

Creating a new non-UN host entity account - ES

Author: Kevin Schmidt

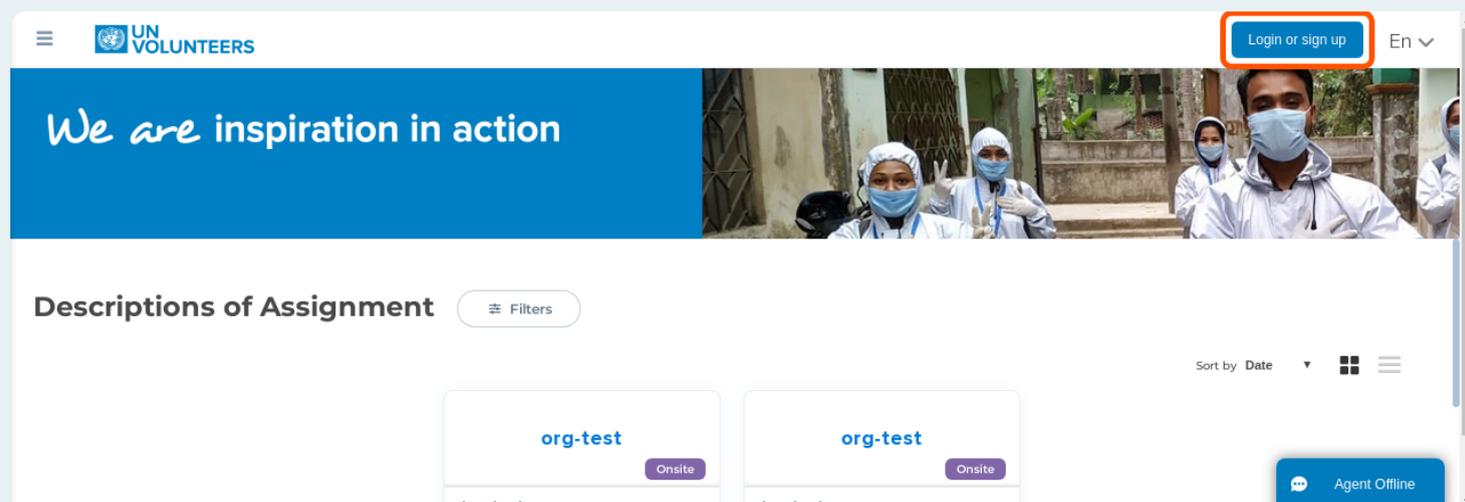
Updated: 2 years ago

Cómo registrar una nueva cuenta de una Entidad Anfitriona no perteneciente a la ONU

Esta es una guía paso a paso para que las organizaciones que no pertenecen a la ONU, como las instituciones gubernamentales, instituciones públicas y organizaciones de la sociedad civil, puedan crear una cuenta en UVP. Con esta cuenta podrán incorporar y gestionar a Voluntarios/as en Línea.

Primero, haga clic aquí

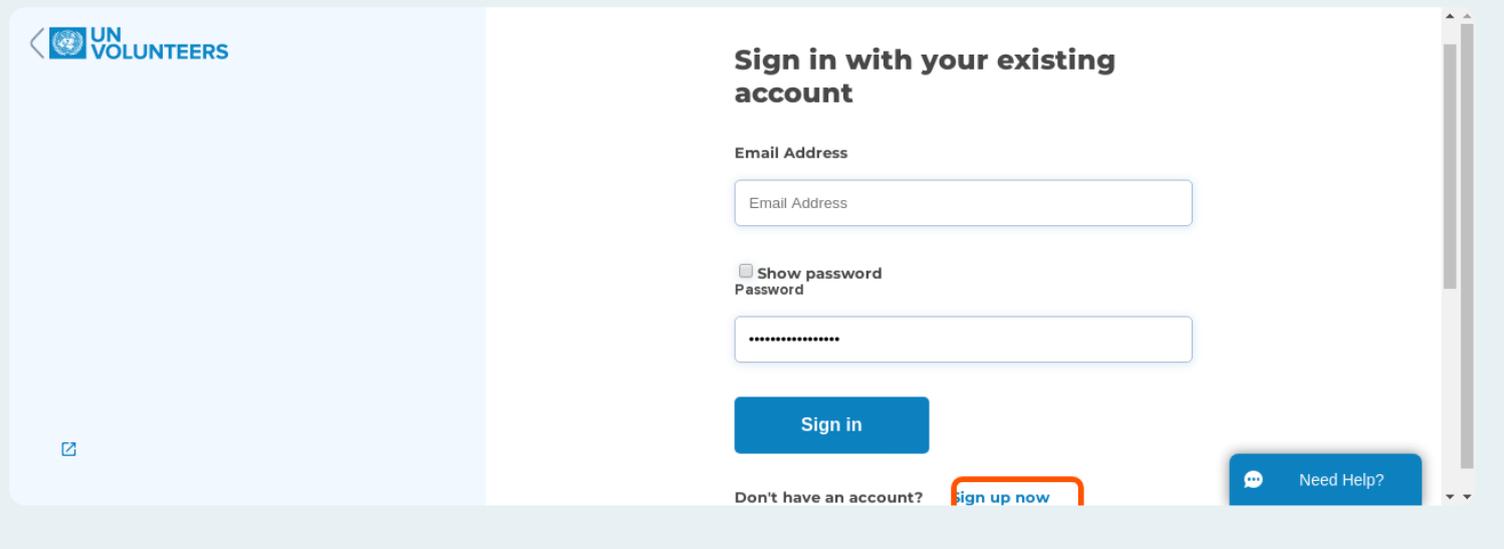
Esto le llevará a la página de registro.



The screenshot shows the UN Volunteers website interface. At the top, there is a navigation bar with the UN Volunteers logo on the left and a 'Login or sign up' button on the right, which is highlighted with a red box. Below the navigation bar is a blue banner with the text 'We are inspiration in action' and a photo of several people wearing white protective suits and face masks. Below the banner is a section titled 'Descriptions of Assignment' with a 'Filters' button. Below this section, there are two cards labeled 'org-test' with 'Onsite' tags. In the bottom right corner, there is a chat window with the text 'Agent Offline'.

Haga clic en 'registrarse ahora'

Esto iniciará el proceso de registro.



UN VOLUNTEERS

Sign in with your existing account

Email Address

Show password

Password

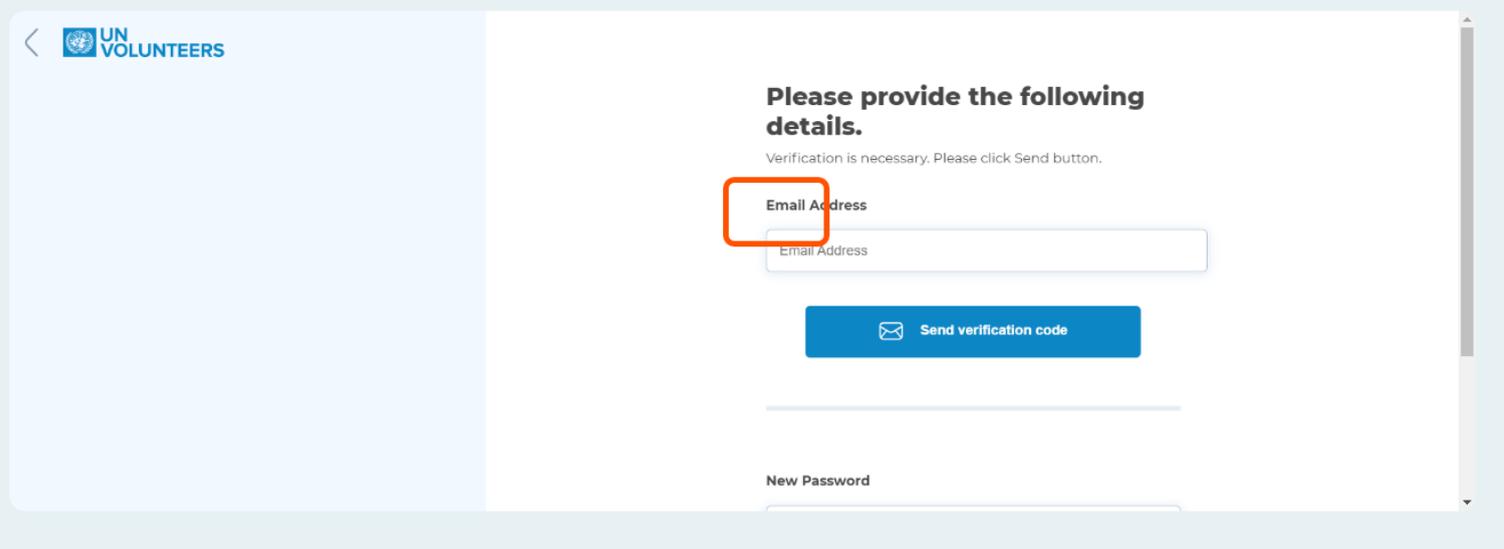
Sign in

Don't have an account? [sign up now](#) **Need Help?**

Introduce tu dirección de correo electrónico oficial

Es muy importante que utilice la dirección de correo electrónico oficial de su organización.

Será el 'titular de la cuenta' y después que haya creado su cuenta podrá cambiar este rol con otro usuario, si así lo prefiere.



UN VOLUNTEERS

Please provide the following details.

Verification is necessary. Please click Send button.

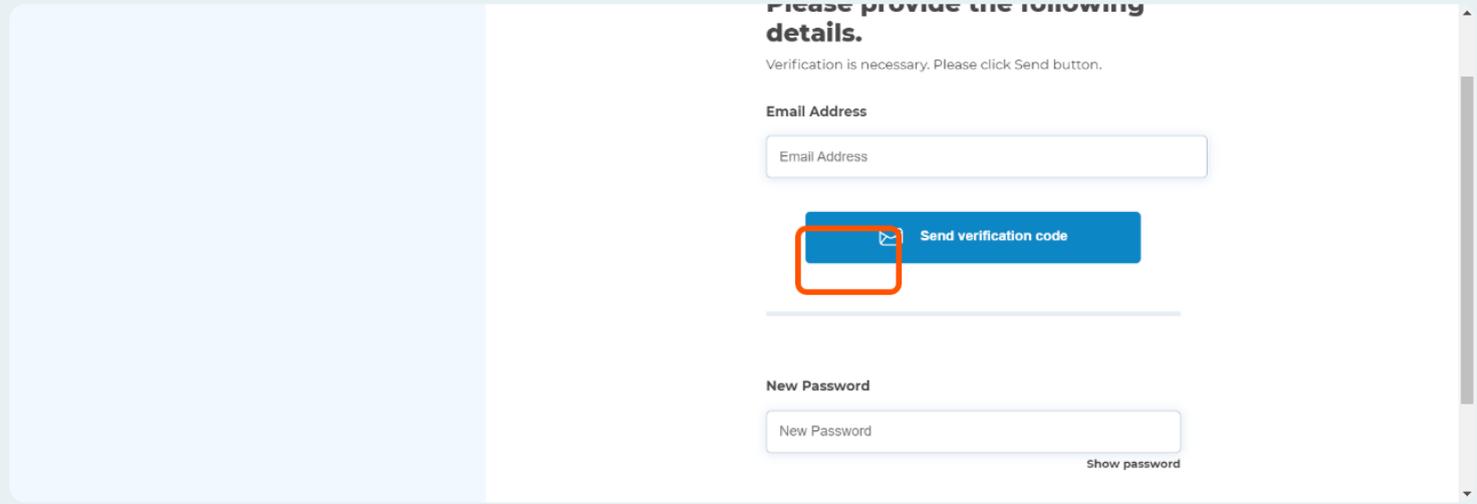
Email Address

Send verification code

New Password

Haga clic en 'Enviar código de comprobación'

Esto enviará un correo a su dirección de correo electrónico con un código para copiar y pegar.



