

Creating a new non-UN host entity account - FR

Author: Kevin Schmidt

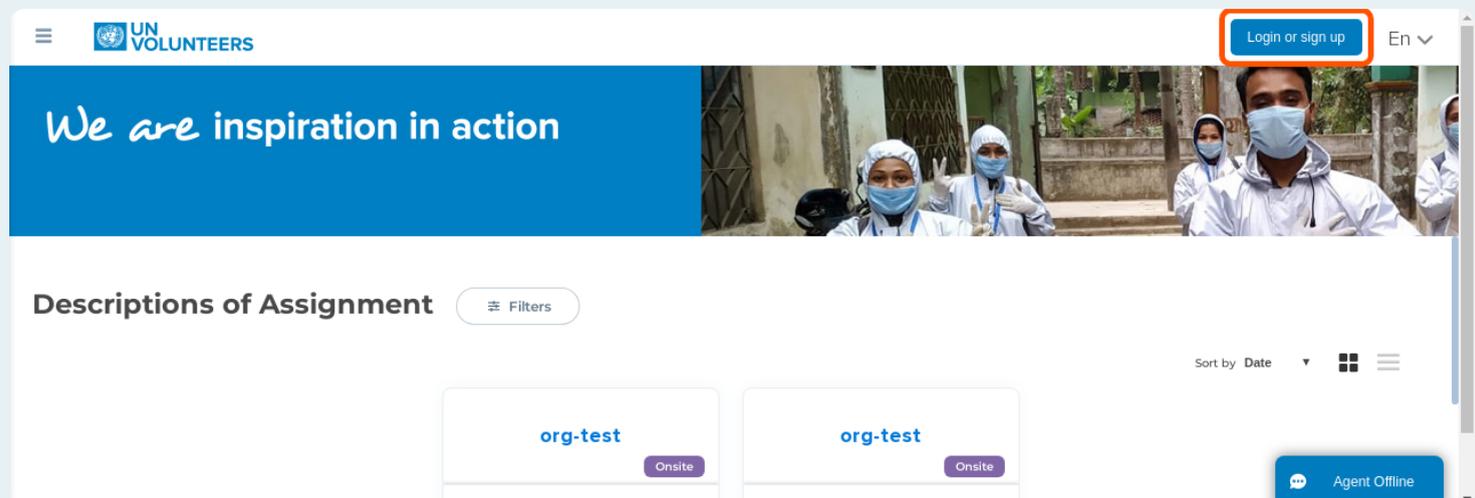
Updated: 2 years ago

Comment créer un compte d'entité hôte non-ONU

Il s'agit d'un guide étape par étape pour les organisations non onusiennes telles que les institutions gouvernementales et publiques et les organisations de la société civile pour créer un compte dans UVP. Avec ce compte, vous pouvez vous engager et gérer des volontaires en ligne.

