CIVIL SOCIETY PLATFORM

USER GUIDE

PART I: QUICK START

United Nations | Civil Society

What's in the Platform?

The **Civil Society Unit (CSU)** in DGC fosters engagement between the UN and civil society. CSU works with civil society organizations in three ways: **Special Accreditation, Association, and Special Initiatives.**

The new platform streamlines these engagement processes by consolidating data from all three pathways into a centralized system.

In the New Platform

Streamlined Accreditation Process

Diverse Engagement Types

Access to Event Accreditation History

Timely Events Updates

Using the New System

1. Create an Organization Account: Complete the one-time registration for your organization's account on the new platform website. This one-time setup prevents repeated data entry for future applications.

2. Navigate through the User Interface: Log in to the platform and browse the "Event Registration" section to select events of interest. Complete the required forms in the event module.

3. Receive Engagement Application Results: Once your request is approved, you'll receive an email with detailed instructions on the next steps in the engagement process.

Quick Start: Create an Account

With the new platform, accounts are created at the organizational level. You will create a profile for your organization by filling out the form on the platform.
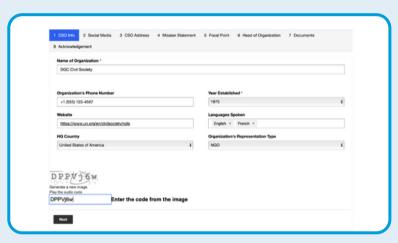
Navigate to the platform using the following link:
https://dgccso.un.org

Complete all mandatory fields marked *****.

Enter the code and click **'Next'** to continue through each of the form's **8 tabs** until you submit the form.

You will be asked to provide your social media, address, mission statement, contact information, and legal documents.

In the Acknowledge tab, click **"Submit"** to complete your submission.

Next, **follow the instructions in two system-generated emails you will receive** to confirm your email and set up your Microsoft account.

Before you begin, ensure you have copies of the following documents you will need to upload:

- An official government document providing your organization's **proof of legal status**
- Copy of your organization's **bylaws, constitution, or statutes**