Please provide the following details.
Verification is necessary. Please click Send button.

Email Address

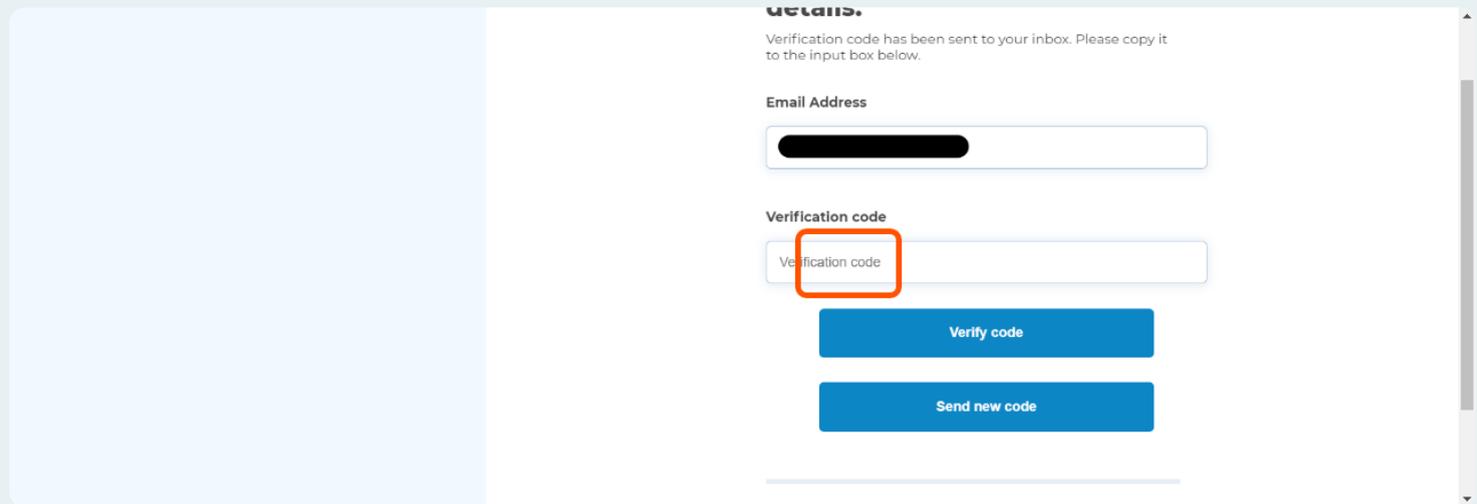
Send verification code

New Password

Show password

Ingrese el código

Pegue o escriba el código que recibió en su correo electrónico aquí.



Details.
Verification code has been sent to your inbox. Please copy it to the input box below.

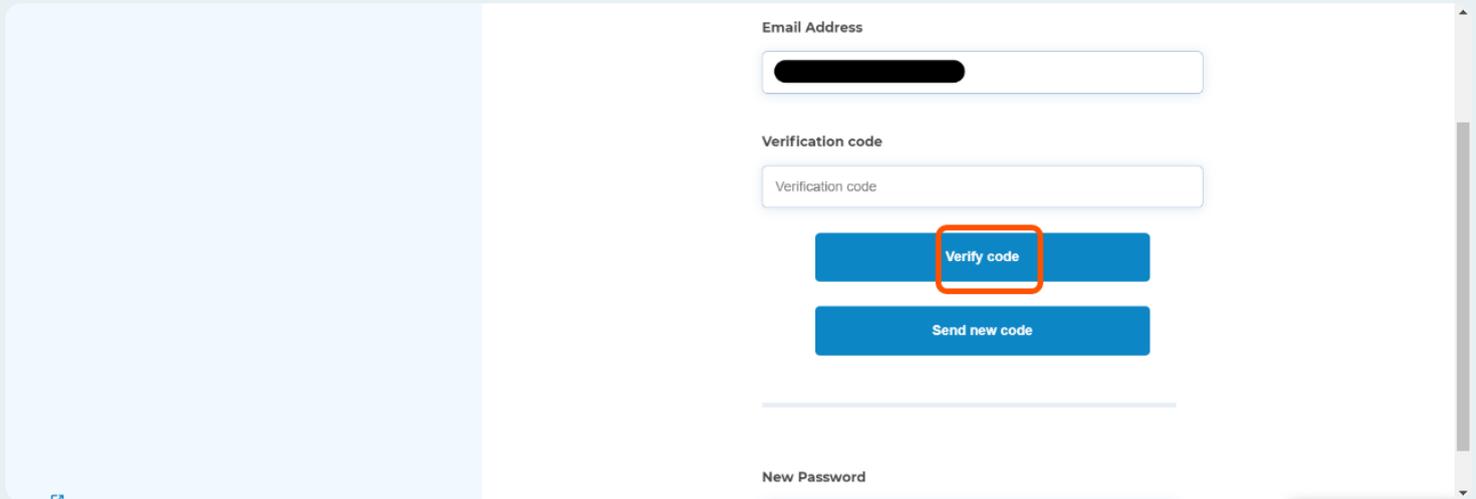
Email Address

Verification code

Verify code

Send new code

Haga clic en 'Comprobar código'



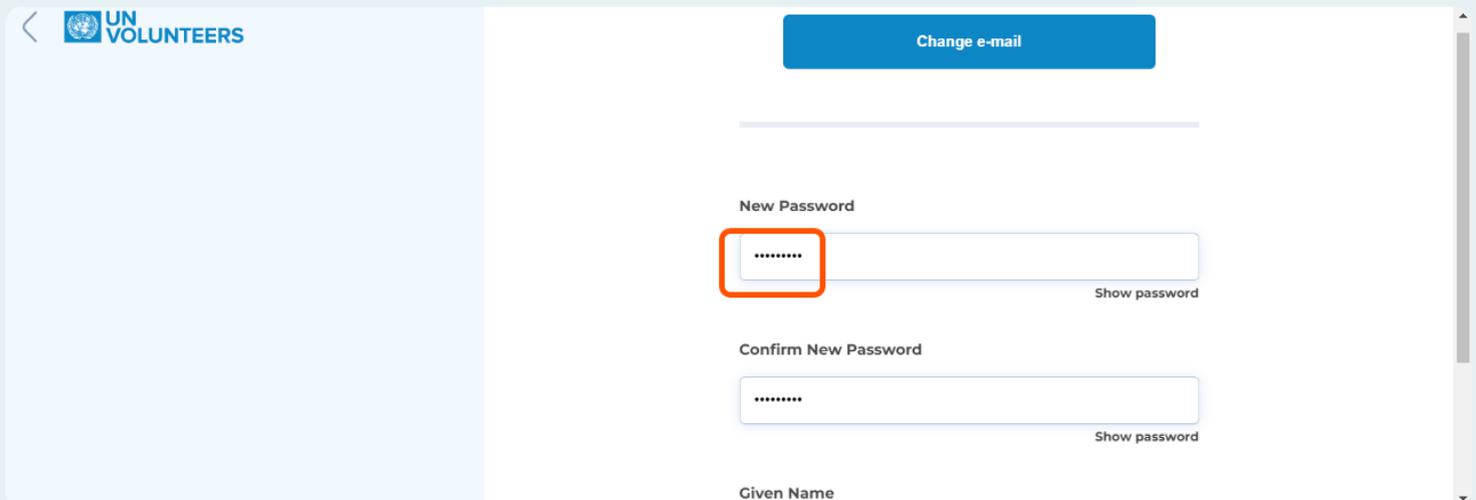
The screenshot shows a web form for verification. It includes an 'Email Address' field with a blacked-out value, a 'Verification code' field, and two buttons: 'Verify code' (highlighted with an orange box) and 'Send new code'. Below these is a 'New Password' field.

Escriba su contraseña

Cree su contraseña en UVP.

La contraseña debe tener entre 8 y 16 caracteres e incluir 3 de los 4 siguientes:

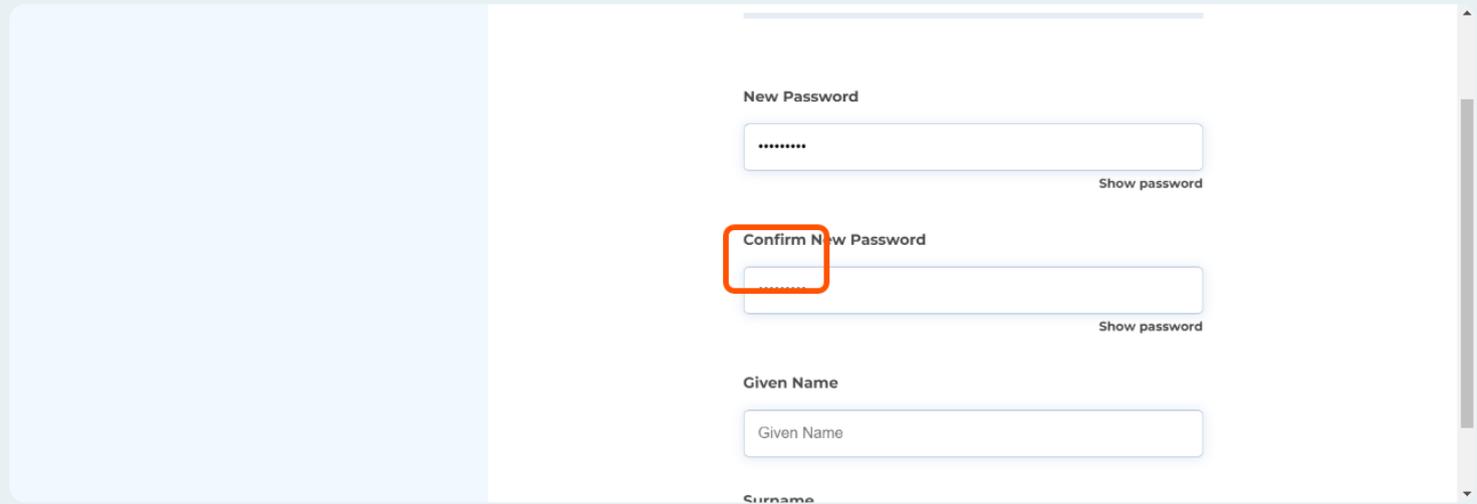
minúsculas, mayúsculas, dígitos (0-9) y uno o más de los siguientes símbolos: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ;



The screenshot shows a web form for creating a password. It features a 'Change e-mail' button at the top. Below it are two password fields: 'New Password' (highlighted with an orange box) and 'Confirm New Password'. Each password field has a 'Show password' link to its right. At the bottom, there is a 'Given Name' field. The UN Volunteers logo is visible in the top left corner.