Tout d'abord, cliquez ici

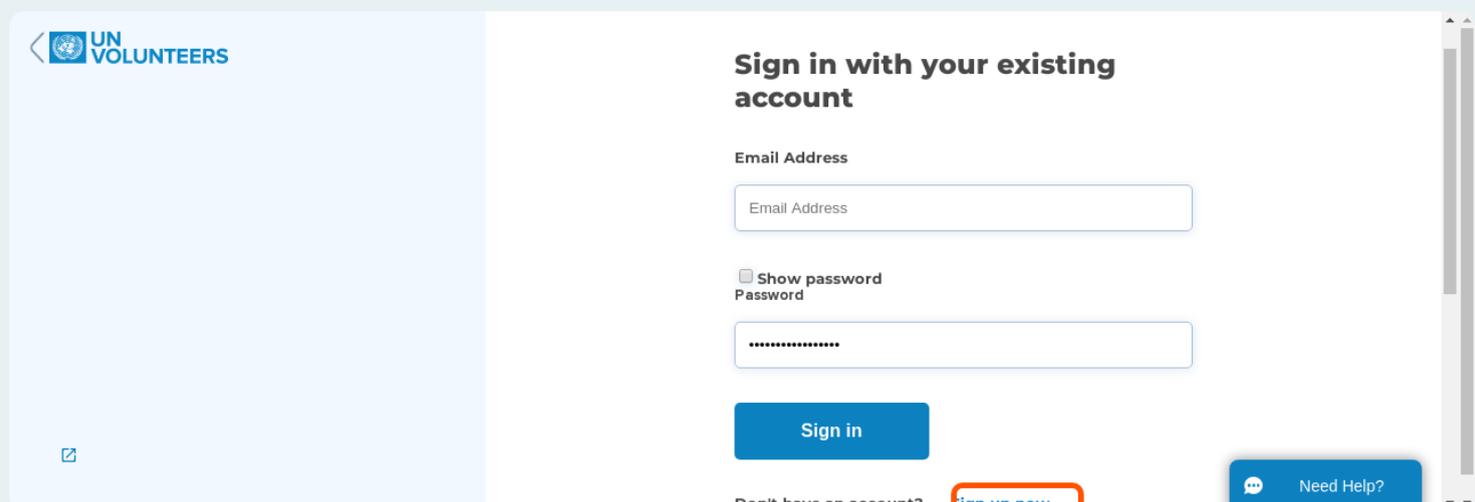
Vous accéder ainsi à la page d'inscription.



The screenshot shows the top navigation bar of the UN Volunteers website. The logo is on the left, and the 'Login or sign up' button is on the right, 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 volunteers in white protective suits. Below the banner is a section titled 'Descriptions of Assignment' with a 'Filters' button and a 'Sort by Date' dropdown. Two assignment cards are visible, both labeled 'org-test' and 'Onsite'. A 'Need Help?' button is visible in the bottom right corner.

Cliquez sur "s'inscrire maintenant"

Cela lancera le processus d'inscription.

