

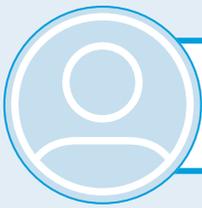
CIVIL SOCIETY PLATFORM

USER GUIDE PART II: ACCOUNT CREATION & FAQS



**United
Nations**

Civil Society



Step-by-Step Guide: CSO Info

Navigate to <https://dgccso.un.org> to find the platform's user portal and fill in all the mandatory fields marked *.

1 CSO Info 2 Social Media 3 CSO Address 4 Mission Statement 5 Focal Point 6 Head of Organization 7 Documents

8 Acknowledgement

Name of Organization *
DGC Civil Society

Organization's Phone Number *
+1 (555) 123-4567

Year Established *
1975

Website
<https://www.un.org/en/civilsociety/ngls>

Languages Spoken
English × French ×

HQ Country
United States of America

Organization's Representation Type
NGO

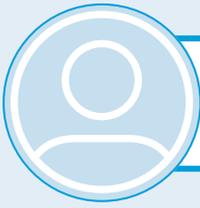
DPPVj6w
Generate a new image
Play the audio code
DPPVj6w Enter the code from the image

Next

1. CSO INFO

- **Name of Organization:** Enter the name of your organization exactly as it appears on your proof of legal.
- **Organization's Phone Number:** Enter your organization's phone number, starting with a "+." The number can include spaces, parentheses (), or dots (.), and it must be between 6 and 15 characters long.
- **Year Established:** Select the year your organization was founded from the dropdown menu.
- **Website:** Enter the link to your organization's website or social media profiles.
- **Languages Spoken:** Select your organization's working language/s.
- **HQ Country:** Select the country where your organization is based.
- **Organization's Representation Type:** Choose your organization's sector.

Once you have completed the first page, enter the code from the image provided and click **'Next'** to continue.



Step-by-Step Guide: Social Media

On the second page, provide your organization's social media accounts:

1 CSO Info ✓ 2 Social Media 3 CSO Address 4 Mission Statement 5 Focal Point 6 Head of Organization 7 Documents

8 Acknowledgement

Add

Social Media Platform	URL / Link to account	
X	https://www.un.org/en/civilsociety/ngls	<input type="button" value="⊕"/>
Instagram	https://www.instagram.com/undgc_cso/	<input type="button" value="⊕"/>

Previous Next

Social Media Platform

X

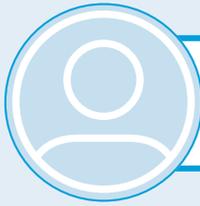
URL/Link to account

Ex: https://www.facebook.com/dgccso,https://www.instagram.com/dgccso,https://twitter.com/

Submit

2. SOCIAL MEDIA

- Click on **"Add"**.
- **Social Media Platform:** Select a platform from the drop-down list.
- Copy and paste the URL for your organization's profile on the platform you selected into the field.
- Click on **"Submit"**.
- To enter additional social media platforms for your organization, repeat the steps above.



Step-by-Step Guide: CSO Address

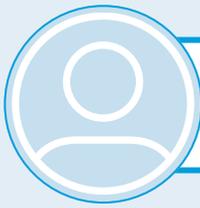
The third page is where you will provide your headquarter's address:

The screenshot shows the United Nations Civil Society portal. The header includes the United Nations logo and the text "United Nations Civil Society". In the top right corner, there are links for "Home" and "Sign in". Below the header is a progress bar with steps: 1 CSO Info ✓, 2 Social Media ✓, 3 CSO Address (highlighted), 4 Mission Statement, 5 Focal Point, 6 Head of Organization, 7 Documents, and 8 Acknowledgement. The main form area contains several input fields: "Address Line 1 *" with the value "801 1st Ave.", "Address Line 2" with "2nd Floor", "City *" with "New York", "State/Province *" with "NY", "ZIP/Postal Code *" with "10017", and "Country/Region *" with a dropdown menu showing "United States of America". At the bottom of the form are "Previous" and "Next" buttons.