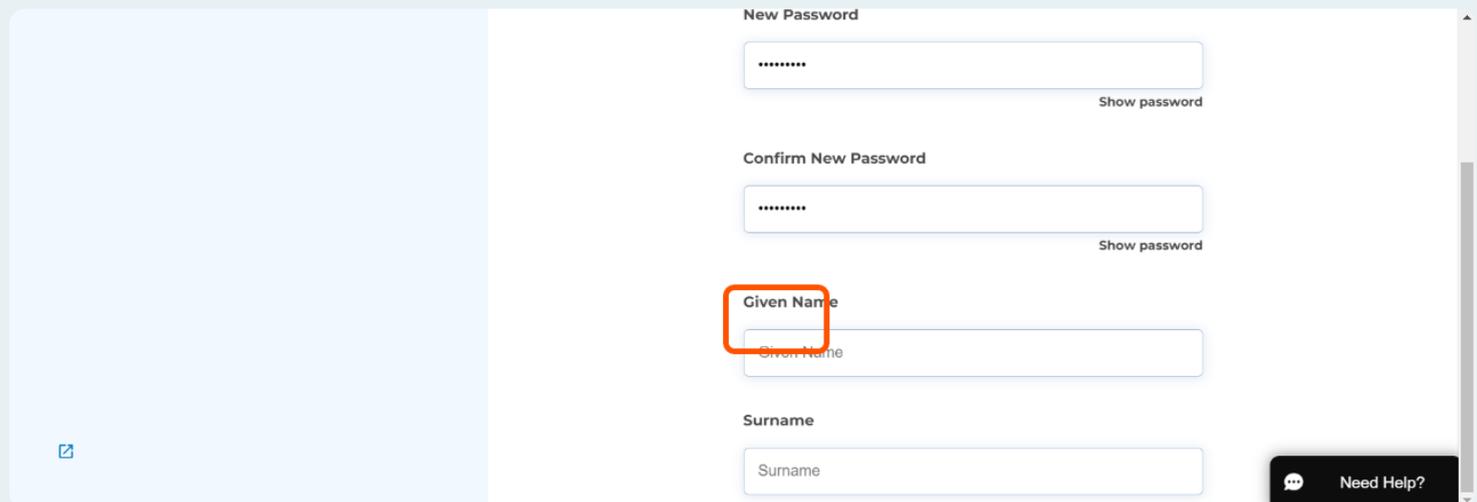
Confirme su contraseña

Vuelva a escribir la misma contraseña para confirmarla.



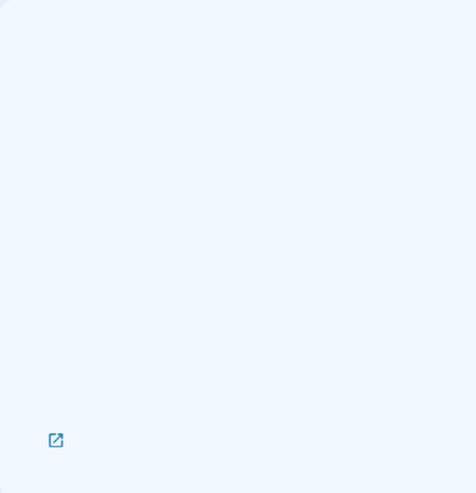
A screenshot of a registration form. On the left is a large light blue placeholder box. On the right is a white form area with a vertical scrollbar. The form contains the following fields: 'New Password' (with a 'Show password' link), 'Confirm New Password' (highlighted with an orange border and containing a red 'X'), 'Given Name' (with a placeholder 'Given Name'), and 'Surname' (with a placeholder 'Surname').

Escriba su nombre(s)



A screenshot of a registration form. On the left is a large light blue placeholder box with a small blue icon in the bottom-left corner. On the right is a white form area with a vertical scrollbar. The form contains the following fields: 'New Password' (with a 'Show password' link), 'Confirm New Password' (with a 'Show password' link), 'Given Name' (highlighted with an orange border and containing a red 'X'), and 'Surname' (with a placeholder 'Surname'). In the bottom-right corner of the form area, there is a black button with a speech bubble icon and the text 'Need Help?'.

Escriba su apellido(s)



[✕](#)

New Password

Show password

Confirm New Password

Show password

Given Name

Surname

[Need Help?](#)

Ingrese su fecha de nacimiento

[<](#) 

Given Name

Surname

Date of birth

Day Month Year

Gender

Terms and conditions

Seleccioné su género

Surname

Date of birth

Day Month Year

Gender

Terms and conditions

I have read and accept the terms of use and privacy policy

Lea y confirme que acepta los términos de uso y la política de privacidad

Para confirmar que acepta, marque la casilla.

Date of birth

Day Month Year

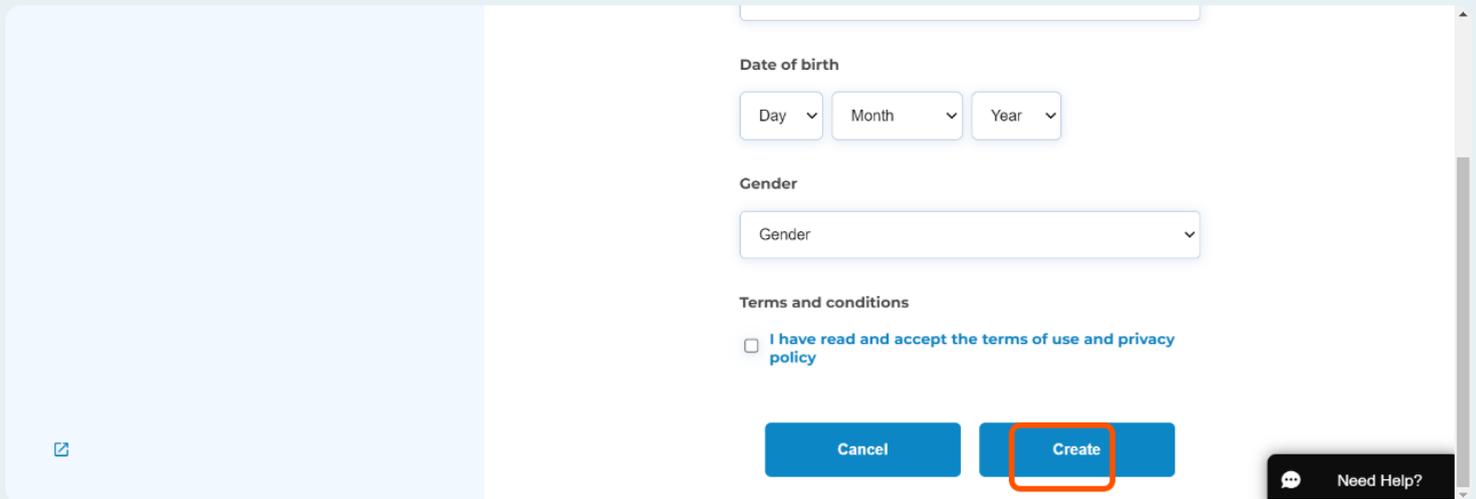
Gender

Terms and conditions

I have read and accept the terms of use and privacy policy

 Need Help?

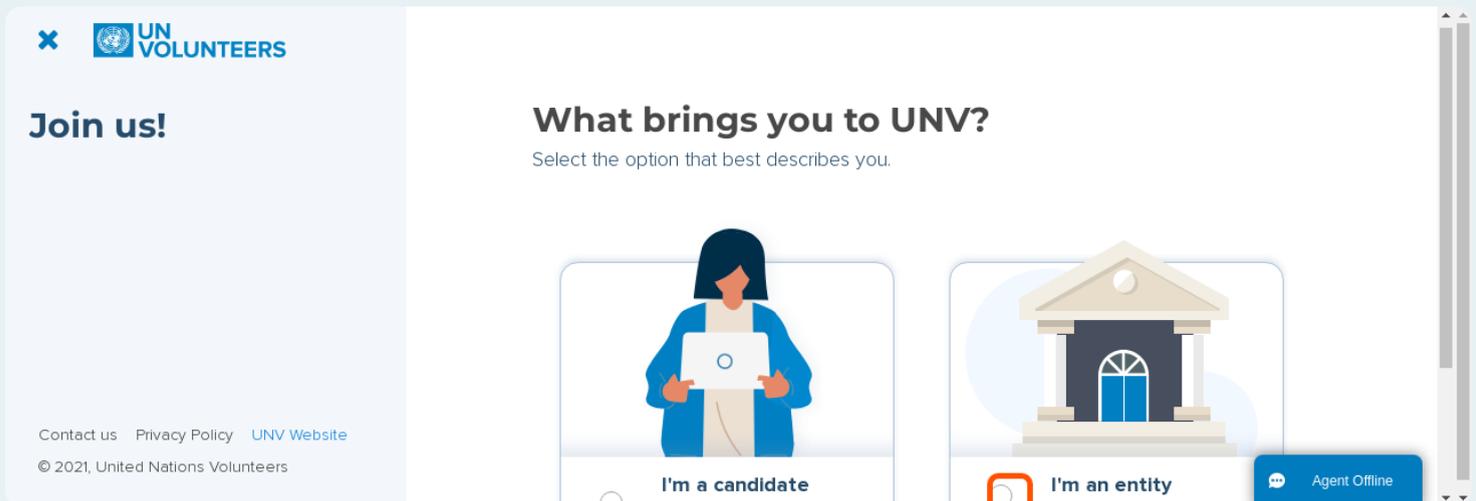
Haga clic en 'Crear'



A screenshot of a registration form. On the left is a light blue sidebar with a small icon. The main form area contains the following fields: a date of birth field with 'Day', 'Month', and 'Year' dropdowns; a 'Gender' dropdown menu; and a 'Terms and conditions' section with an unchecked checkbox and the text 'I have read and accept the terms of use and privacy policy'. At the bottom are two blue buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red rectangle. In the bottom right corner, there is a dark chat bubble icon and the text 'Need Help?'.

Elija 'Soy una entidad'

Esto es realmente importante, debe elegir 'Soy una entidad' para incorporar y gestionar a Voluntarios/as en Línea.