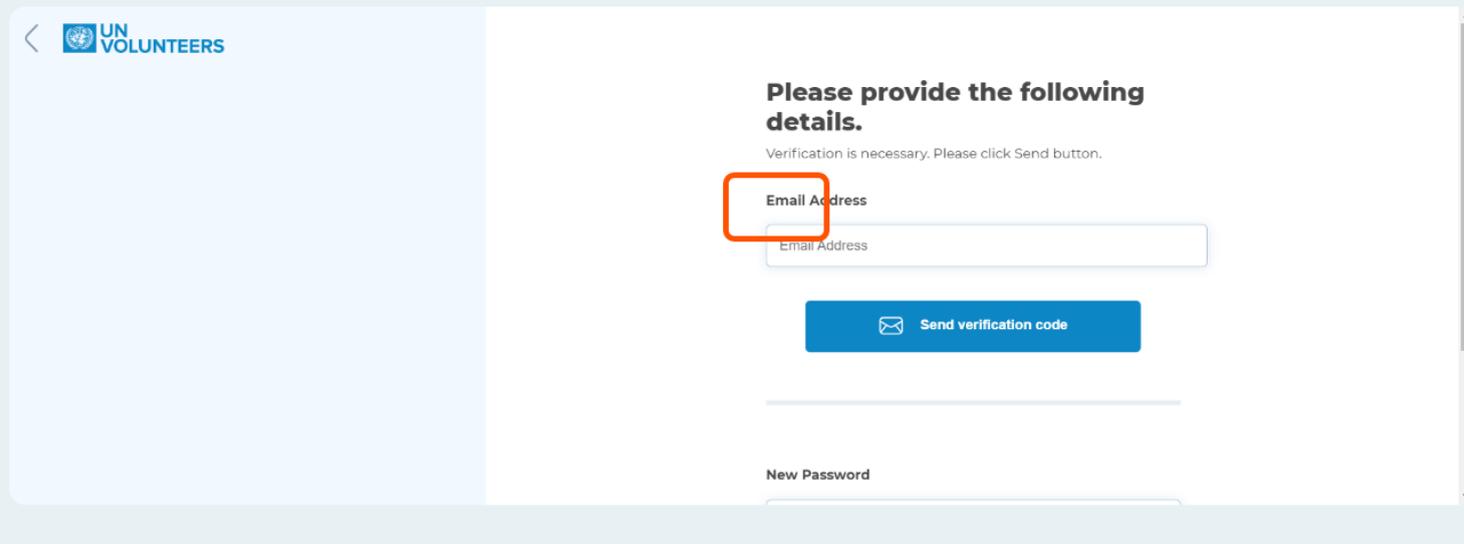


The screenshot shows the sign-in page of the UN Volunteers website. The title is 'Sign in with your existing account'. There are two input fields: 'Email Address' and 'Password'. The 'Show password' checkbox is unchecked. A blue 'Sign in' button is below the password field. At the bottom, there is a link 'Don't have an account? sign up now' where 'sign up now' is highlighted with a red box. A 'Need Help?' button is visible in the bottom right corner.

Entrez votre adresse électronique officielle

Il est très important que vous utilisiez l'adresse électronique officielle de votre organisation.

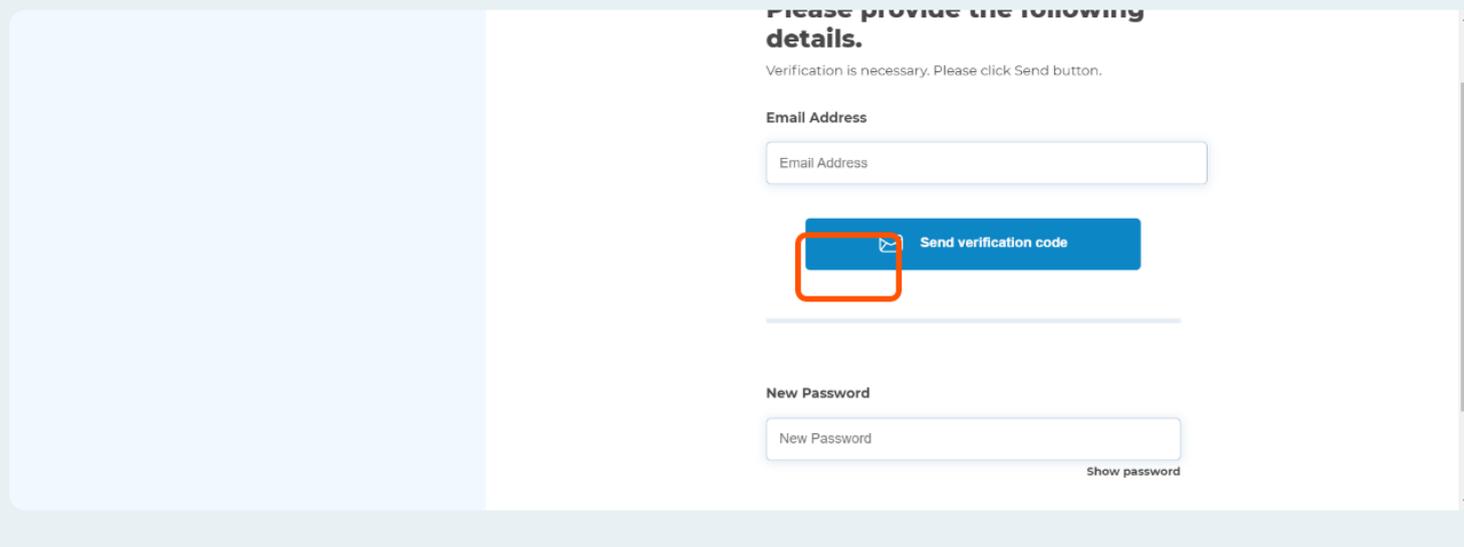
Vous serez le/la 'propriétaire du compte'. Vous pouvez changer ce rôle avec un autre utilisateur plus tard, si nécessaire.