3. CSO ADDRESS

Please provide the full address of your organization's headquarter by completing the following fields:

- **Address Line 1 and 2:** Include street details, such as building number, street name, suite, or apartment number.
- **City:** Enter the city name.
- **State/Province:** Specify the state or province.
- **ZIP/Postal Code:** Provide the ZIP or postal code.
- **Country/Region:** Select your country or region from the drop-down menu.



Step-by-Step Guide: Mission Statement

On the fourth page, please enter a brief mission statement for your organization:

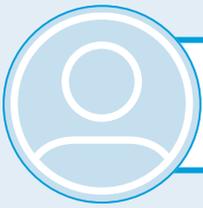
The screenshot shows the United Nations Civil Society portal. At the top, there is a navigation bar with the United Nations logo, the text "United Nations Civil Society", and links for "Home" and "Sign in". Below the navigation bar is a progress indicator with eight steps: 1 CSO Info (checked), 2 Social Media (checked), 3 CSO Address (checked), 4 Mission Statement (highlighted in blue), 5 Focal Point, 6 Head of Organization, 7 Documents, and 8 Acknowledgement. The main content area is titled "Mission Statement *" and contains a text box with the following text: "Non-Governmental Liaison Service (UN-NGLS, located in the Civil Society Unit, of the Department of Global Communications fosters greater coherence around cross-cutting issues on the UN's agenda by facilitating meaningful civil society engagement in UN processes. NGLS is responsible for the Call for Participation among Civil Society Entities (not in ECOSOC-status) who have expertise in the specific, substantive areas of UN conferences, meetings, and events. This entails a multi-step process (ideally originating with the adoption of a resolution or agreement on a meeting or event with modalities) to include civil society participation: Call for Entities to apply for accreditation; Review and Evaluation of applications; Informing entities of approval and registration requirements; ongoing communication with individuals and entities; on-site facilitation of participation in UN events, to include organizing coordinated inputs and statements; related advocacy and outreach." Below the text box, the character count "981/2,000" is displayed. At the bottom of the form, there are "Previous" and "Next" buttons.

4. MISSION STATEMENT

In the provided text box, enter a clear and concise mission statement that outlines:

- Your organization's purpose
- Areas of focus
- Goals
- Recent achievements

Please limit your response to a maximum of 2,000 characters (approximately 400 words).



Step-by-Step Guide: Focal Point

Next, you will enter your focal point contact on the fifth page:

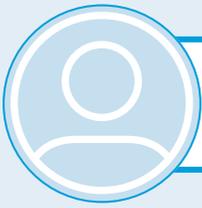
The screenshot shows a web form titled 'United Nations Civil Society'. At the top, there is a progress bar with seven steps: 1 CSO Info ✓, 2 Social Media ✓, 3 CSO Address ✓, 4 Mission Statement ✓, 5 Focal Point (highlighted in blue), 6 Head of Organization, and 7 Documents. Below the progress bar, there is a section for '8 Acknowledgement'. The main form area contains the following fields:

- First Name ***: Text input field containing 'Jane'.
- Last Name ***: Text input field containing 'Doe'.
- Email ***: Text input field containing 'jane.doe@un.org'.
- Position in Organization ***: Dropdown menu with 'Head of Organization' selected.
- Phone Number ***: Text input field containing '+1 (555) 867-5309'.

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

5. FOCAL POINT

- **First and Last Name:** Enter your focal point's first and last name.
- **Email:** Enter your focal point's email address.
- **Position in Organization:** Select your focal point's position – either 'Head of Organization' or 'Representative' – from the dropdown menu.
- **Phone Number:** Enter your focal point's phone number, starting with a "+." The number can include spaces, parentheses (), or dots (.), and it must be between 6 and 15 characters long.



Step-by-Step Guide: Head of Organization

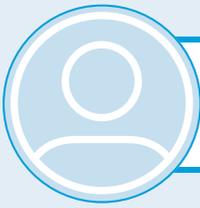
On the sixth page you will provide the contact information for the head of your organization.

Please note that if your focal point is the head of your organization, you will automatically proceed to step 7, which requires providing your organization's legal documents.