A screenshot of the UNV registration page. The top left features the UN logo and the text 'UN VOLUNTEERS'. Below it is the heading 'Join us!'. The main content area is titled 'What brings you to UNV?' with the instruction 'Select the option that best describes you.'. There are two large buttons: 'I'm a candidate' (with an illustration of a person at a laptop) and 'I'm an entity' (with an illustration of a building). The 'I'm an entity' button is selected, indicated by a red outline. At the bottom left, there are links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'. At the bottom right, there is a blue chat bubble icon and the text 'Agent Offline'.

Haga clic en 'Continuar'



Join us!

Contact us [Privacy Policy](#) [UNV Website](#)
© 2021, United Nations Volunteers

Select the option that best describes you.



I'm a candidate
looking for volunteering opportunities



I'm an entity
looking for volunteers

[Continue](#) [Agent Offline](#)

Su panel de tareas

La primera pestaña que verá al iniciar sesión es su panel de tareas. Las tareas son acciones que necesita completar en UVP para ayudarle a avanzar en los procesos de participación y gestión de Voluntarios/as en Línea.



Petra
HOST ENTITY PENDING  En ▼



Dashboard



DoAs



Explore

My tasks Filters

Active Completed

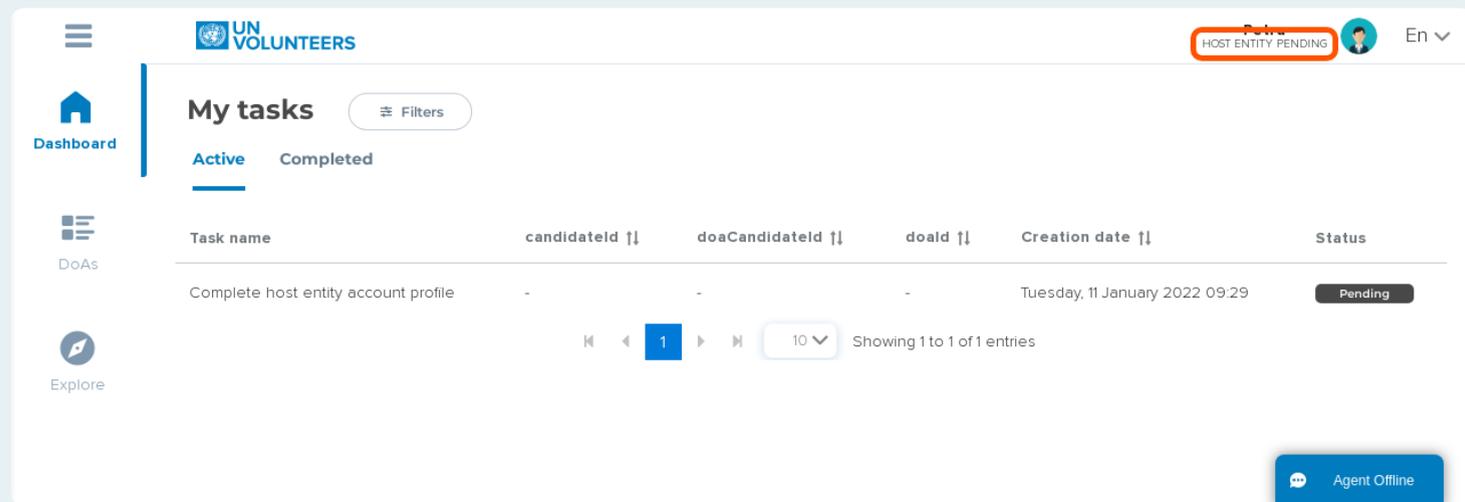
Task name	candidateId ↑↓	doaCandidateId ↑↓	doaid ↑↓	Creation date ↑↓	Status
Complete host entity account profile	-	-	-	Tuesday, 11 January 2022 09:29	Pending

Showing 1 to 1 of 1 entries

[Agent Offline](#)

Entidad anfitriona pendiente

En esta etapa su solicitud estará pendiente, esto se debe a que el Programa VNU revisará y aprobará su cuenta antes de que pueda realizar cualquier acción.

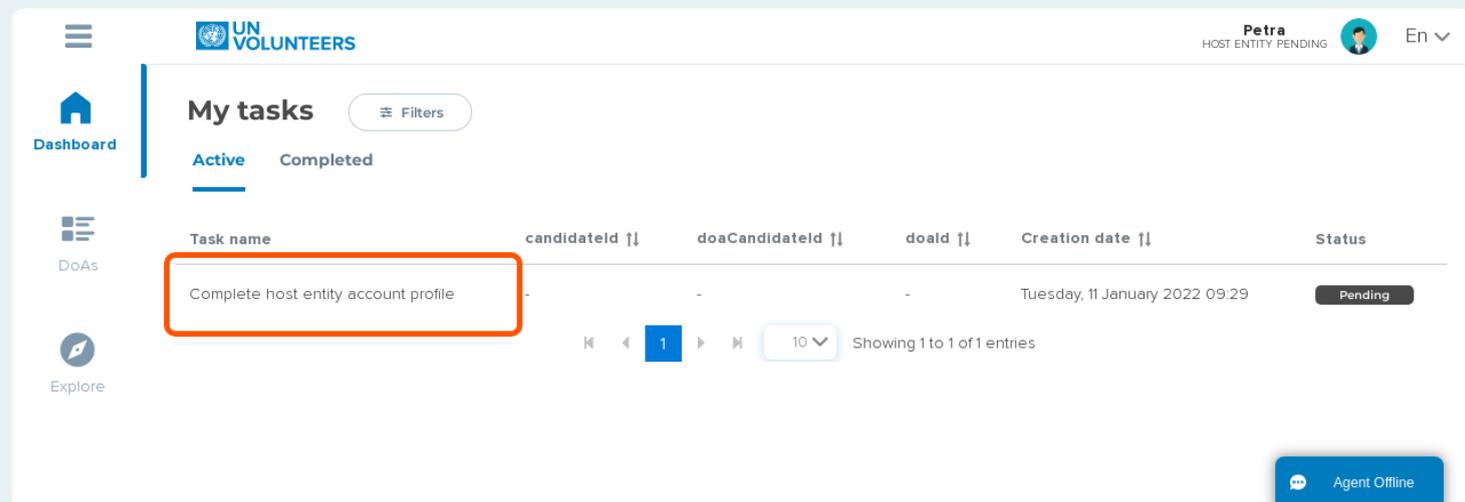


The screenshot shows the UN Volunteers dashboard. At the top right, the user's name 'Petra' and status 'HOST ENTITY PENDING' are displayed. The main heading is 'My tasks' with a 'Filters' button. Below this, there are tabs for 'Active' and 'Completed'. A table lists tasks with columns: Task name, candidateId, doaCandidateId, doaid, Creation date, and Status. The first task is 'Complete host entity account profile' with a status of 'Pending'. A pagination bar shows 'Showing 1 to 1 of 1 entries'. An 'Agent Offline' button is in the bottom right.

Task name	candidateId	doaCandidateId	doaid	Creation date	Status
Complete host entity account profile	-	-	-	Tuesday, 11 January 2022 09:29	Pending

Primero, complete su perfil

Esta es su primera tarea. Haga clic en ella para empezar.



This screenshot is identical to the one above, but the task 'Complete host entity account profile' in the table is highlighted with a red rectangular box to draw attention to it.

Task name	candidateId	doaCandidateId	doaid	Creation date	Status
Complete host entity account profile	-	-	-	Tuesday, 11 January 2022 09:29	Pending

Descripción de la tarea

Aquí verá una descripción de la tarea.

The screenshot shows the 'My tasks' section of the UN Volunteers dashboard. A modal window is open for the task 'Complete host entity account profile'. The modal includes a 'Complete' button, a 'Pending' status indicator, and a table with the following data:

Task name	candidateId
Complete host entity account profile	-
doaCandidateId	doald
-	-
Creation date	Status
Tuesday, 11 January 2022 09:29	Pending

The 'Description' field is partially visible at the bottom of the modal.

Haga clic en 'Completar'

Esto le llevará a su perfil.

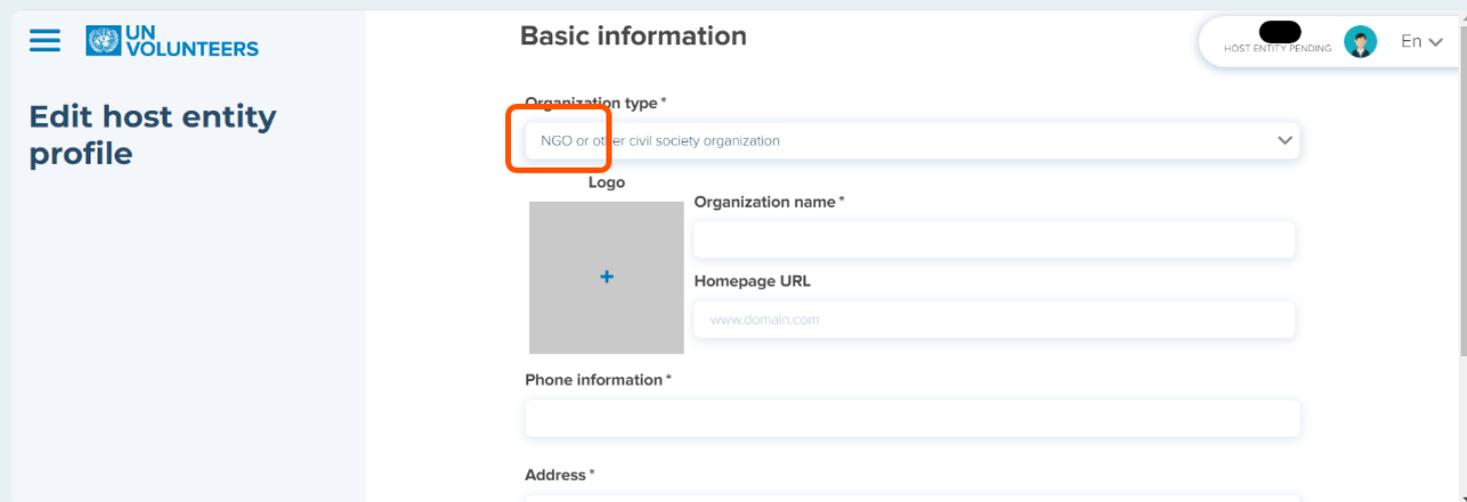
This screenshot is identical to the one above, but the 'Complete' button in the modal window is highlighted with a red rectangular box to indicate the action to be taken.

Pasos para ONG's u otras organizaciones de la sociedad civil

Si su organización es una ONG u otra organización de la sociedad civil, por favor, siga los siguientes pasos para "Editar el perfil de su entidad anfitriona".

Para las instituciones gubernamentales e instituciones públicas, por favor, continúe con el paso número 34.

