OAJ eFiling portal – HOW TO RESET PASSWORD

Follow the below instructions if you need to reset your UNDT/UNAT e-filing account password. Please remember that you need to confirm the password reset before it goes into effect.

Fill in and submit account password reset form

Go to the password reset page on the Internal Justice System website
UNDT: http://www.un.org/en/internaljustice/undt/password-reset.shtml.
UNAT: http://www.un.org/en/internaljustice/unat/password-reset.shtml.

Enter the email address that is associated with your account (which you entered when initially creating the account). Enter the new password twice and follow the subsequent steps to submit the form.

Email step 1: Confirm the password reset

You should immediately receive an email to the address associated with your account asking you to confirm the password reset. Click on the link included in the email to confirm the password reset.

🛈 Important: The new password will not work until you click on this confirmation link

🛈 Important: You should receive the reset confirmation email immediately. If you have not received it 30 min after you submitted the form check your spam/junk mail folder. If needed, contact ccms-support@un.org for technical assistance.

Email step 2: Wait for validation email

You should immediately receive an email informing you that the password has been reset and is ready to be used. The email includes your login name and a link to the e-Filing system and the login name.

🛈 Important: You should receive the activation and confirmation email immediately. If you have not received it 30 min after you submitted check your spam/junk mail folder. If needed, contact ccms-support@un.org for technical assistance.

Login

Login to the eFiling portal(https://efilinginternaljustice.un.org) using the login name of your account and the new password. Both login name and password are case sensitive.

Choose OAJ_CCM as the repository and select "eFilers: All Locations" as your location.

Additional user guides are available describing the steps to either create a case or file to an existing case.