The screenshot shows the United Nations Civil Society registration interface. At the top left is the United Nations logo and the text "United Nations Civil Society". Below this is a progress bar with eight steps: 1 CSO Info ✓, 2 Social Media ✓, 3 CSO Address ✓, 4 Mission Statement ✓, 5 Focal Point ✓, 6 Head of Organization (highlighted in blue), 7 Documents, and 8 Acknowledgement. The main form area contains three input fields: "First Name *" with the value "María", "Last Name" with the value "García", and "Email *" with the value "maria.garcia@un.org". At the bottom of the form are two buttons: "Previous" and "Next".

6. HEAD OF ORGANIZATION

- **First & Last Name:** Enter the head of your organization's first and last name exactly as they appear in your organization's official documents.
- **Email:** Provide the Head of Organization's email address.



Step-by-Step Guide: Documents

On page eight, you will upload the required documents.

Nations | Civil Society

1 CSO Info ✓ 2 Social Media ✓ 3 CSO Address ✓ 4 Mission Statement ✓ 5 Focal Point ✓ 6 Head of Organization ✓

7 Documents 8 Acknowledgement

Please attach the following documents (Mandatory)

1. Copy of the constitution / Bylaws / Status of the organization *

Change File CSU_Proof of Legal status.pdf Delete

2. Proof of Legal status / Incorporation / Registration with the Government where your organization is headquartered *

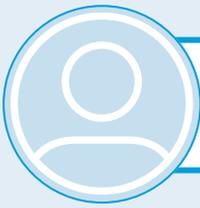
Change File CSU_Proof of Legal status.pdf Delete

Previous Next

7. DOCUMENTS

Upload PDF, Word, or JPEG copies of the following required documents:

- The **Constitution, Bylaws, or Statutes** of your organization. This should be a foundational document outlining your organization's structure, governance, and operational rules.
- Your organization's **Proof of Legal Status**. This must be official documentation verifying your organization's legal status in your headquarter's country. Only national or federal government-issued documents are accepted, such as:
 - Proof of incorporation
 - Certificate of registry
 - Nonprofit status documentation (e.g., 501(c)(3) in the U.S.)



Step-by-Step Guide: Acknowledgement

On the final page, you must verify that the information provided is accurate.

The screenshot shows the United Nations Civil Society accreditation form. At the top, there is a navigation bar with the United Nations logo, the text "United Nations Civil Society", and links for "Home" and "Sign in". Below the navigation bar is a progress indicator with eight steps: 1 CSO Info ✓, 2 Social Media ✓, 3 CSO Address ✓, 4 Mission Statement ✓, 5 Focal Point ✓, 6 Head of Organization ✓, 7 Documents ✓, and 8 Acknowledgement (highlighted in blue). The main content area contains a certification statement: "I certify that all information and documents provided are true and complete and understand that falsification or misrepresentation could lead to denial or termination of future accreditation.*". Below this statement are two radio buttons: "No" and "Yes". The "Yes" radio button is selected and circled in red. At the bottom of the form, there are two buttons: "Previous" and "Submit".

8. ACKNOWLEDGEMENT

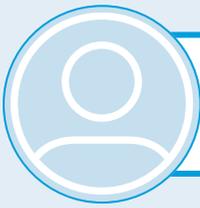
Read the acknowledgment carefully, then click 'Yes' to confirm your agreement.

Lastly, click '**Submit**' to finalize your submission.

Congratulations! Your profile has been created.

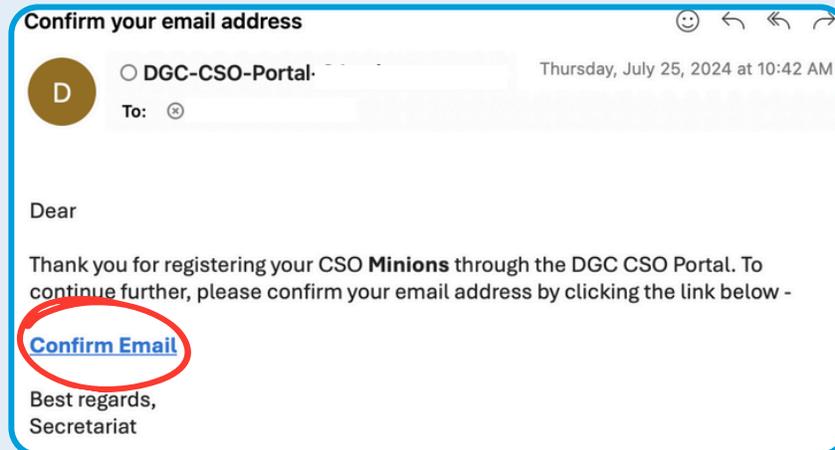
Next, you need to confirm your email and set up a Microsoft account to access the platform.