The screenshot shows the UN Volunteers registration interface. On the left is a blue sidebar with the UN logo and the text 'UN VOLUNTEERS'. The main content area has a white background. At the top, it says 'Please provide the following details.' followed by 'Verification is necessary. Please click Send button.' Below this is a form with two sections. The first section is 'Email Address', with a text input field containing 'Email Address'. The label 'Email Address' is highlighted with an orange box. Below the input field is a blue button with a white envelope icon and the text 'Send verification code'. The second section is 'New Password', with a text input field containing 'New Password'.

Cliquez sur "Envoyer le code de vérification"

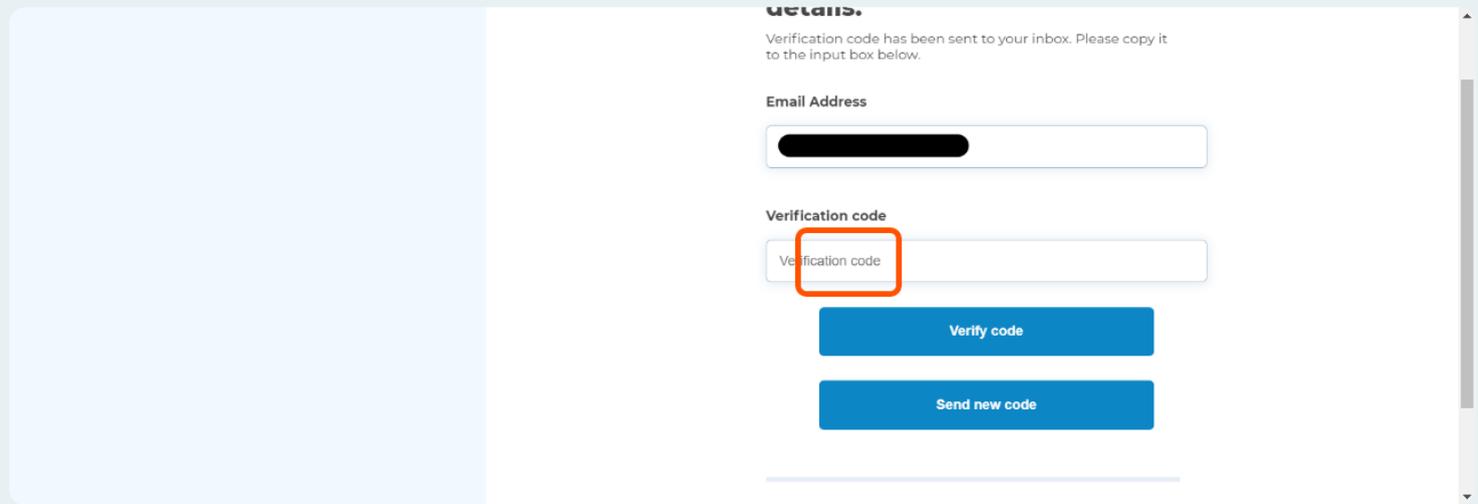
Cela envoie un courriel à votre adresse électronique avec un code à copier et coller.



This screenshot is similar to the previous one, showing the same registration form. However, the 'Send verification code' button is now highlighted with an orange box. The 'Email Address' field is still visible above it, and the 'New Password' field is visible below it. The text 'Show password' is now visible at the bottom right of the 'New Password' field.

Entrer le code

Collez ou saisissez ici le code que vous avez reçu par courriel.



