Media accreditation for Journalists
Request and Manage your Media Accreditations

support.accreditation@un.org
# TABLE OF CONTENTS

REQUEST A TEMPORARY ACCREDITATION/PASS  
1. TEMPORARY ACCREDITATION ............................................................ 1  
2. Request for LONG-TERM MEDIA accreditation ........................................ 3  
   a. NEW MEDIA ACCREDITATION REQUEST ...................................... 3  
   b. RENEW YOUR MEDIA ACCREDITATION ....................................... 6  
3. Modify your Accreditation requests ....................................................... 9  
4. Check the Status of your Accreditation request ...................................... 11  
5. Customize your accreditation page ....................................................... 11  
6. Search ............................................................................................... 12  
7. Withdraw your Accreditation .................................................................. 12
REQUEST A TEMPORARY ACCREDITATION/PASS

1. TEMPORARY ACCREDITATION

First, log in to IndicoUN before being able to fill out the accreditation form.

- From the [home page](#), click on the **Accreditation** link, in the top black banner.

![Accreditation Link](image)

- Click on the **UN offices** tab to select the **Duty Station**, where your assignment is going to take place.

![Duty Station Selection](image)

- By default, the duty station information is displayed under the information tab.

![Duty Station Information](image)

- Click on the **Media** tab to access the Media accreditation.

![Media Accreditation](image)

- On the right-hand side, under New Accreditation section, the representation type **Media** will be automatically selected.
Click on **Go to form** to proceed with filling the accreditation form.

- Fill out the form under all the sections. Under the **Pass Details** section, select the **Temporary pass** option.
- Enter the title of the assignment in the **Assignments** field. If you are interested in more than one assignment, click on the **Add** button and **Save**.

**Note:** Under the **Passport details** section, if the **Passport country of issue** is non-US, make sure to have additional documents (Document authorizing work in the host country, Document category and Document number, if applicable) be handy for the successful accreditation submission.

- All fields followed with an asterisk (*) are mandatory. Once the form is filled out, click **Submit**.

1 You may enter multiple assignments with title and date.
A message appears on-screen in a green status bar acknowledging that the accreditation is submitted successfully and is awaiting approval.

You should also receive an acknowledgment message in the account set as your primary one in Indico.UN.

2. REQUEST FOR LONG-TERM MEDIA ACCREDITATION

   a. NEW MEDIA ACCREDITATION REQUEST

First, log in to Indico.UN. before being able to complete the accreditation form.

From the home page, click on the Accreditation link in the top black banner.

2 The user (Journalist) could withdraw their accreditation at this point.
- Click on the **UN offices** to select the Duty Station where your assignment will take place.

- The duty station information is displayed under the information tab by default.

- Click on the **Media** tab to access the Media accreditation.

- On the right-hand side, under *New Accreditation* section, the representation type **Media** will be automatically selected.
· Click on **Go to form** to proceed with filling the accreditation form.

![Go to form](image)

· Under **Pass Details**, Select Long-term. Then fill out the form.

![Pass Details](image)

**Note:** Please provide the Badge number if you had a badge in possession in the past.

· All fields followed with an asterisk (*) are mandatory. Complete the form, then click on **Submit**.
· A message appears on-screen in a green status bar acknowledging that the accreditation was submitted successfully and is awaiting approval.

![Submit](image)

· The requestor (Journalist) will receive an acknowledgment email from the Indico.UN system.

---

3 Note that there will be no Assignments section for Long-term accreditation requests under Pass details.
4 The requestor (Journalist) can still withdraw their accreditation request at this point of the process.
The requestor (Journalist) will receive an approval/rejection email from the Indico.UN system once the accreditation request is approved.

Note: For new accreditation requests, the access dates are set as, by default, submission date + 4 months. The default dates will change to approval date + 4 months once the accreditation manager approves the request. However, the manager can modify the dates to a specific duration if needed.

b. RENEW YOUR MEDIA ACCREDITATION

First, log in to Indico.UN before being able to complete the accreditation form.

- From the home page, click on the Accreditation link in the top black banner.
  - You will land on the list of your accreditation requests.
  - Under My Accreditations, click on the Renew button under the Actions column.
- Update your accreditation information, including the latest documents, when necessary.
- Then, click on Submit.
- A message appears on-screen in a green status bar acknowledging that the request for accreditation renewal was submitted successfully.

You should also receive an acknowledgment message in the account set as your primary one in Indico.UN.

---

5 The requestor (Journalist) could still withdraw their request at this point of the process.
The requestor (Journalist) will receive an approval/rejection email from the Indico.UN system once the accreditation manager processes the request.
3. MODIFY YOUR ACCREDITATION REQUESTS

- Click on the Accreditation menu, in the top black bar, to see the entire list of your accreditations, under My Accreditations.
- Click on the request you would like to modify, under the Requested to column.

- A summary of your accreditation opens. Click on the pencil icon to modify any section or field.

- When finished, click Save.

---END---
A message appears on-screen in a green status bar confirming that the information was successfully updated.

The requestor will receive an email from the Indico.UN system to confirm the information update.

---

| Dear C. SHAAD,                      |  
| Your accreditation has been modified. |  
| Modified Section: Applicant Details |  
| Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete. |  

**Accreditation Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Camp-Eliasson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representation Type:</td>
<td>Media</td>
</tr>
<tr>
<td>Badge Type:</td>
<td>Long Term</td>
</tr>
<tr>
<td>Access Start Date:</td>
<td>14 Apr 2022</td>
</tr>
<tr>
<td>Access End Date:</td>
<td>14 Apr 2023</td>
</tr>
</tbody>
</table>

Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: [Manage my accreditation](#)
4. CHECK THE STATUS OF YOUR ACCREDITATION REQUEST

- Log in to Indico.UN and click on the Accreditation link, in the top black bar.

- See the status of your accreditations under the Status column.

5. CUSTOMIZE YOUR ACCREDITATION PAGE

- Under My Accreditations, you can customize the default displayed columns.
- Click on the Customize Columns button. Enable/Disable the columns you would like to display.
6. SEARCH

- Under My Accreditations, you can use the search box to find any accreditation request.
- Type the text in the search box and click Enter.

Search by
- First Name
- Last Name
- Dates (format: dd/mm/yyyy)
- Status
- Events
- Displayed columns

- Click on the x to clear the search and then press Enter.

7. WITHDRAW YOUR ACCREDITATION

- You can withdraw your accreditation at any stage except when it is already Rejected.
- Under My Accreditations, there is a Withdraw button under the Action column.

---END---
- The system will prompt you to submit a reason and then click on **Withdraw**.
- A message will be displayed after the withdrawal of the request.