For detailed instructions, please proceed to the next page.



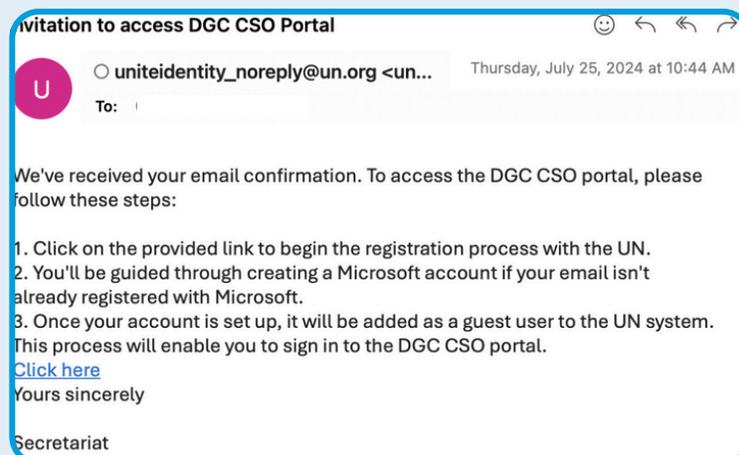
Step-by-Step Guide: Confirm Email & Access Platform

Once you create your account, you will receive an email from **DGC-CSO-Portal**, requiring you to confirm the email address you used.



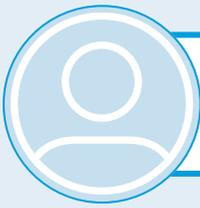
To confirm, click on '**Confirm Email**'.

After confirming your email, you will receive a second email, this time from **uniteidentity_noreply@un.org**, inviting you to access the Civil Society platform. This step is essential to activate your login and access the platform. If you do not see the email in your inbox, please check your spam folder



Follow the instructions in the email to sign into or create a free Microsoft account, which is required to access the platform. After that, you will be able to access to the new platform with your Microsoft account.



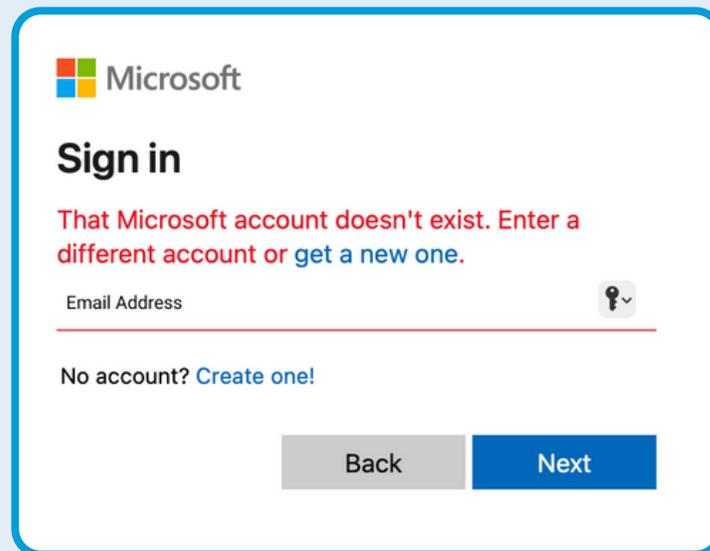


Frequently Asked Questions (FAQs)

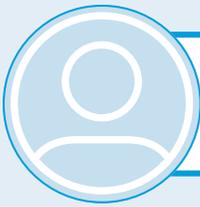
Q I received multiple email sent from uniteidentity_noreply@un.org titled "Invitation to access DGC CSO Portal", which one should I click?

A Please click on the **most recent email** from uniteidentity_noreply@un.org. You received multiple emails because you have not yet completed the creation of a Microsoft account, which is essential for logging into the Platform. Clicking the link in the latest email will help you complete the process.