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

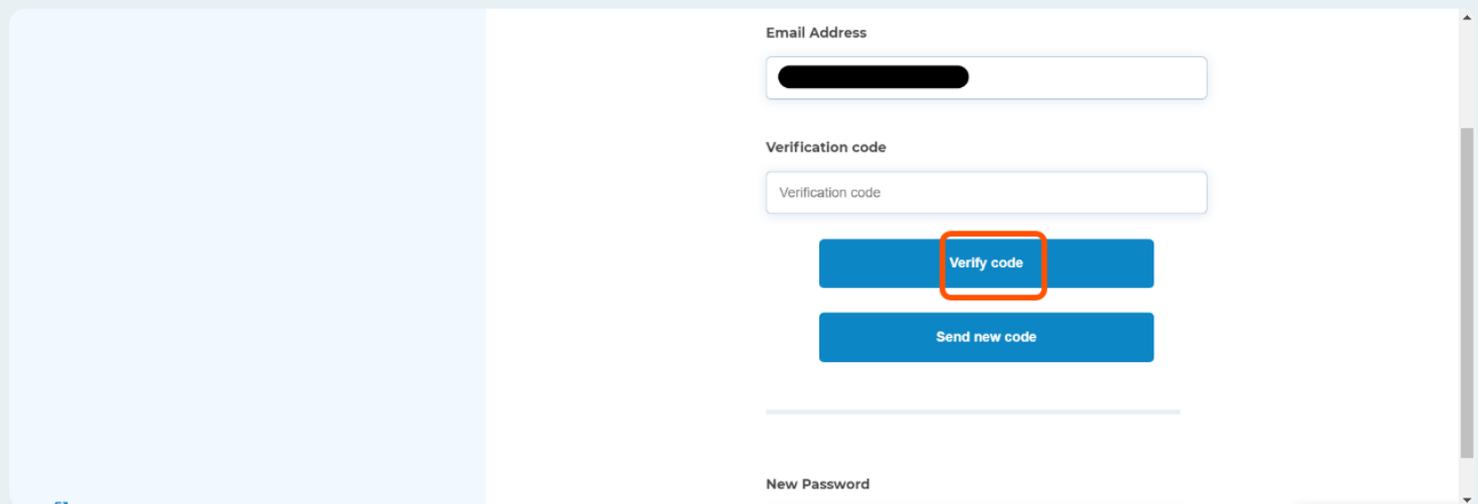
Email Address

Verification code

Verify code

Send new code

Cliquez sur "Vérifier le code"



Email Address

Verification code

Verify code

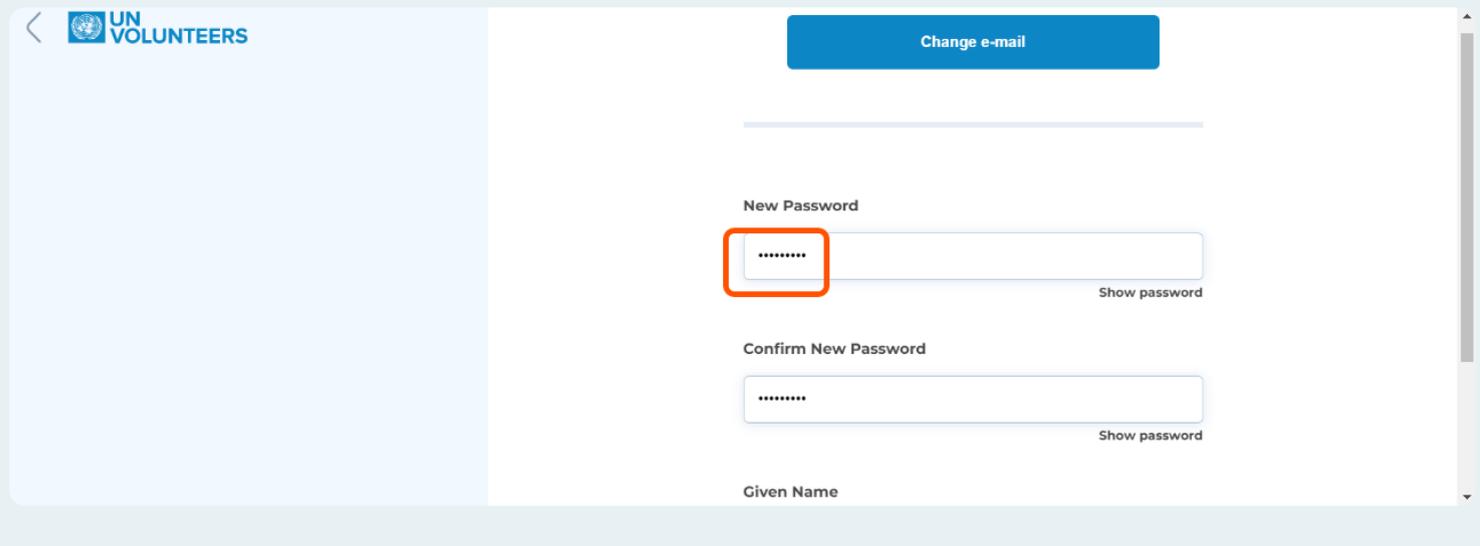
Send new code

New Password

Tapez votre mot de passe

Créez votre mot de passe pour UVP.