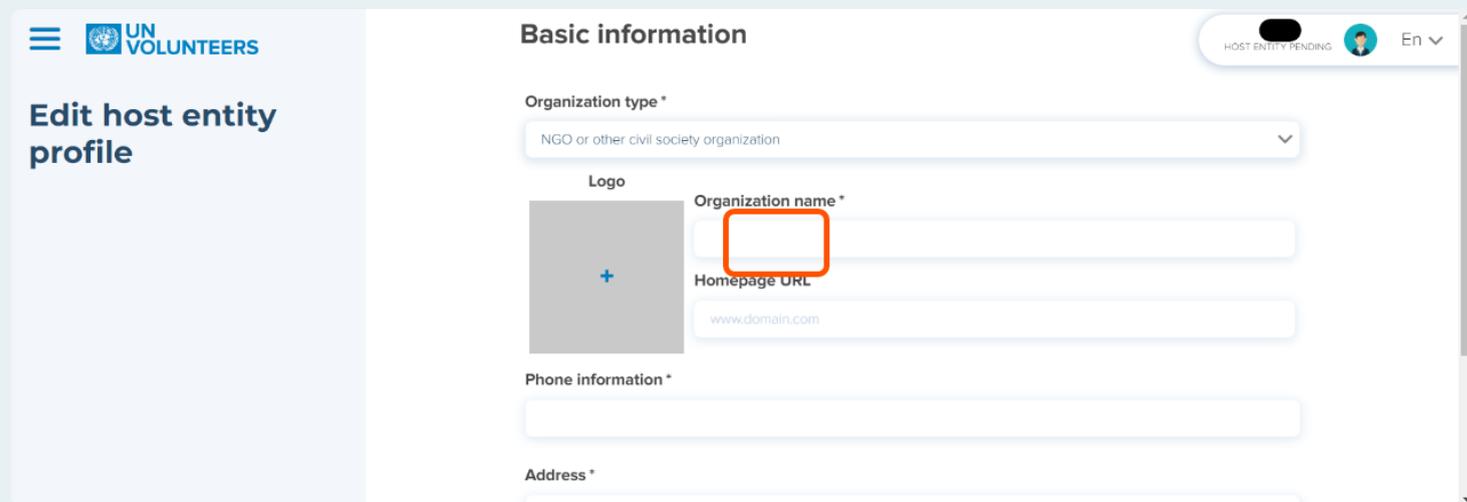
Elija 'ONG u otra organización de la sociedad civil



The screenshot shows the 'Edit host entity profile' page for UN Volunteers. The 'Basic information' section is active. The 'Organization type' dropdown menu is highlighted with a red box, showing the selected option 'NGO or other civil society organization'. Other fields include 'Logo', 'Organization name', 'Homepage URL', 'Phone information', and 'Address'.

Ingrese el nombre de su organización

Escriba el nombre completo de su organización más el país, si es necesario.



The screenshot shows the 'Edit host entity profile' page for UN Volunteers. The 'Basic information' section is active. The 'Organization name' input field is highlighted with a red box. Other fields include 'Organization type', 'Logo', 'Homepage URL', 'Phone information', and 'Address'.

Cargue el logo de su organización

 **Edit host entity profile**

Basic information HOST ENTITY PENDING  En 

Organization type *
NGO or other civil society organization 

Logo 

Organization name *

Homepage URL
www.domain.com

Phone information *

Address *

Ingrese la información de su teléfono

Esta sería la información telefónica genérica de su oficina.

Logo 

Organization name *

Homepage URL
www.domain.com

Phone information *

Address *

Postal code City * Country/territory * 

[Contact us](#) [Privacy Policy](#) [UNV Website](#)

Ingrese la dirección de su oficina

[Contact us](#) [Privacy Policy](#) [UNV Website](#)
© 2021, United Nations Volunteers

+

Homepage URL

Phone information *

Address *

Postal code City * Country/territory *

[Cancel](#) [Submit](#)

Introduzca la ciudad

Escriba la ciudad en la que se encuentra su oficina.

[Contact us](#) [Privacy Policy](#) [UNV Website](#)
© 2021, United Nations Volunteers

+

Homepage URL

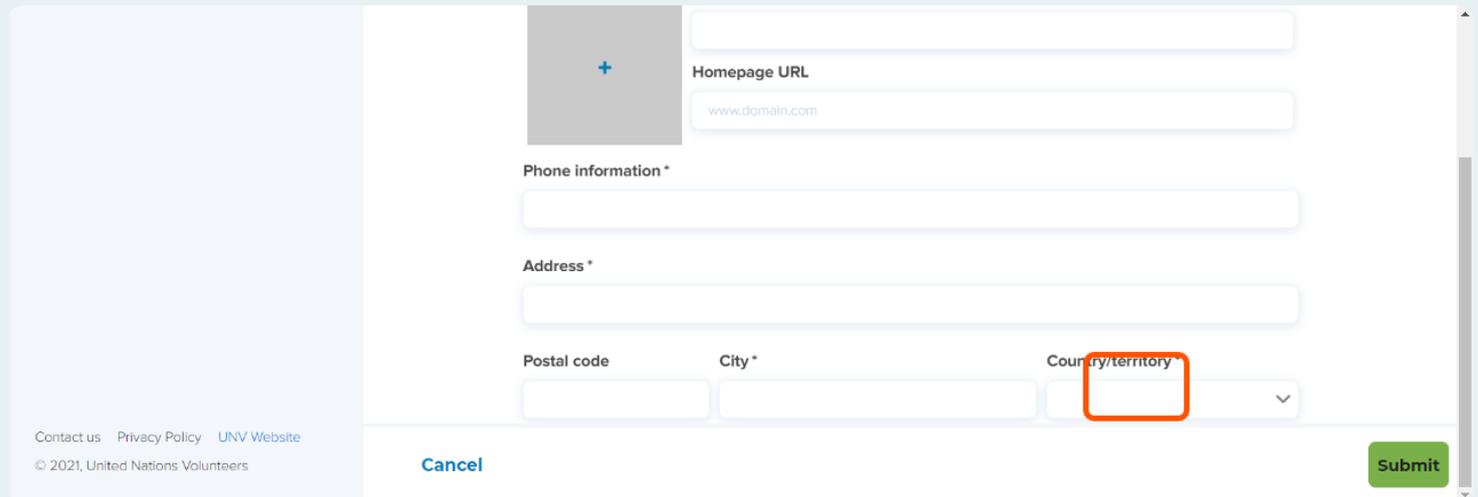
Phone information *

Address *

Postal code City * Country/territory *

[Cancel](#) [Submit](#)

Elija el país/territorio en el que se encuentra su oficina



Formulario de registro de una oficina. El campo 'Country/territory' está resaltado con un recuadro rojo.

Homepage URL
www.domain.com

Phone information *

Address *

Postal code City * Country/territory *

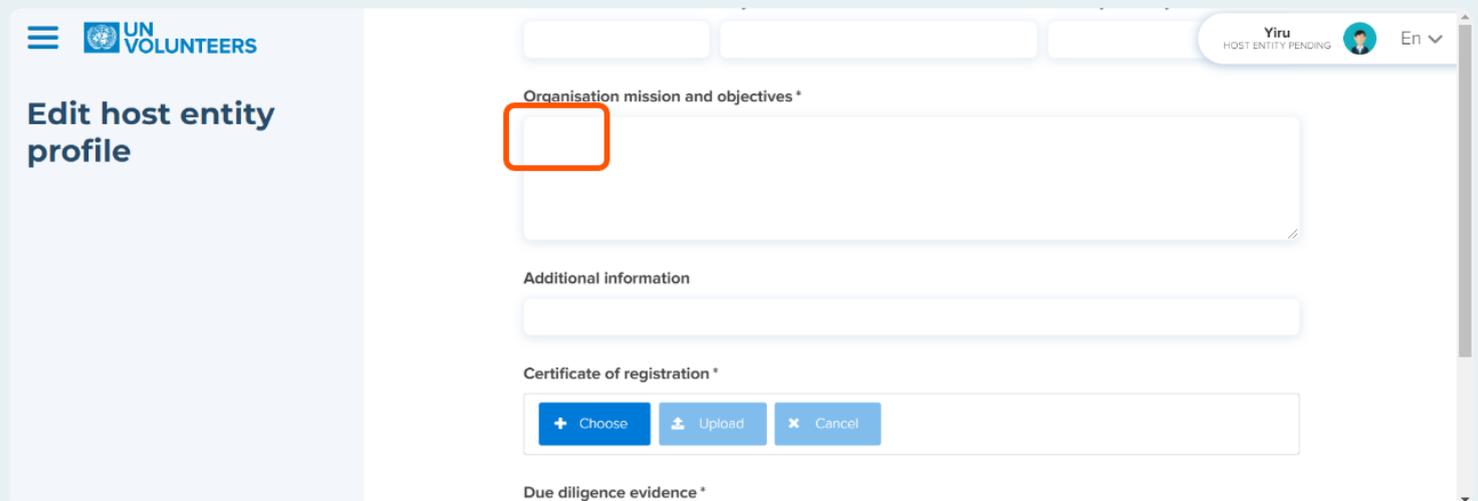
Contact us Privacy Policy UNV Website
© 2021, United Nations Volunteers

Cancel Submit

Agregar misión y objetivos

Estos deben ser objetivos a nivel corporativo, así como cualquier otro dato específico para el país o departamento asociado con esta cuenta.

Estos datos aparecerán en todas las descripciones de asignación que cree.



Editar perfil de entidad anfitriona. El campo de texto 'Organisation mission and objectives' está resaltado con un recuadro rojo.

UN VOLUNTEERS

Yiru
HOST ENTITY PENDING En

Organisation mission and objectives *

Additional information

Certificate of registration *

+ Choose Upload x Cancel

Due diligence evidence *

Información adicional

Ingrese cualquier información adicional que el Programa VNU deba saber sobre la cuenta de su organización.

