of work and budget 2022-2023
- 11th ASC - Agenda Item 4: Financial outlook, opportunities and challenges
- 11th ASC - Agenda Item 5: Preparations for UNEA-7

11th ASC - Agenda Item 1: Opening of the meeting ▼

 Add

SUBMITTED

UPDATE

DELETE

Choose your file and Submit

← Back

11th ASC - Agenda Item 3: Implementation of the Programme of work and budget 2022-2023

PDF only

+ Choose

✓ Submit

➤ You will be able to see the file(s) you have uploaded so far under this agenda item

Select

11th ASC - Agenda Item 3: Implementation of the Programme of work and budget 2022-2023

FILES

quickguide-eSubmit.pdf

SUBMITTED

25 Jun 2024 15:53:14

UPDATE

DELETE



Add

Next steps

Coming up soon

From 1 July to 30 September, we will be transitioning from emails sent via Mdirector to e-delegate

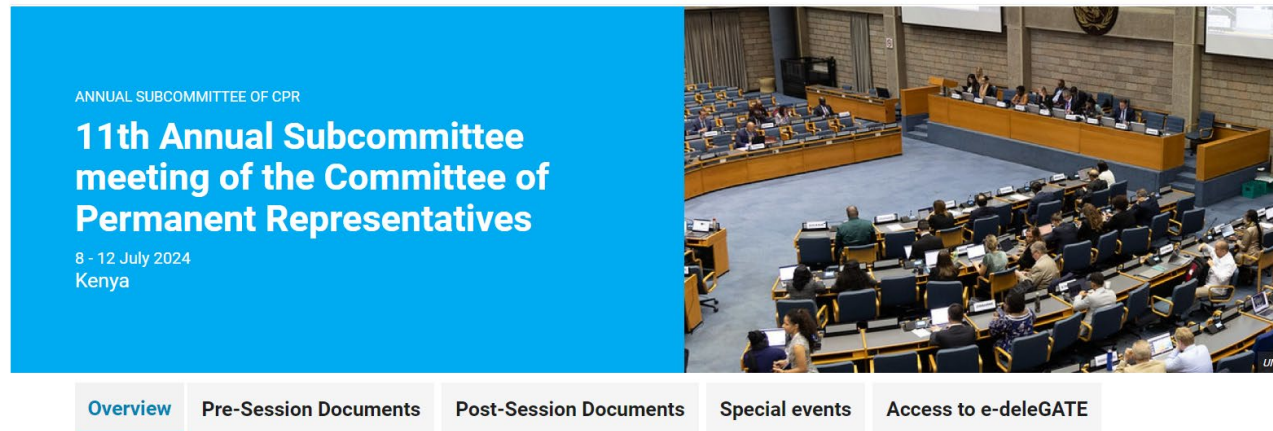
It is important that you create an e-delegate account for all your colleagues, who are receiving information about the CPR and/or UNEA, whether they are based in Nairobi or in the capital

Access

- Access administrator
- e-Speakers
- United Nations Environment Assembly
- Committee of Permanent Representatives

For more info

- Visit the “Access to e-delegate” tab on the 11th ASC meeting page



- Come to the e-deleGATE clinic organized during the 11th ASC, everyday from 13.00 to 13.30 in the main conference room

Thank you



For any questions, please contact:
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www.unep.org