Q I clicked on the link in the email sent from uniteidentity_noreply@un.org, but I received the message below, what should I do?



A This message appears because your email address is not associated with Microsoft. It is prompting you to use your email address associated with your account in the Platform (e.g., Gmail, Hotmail, etc.) to create a free Microsoft account. Please click on **"Create one"** and use the email associated with your Platform account to set up a free Microsoft account. Once created, this email address will be added to the UN Microsoft ecosystem as a guest account.



Frequently Asked Questions (FAQs)

Q I want to change the email address associated with my account, what should I do?

A Due to system restrictions, we are unable to change the email address linked to your account. However, **we can deactivate your existing account**, allowing you to **create a new one** with your preferred email address.

To proceed, please let us know that you would like to re-create an account. Then, complete the form again on our website (<https://dgccso.un.org/>) **using your new email address**. To ensure that your new account is correctly associated, please enter this new email address on **Page 5 (Focal Point)** of the form.

1 CSO Info ✓ 2 Social Media ✓ 3 CSO Address ✓ 4 Mission Statement ✓ 5 Focal Point 6 Head of Organization 7 Documents

8 Acknowledgement

First Name *

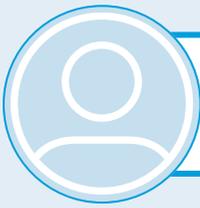
Last Name *

Email *

Position in Organization *

Phone Number *

Previous Next



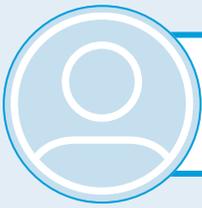
Frequently Asked Questions (FAQs)

Q How can I edit my organization's account information?

A To update your account information, please ask your organization's focal point to log in to the Platform at <https://dgccso.un.org>. Once logged in, they can navigate to **"My Civil Society"** and click on **"Edit"** to update details such as the address and social media accounts. Please note that focal point information cannot be edited.

The screenshot shows the United Nations Civil Society portal. The header includes the United Nations logo, the text "United Nations Civil Society", and navigation links: "Home", "My Civil Society" (circled in red with a blue "1" below it), "Event Registration", and "Account Name" (with a dropdown arrow). Below the header, there is a form with several fields. The "Edit" button in the top right corner of the form is circled in red with a blue "2" below it. The form fields include:

- Name of Organization ***: DGC Civil Society
- Mission Statement**: Non-Governmental Liaison Service (UN-NGLS, located in the Civil Society Unit, of the Department of Global Communications fosters greater coherence around cross-cutting issues on the UN's agenda by facilitating meaningful civil society engagement in UN processes. NGLS is responsible for the Call for Participation among Civil Society Entities (not in ECOSOC-status) who have expertise in the specific, substantive areas of UN conferences, meetings, and events. This entails a multi-step process (ideally originating with the adoption of a resolution or agreement on a meeting or event with modalities) to include civil society participation: Call for Entities to apply for accreditation; Review and Evaluation of applications; Informing entities of approval and registration requirements; ongoing communication with individuals and entities; on-site facilitation of participation in UN events, to include organizing coordinated inputs and statements; related advocacy and outreach. This is an update.
- Organization's Phone Number**
- Year Established**
- Website**: -
- Languages Spoken**



Frequently Asked Questions (FAQs)

Q Can the focal point add more representatives to the Platform?

A Once the focal point has successfully created the organization's account, they can navigate to **"My Civil Society"**, click on **"Edit"**, and select **"Add Contact"** to designate additional representatives. Please note that a maximum of 10 representatives can be added.

People in the CSO

Add Contact

Full Name	Email	Mobile Phone	Position in Organization	Relationship Type
Representative One			Representative	Other CSO Contact <input type="checkbox"/>
Representative Two			Head of Organization	Focal Point
Representative Three			Head of Organization	Other CSO Contact <input type="checkbox"/>

Q Can representatives other than the focal point log in to the Platform using their own email?

A At this stage, only the focal point can log in to the Platform. Other representatives may receive email communications, such as notifications about special accreditation for an event, but only the focal point can access the Platform and manage organizational records.