Edit host entity profile

Organisation mission and objectives *

Additional information

Certificate of registration *

+ Choose Upload × Cancel

Due diligence evidence *

+ Choose Upload × Cancel

Proporcione su certificado de registro

Aquí debe presentar la prueba de su existencia legal cargando un **certificado o documento de registro** emitido por las autoridades gubernamentales correspondientes.

profile

Additional information

Certificate of registration *

+ Choose Upload × Cancel

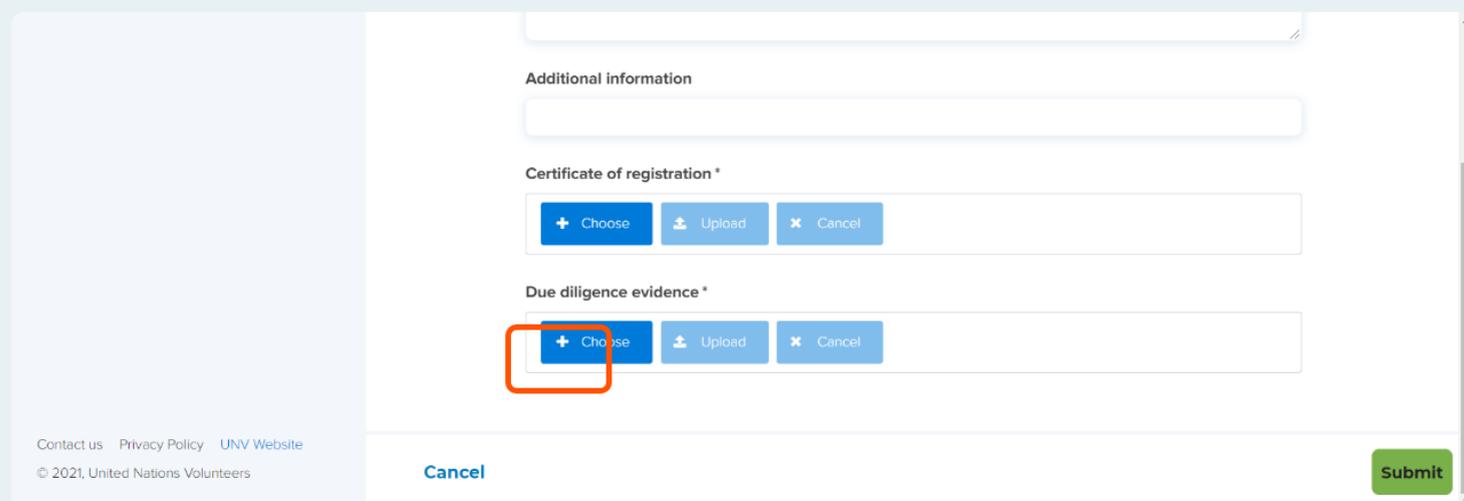
Due diligence evidence *

+ Choose Upload × Cancel

Proporcione su autorización de debida diligencia

Aquí debe probar que tiene autorización de debida diligencia, ya sea a través de la **acreditación ante el Consejo Económico y Social (ECOSOC)**; o demostrar que está trabajando con algún **equipo de las Naciones Unidas en su país como socio implementador** o mediante un acuerdo, y aportar pruebas de que la entidad de las Naciones Unidas ha llevado a cabo la debida diligencia.

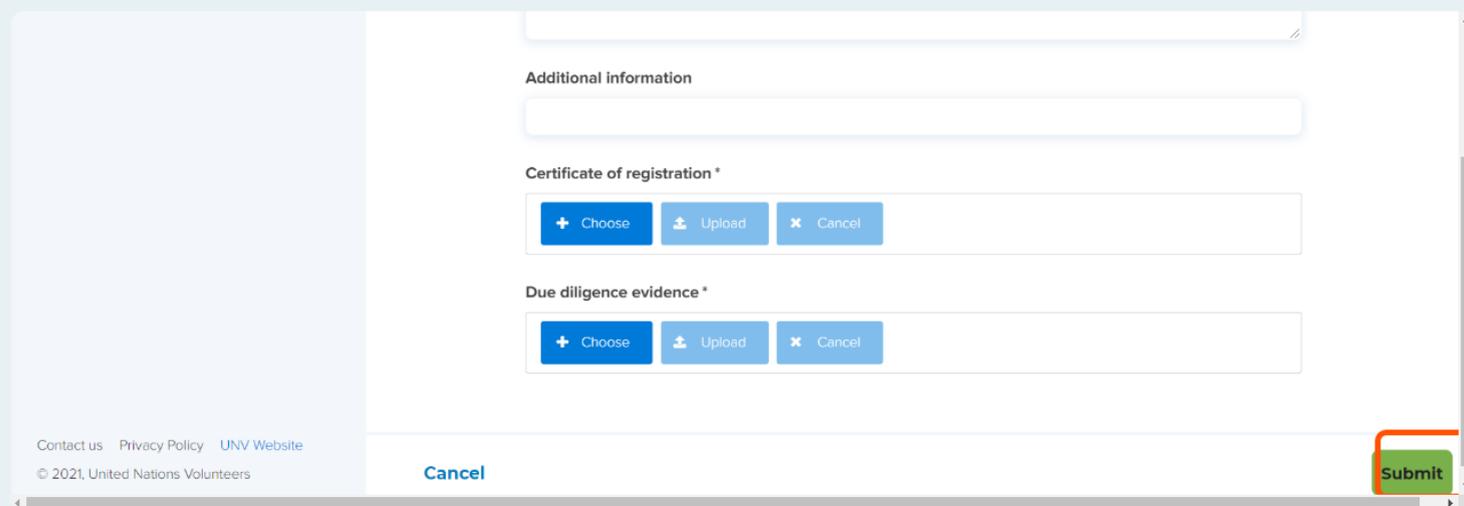
Para más información, por favor, consulte el enlace de nuestros [criterios de elegibilidad para las organizaciones de la sociedad civil](#).



A screenshot of a web form for registration. The form includes a text input field at the top, followed by a section labeled 'Additional information' with another text input field. Below that is a section for 'Certificate of registration *' with three buttons: '+ Choose', 'Upload', and 'Cancel'. The next section is 'Due diligence evidence *', also with three buttons: '+ Choose', 'Upload', and 'Cancel'. The '+ Choose' button in the 'Due diligence evidence *' section is highlighted with a red rectangular box. At the bottom left, there are links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'. At the bottom center is a 'Cancel' button, and at the bottom right is a green 'Submit' button.

Haga clic en 'Enviar'

Cuando haya proporcionado toda la información y haya cargado toda la documentación necesaria, envíe su solicitud de registro.

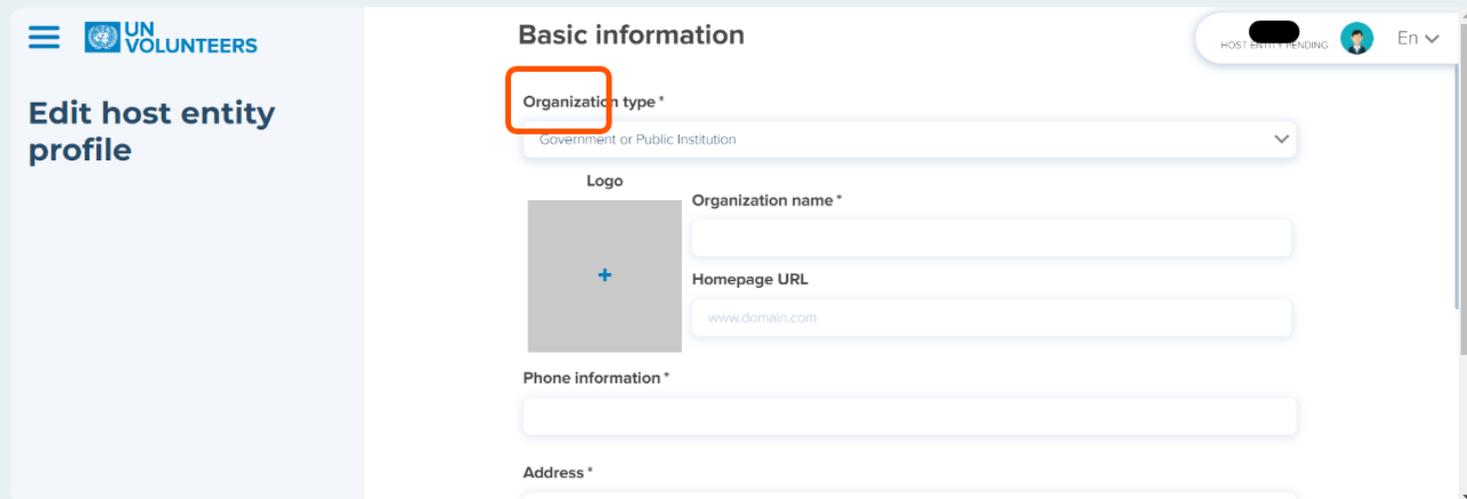


A screenshot of the same web form as above. In this version, the '+ Choose' button in the 'Due diligence evidence *' section is no longer highlighted. Instead, the green 'Submit' button at the bottom right is highlighted with a red rectangular box. All other elements of the form, including the text input fields and the 'Cancel' button, remain the same.

Pasos para instituciones públicas o gubernamentales

Por favor, siga los siguientes pasos para "Editar el perfil de su entidad anfitriona" si su organización es una institución pública o gubernamental.

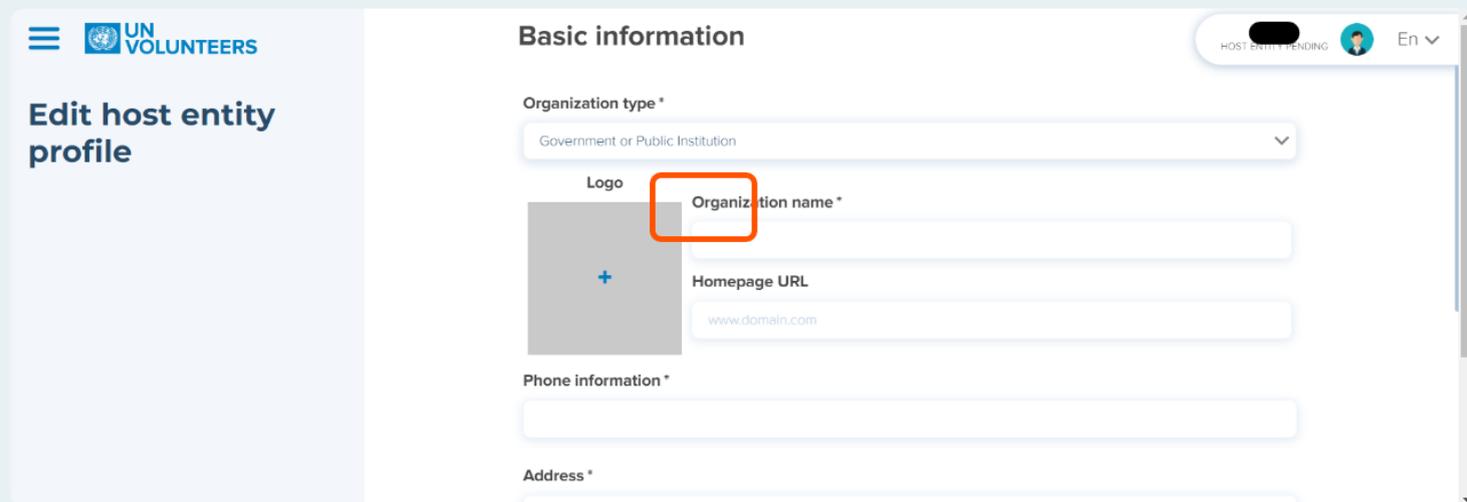
Elija 'Gobierno o Institución Pública'



The screenshot shows the 'Edit host entity profile' page on the UN Volunteers platform. The left sidebar contains the UN Volunteers logo and the title 'Edit host entity profile'. The main content area is titled 'Basic information' and contains several form fields. The 'Organization type' dropdown menu is highlighted with a red box and is currently set to 'Government or Public Institution'. Other fields include 'Logo' (with a plus icon), 'Organization name *', 'Homepage URL' (with a placeholder 'www.domain.com'), 'Phone information *', and 'Address *'. The top right corner shows a user profile icon and the text 'HOST ENTITY PENDING'.

