

## Host Entity registration – Standard Operating Procedure

## Transitional SOP

<b>Responsible Unit</b>	Volunteer Solutions Section (VSS)
<b>Focal Point</b>	Volunteer Solutions Section (VSS)
<b>Effective Date</b>	1 October 2021
<b>Applicability</b>	Onsite volunteers

1. [ATLAS HCM User Guide](#)
2. [Unified Conditions of Service](#)

#	Responsible party or person			Process step	Description	Documents	System role	Comments
	Country presence (PA/PAn)	Country presence (PAn)	No Country Presence					
<b>Registration in UVP</b>								
1		HE		Familiarise with UNV's expectations	Familiarise with UNV's expectations for host entities. Enter registration information:		Anonymous user	
2		HE		Start registration	Go to log in/sign up. Follow screen instruction. Confirm email address is valid and enter registration information. Accept terms of use and privacy policy.		Anonymous user	
3		UVP		Check registration	Check registration requirements – password and email address.		System	
4		HE		Choose account/entity type	Complete registration details: Choose account type (host entity).		Anonymous user	
<b>Create new account</b>								
5		HE		Complete registration	Click on "Edit Host Entity", choose organization type and enter organization information – name, address, mission and objectives.		Anonymous user	
6		HE (CSOonly)		Upload supporting documents	Provide and upload supporting documents to prove compliance with eligibility criteria (certificate of registration, due diligence clearance).		Anonymous user	Provide information or link to information page re eligibility criteria and requested documents.

	Responsible party or person	Process step	Description	Documents	System role	Comments
7	HE (Gov/IO only)	Provide references	Provide information on organization's projects and activities, references from outside the organization (name, position, organization, email) and Volunteer engagement.		Anonymous user	
8	UNV	Review registration	Check organization profile information, consult references (Gov/IO only) and check supporting documents (CSO only). Ask questions or request edits if needed.		MU	
9	UVP	Notify HE	Send notification email of requested edits to HE account user (if applicable).		System	
10	HE	Edit profile	Answer questions and/or edit organization profile, provide documents as requested. Submit to UNV.		Anonymous user	
11	UNV	Approve/reject request	Review provided answers and organization profile edits (if applicable) and approve new organization account creation request against eligibility criteria and according to agreed standards.		MU	
12	UVP	Notify HE	Send notification email of organization account creation request approval or rejection.		System	
13	HE	Update profile	Update organization profile information as needed.		Anonymous user	Able to edit all personal information but email due to its relation to B2C account and login.
<b>Invite new user</b>						
14	HE	Invite new user	Click on button "Invite new User" under "task "Host Entity Account Admin", enter information (name, email, gender), choose role and invite additional user to organization account.		HE AO	UN agencies can invite and assign following roles: Hiring manager or supervisor. CSOs and govts/IOs can invite and assign following roles: Account owner, hiring manager.
15	UVP	Send invitation	Send invitation email to new user.		System	
16	HE	Enter information	Click on link and enter registration information. Confirm email address is valid.		Anonymous user	

	Responsible party or person	Process step	Description	Documents	System role	Comments
17	UVP	Check and confirm	Check registration requirements – password, email address. Send confirmation email and link new user to organization account.		System	
18	HE	Complete profile	Click on link and complete user profile information.		Anonymous user	
<b>Forgot password</b>						
19	HE	Request new password	Click on “Forgot password” on log in page and request password reset.		HE	
20	UVP	Send email	Send password reset email with link to create new password.		System	
21	HE	Create new password	Click on link and enter and confirm new password.		HE	

### Abbreviations

HE AO – Host entity account owner  
CSO - Civil Society Organizations