

UVP – Online Volunteering – Candidate Registration - Standard Operating Procedure

Responsible Unit	Volunteer Solutions Section (VSS)
Focal Point	Volunteer Solution Section –onsite
Effective Date	1 Oct 2021
Applicability	Online Volunteer Modality

#	Responsible party or person		Process step	Description	Documents	System role	Comments
	Country presence (PAn)	No Country Presence					
Registration in UVP							
1	Candidate		Learn about UNV	Familiarize with UNV's expectations for volunteers		Anonymous user	
2	Candidate		Create an account	Go to log in/sign up or click 'apply' on an opportunityonline DoA. Click 'sign up now'. Follow screen instructions – verify email address, create a password and enter registration information – name, birthdate, gender. Accept terms of use and privacy policy. Click 'create'.		Anonymous user	Users must be 18 Years Old to create an account.
3	UVP		Check registration	Check registration requirements – password and email address.		System	
4	Candidate		Choose 'candidate'	Choose ' I'm a candidate '		Anonymous user	
5	Candidate		Complete minimum UVP profile	Click profile icon in the top right corner and click ' edit '. Enter minimum profile information as indicated by * and submit to complete.		Candidate	Minimum profile creation is required to apply for an opportunityonline DOA A checkbox on the candidate registration page to indicate interest in onsite volunteering, online or both.