Ingrese el nombre de su organización o departamento

Escriba el nombre completo de su organización o departamento más la región o ciudad, si es necesario.



This screenshot is identical to the previous one, showing the 'Edit host entity profile' page. In this view, the 'Organization name *' input field is highlighted with a red box, indicating where the user should enter the organization's name. The 'Organization type' dropdown remains set to 'Government or Public Institution'.

Cargue el logo de su organización o departamento

 **Edit host entity profile**

Basic information HOST ENTITY PENDING  En 

Organization type *
Government or Public Institution 

Logo 

Organization name *

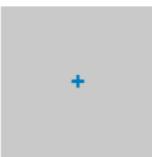
Homepage URL

Phone information *

Address *

Ingrese la información de su teléfono

Esta sería la información telefónica genérica de su oficina.

Logo 

Organization name *

Homepage URL

Phone information *

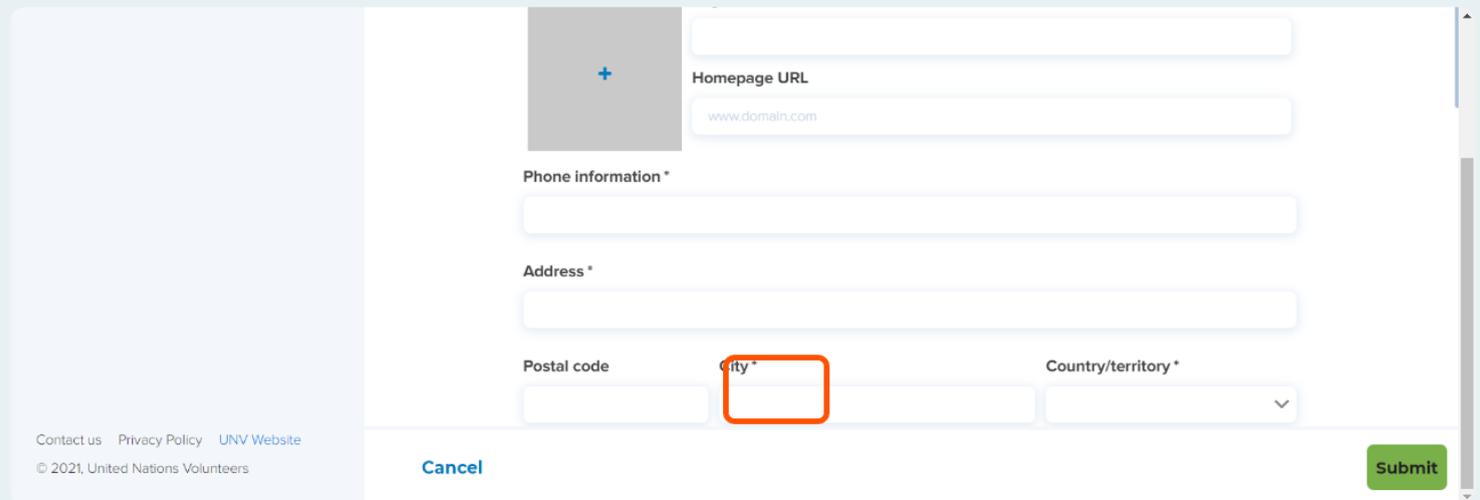
Address *

Postal code **City *** **Country/territory ***

[Contact us](#) [Privacy Policy](#) [UNV Website](#)

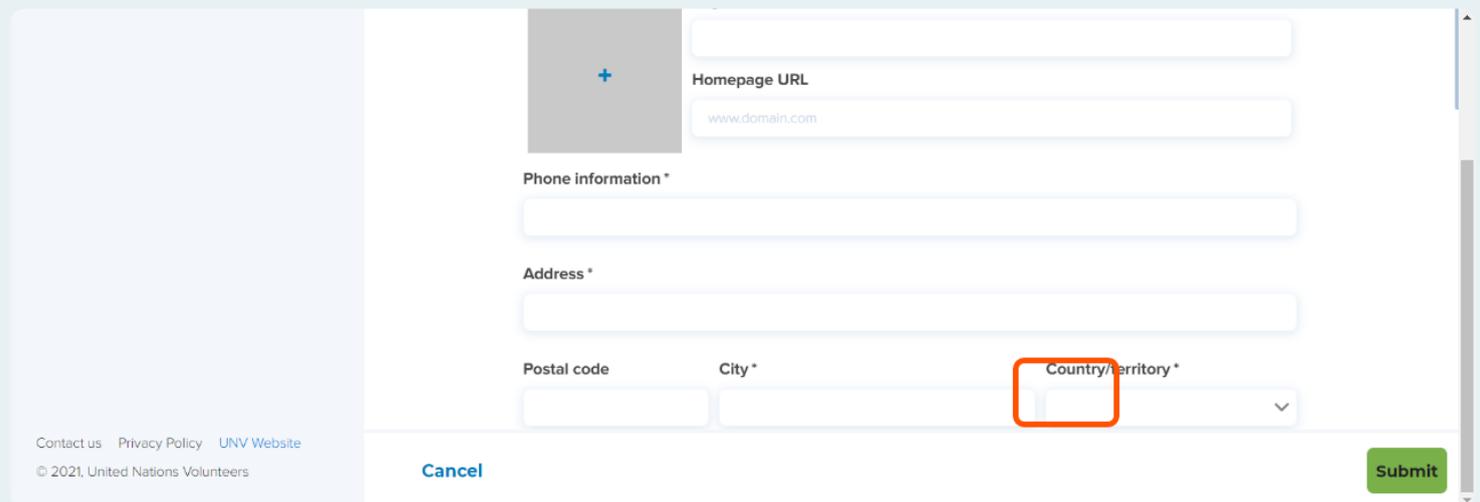
Introduzca la ciudad

Escriba la ciudad en la que se encuentra su oficina.



A registration form with the following fields: a grey square with a blue plus sign, a 'Homepage URL' field with the placeholder 'www.domain.com', a 'Phone information *' field, an 'Address *' field, a 'Postal code' field, a 'City *' field (highlighted with an orange border), and a 'Country/territory *' dropdown menu. At the bottom left are links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'. At the bottom center is a blue 'Cancel' button, and at the bottom right is a green 'Submit' button.

Elija el país/territorio en el que se encuentra su oficina

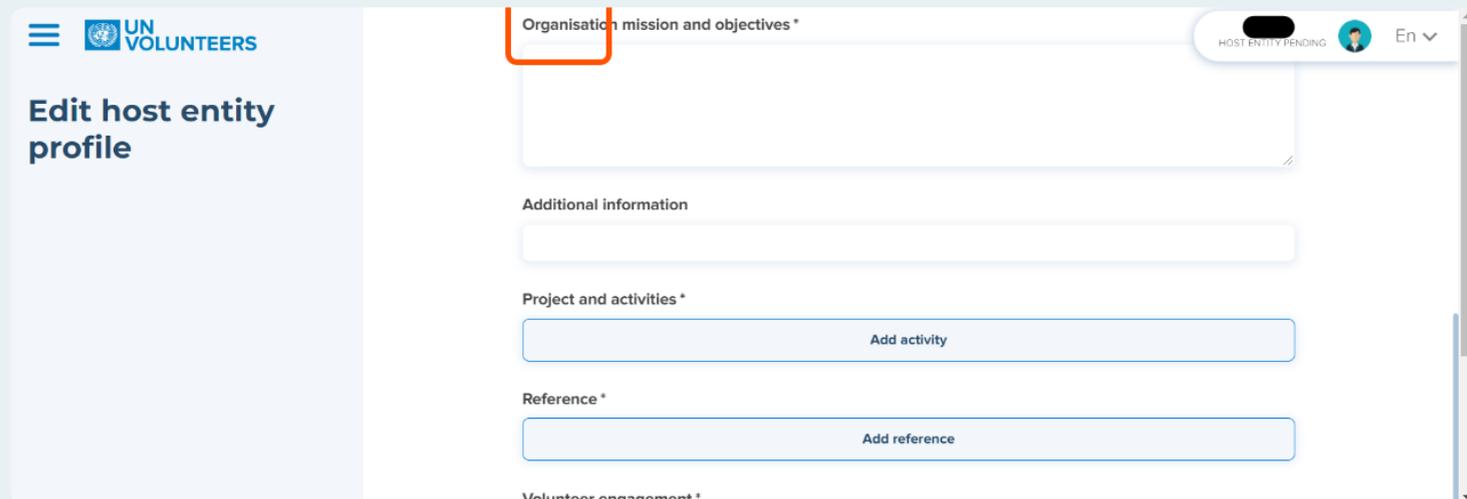


The same registration form as above, but with the 'Country/territory *' dropdown menu highlighted with an orange border. All other elements, including the 'City *' field, remain unchanged.

Agregar misión y objetivos

Estos deben ser objetivos a nivel corporativo, así como cualquier otro dato específico para el país o departamento asociado con esta cuenta.

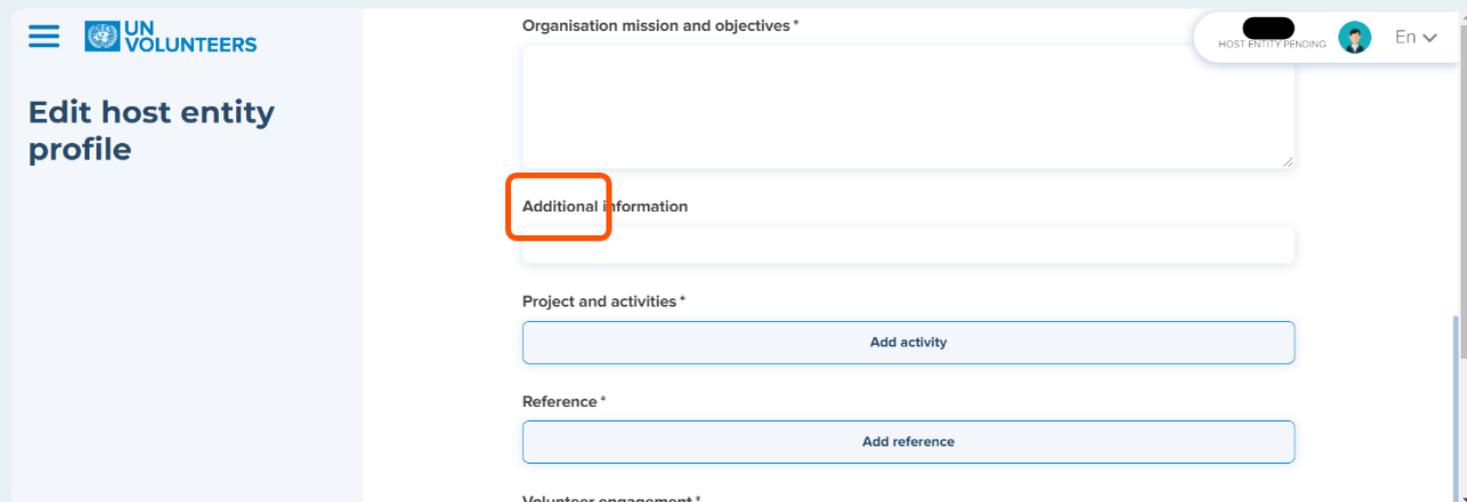
Estos datos aparecerán en todas las descripciones de asignación que cree.



The screenshot shows the 'Edit host entity profile' page in the UN Volunteers system. The left sidebar contains the UN Volunteers logo and the title 'Edit host entity profile'. The main content area has a header 'Organisation mission and objectives *' with a user profile icon and 'En' dropdown. Below this is a large text input field. Further down are sections for 'Additional information', 'Project and activities *' (with an 'Add activity' button), and 'Reference *' (with an 'Add reference' button). The 'Volunteer engagement *' section is partially visible at the bottom. An orange box highlights the 'Organisation mission and objectives *' header.

Información adicional

Ingrese cualquier información adicional que el Programa VNU deba saber sobre la cuenta de su organización.



This screenshot is identical to the one above, showing the 'Edit host entity profile' page. In this version, an orange box highlights the 'Additional information' section, which is a text input field located below the 'Organisation mission and objectives' field.

Agregar dos proyectos o actividades

Proporcione información detallada de al menos dos proyectos o actividades que su organización haya realizado recientemente o que esté realizando y tengan relevancia para el desarrollo humano sostenible.

Edit host entity profile

Additional information

Project and activities *

Add activity

Reference *

Add reference

Volunteer engagement *

Agregar dos referencias

Por favor, facilite dos referencias **externas a su organización** con las que el Programa VNU pueda ponerse en contacto en caso de que se necesite más información sobre su organización.

Additional information

Project and activities *

Add activity

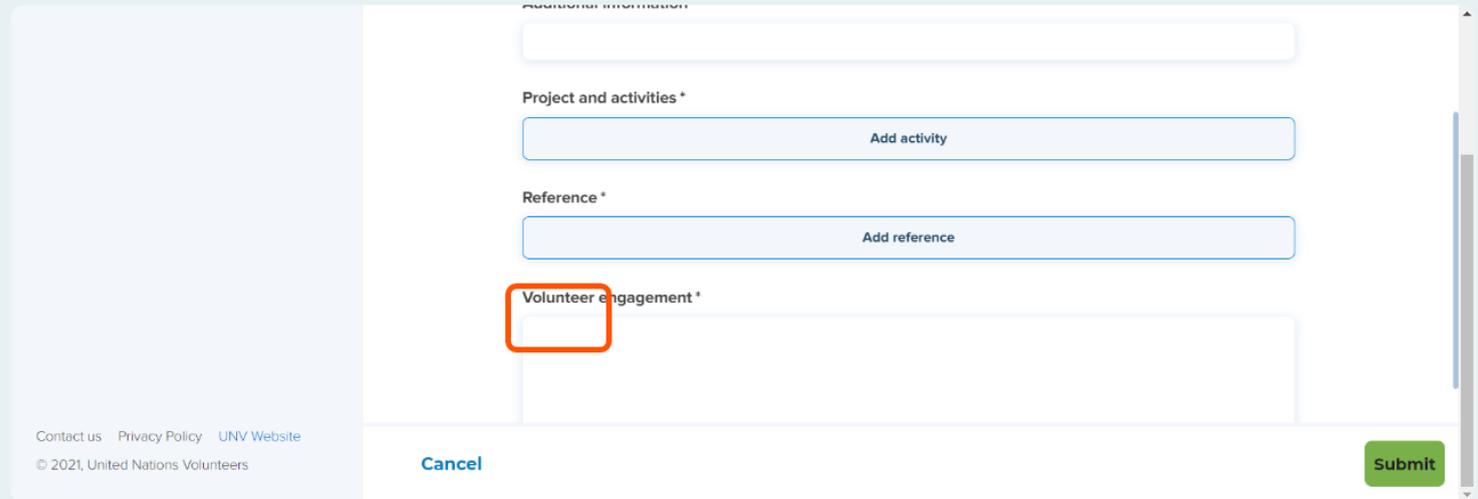
Reference *

Add reference

Volunteer engagement *

Añada la participación de los voluntarios/as

Por favor, indique detalladamente cómo piensa involucrar a los Voluntarios/as en Línea en las actividades de su organización.



Personal information

Project and activities *

Reference *

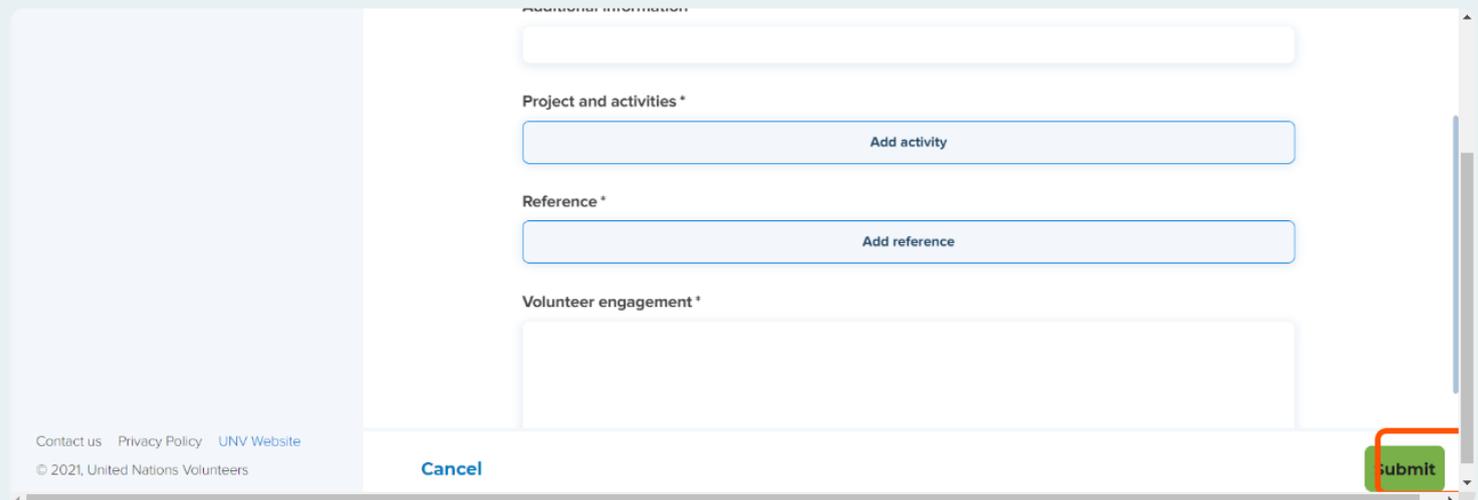
Volunteer engagement *

Contact us Privacy Policy UNV Website
© 2021, United Nations Volunteers

Cancel Submit

Haga clic en "Enviar"

Cuando haya proporcionado toda la información, envíe su solicitud de registro.



Personal information

Project and activities *

Reference *

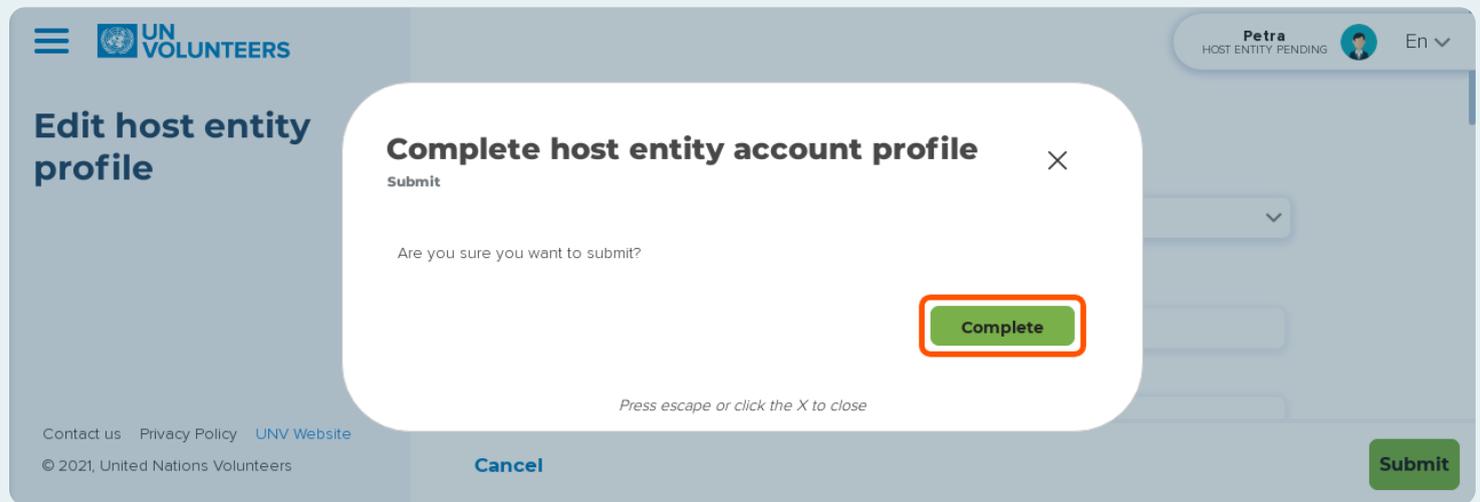
Volunteer engagement *

Contact us Privacy Policy UNV Website
© 2021, United Nations Volunteers

Cancel Submit

Haga clic en "Completar"

Esto confirma la actualización de su perfil y lo envía al Programa VNU para su revisión.



The screenshot shows the 'Edit host entity profile' page in the UN Volunteers system. A modal window titled 'Complete host entity account profile' is displayed, asking 'Are you sure you want to submit?'. A green 'Complete' button is highlighted with a red box. The background page shows the user's name 'Petra' and status 'HOST ENTITY PENDING'. The modal also includes a 'Submit' button at the bottom right and a 'Cancel' button at the bottom left. The footer of the page contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'.

Ha enviado la solicitud para registrar a su entidad anfitriona

A continuación, ingresará a su perfil, donde podrá ver y editar su información personal y la de su entidad anfitriona.

El programa VNU revisará su solicitud y, si la aprueba, tendrá pleno acceso a UVP.