Le mot de passe doit comporter de 8 à 16 caractères et contenir 3 des 4 éléments suivants : Des caractères minuscules, des caractères majuscules, des chiffres (0-9), et un ou plusieurs des symboles suivants : @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ;



UN VOLUNTEERS

Change e-mail

New Password

Show password

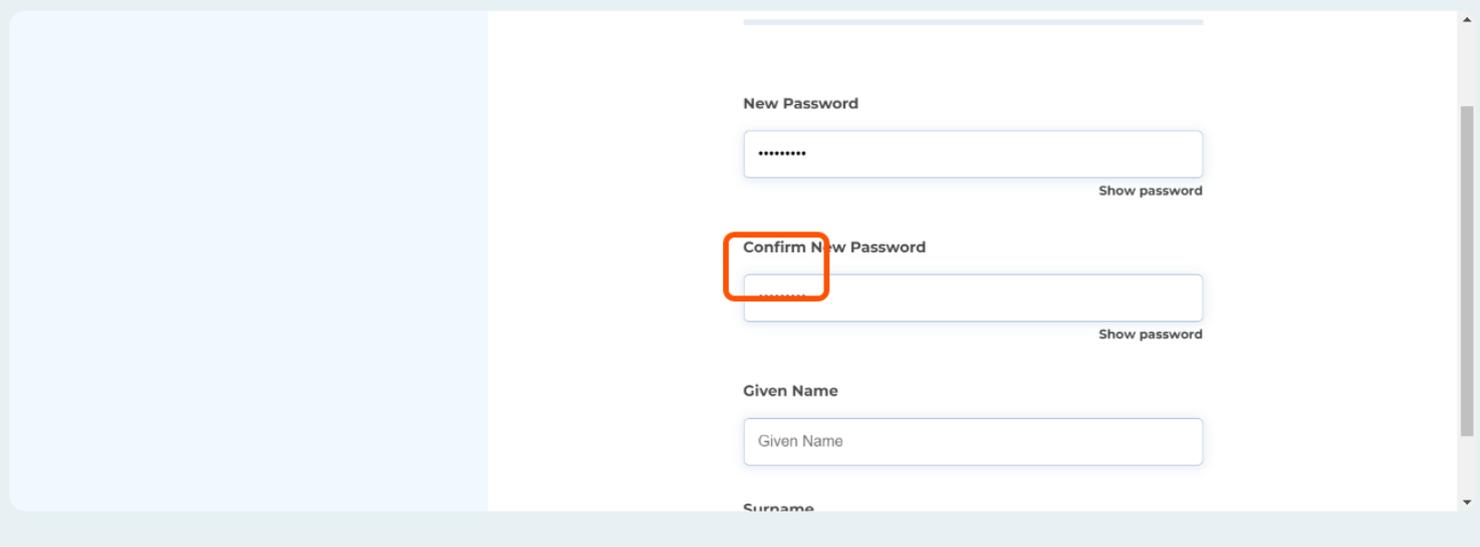
Confirm New Password

Show password

Given Name

Confirmer votre mot de passe

Tapez à nouveau le même mot de passe pour le confirmer.



New Password

Show password

Confirm New Password

Show password

Given Name

Given Name

Surname

Tapez votre prénom

New Password

Show password

Confirm New Password

Show password

Given Name

Given Name

Surname

Surname

Need Help?

Tapez votre nom de famille

New Password

Show password

Confirm New Password

Show password

Given Name

Given Name

Surname

Surname

Need Help?

Entrez votre date de naissance



Given Name

Surname

Date of birth

Gender

Terms and conditions

Entrez votre sexe

Surname

Date of birth

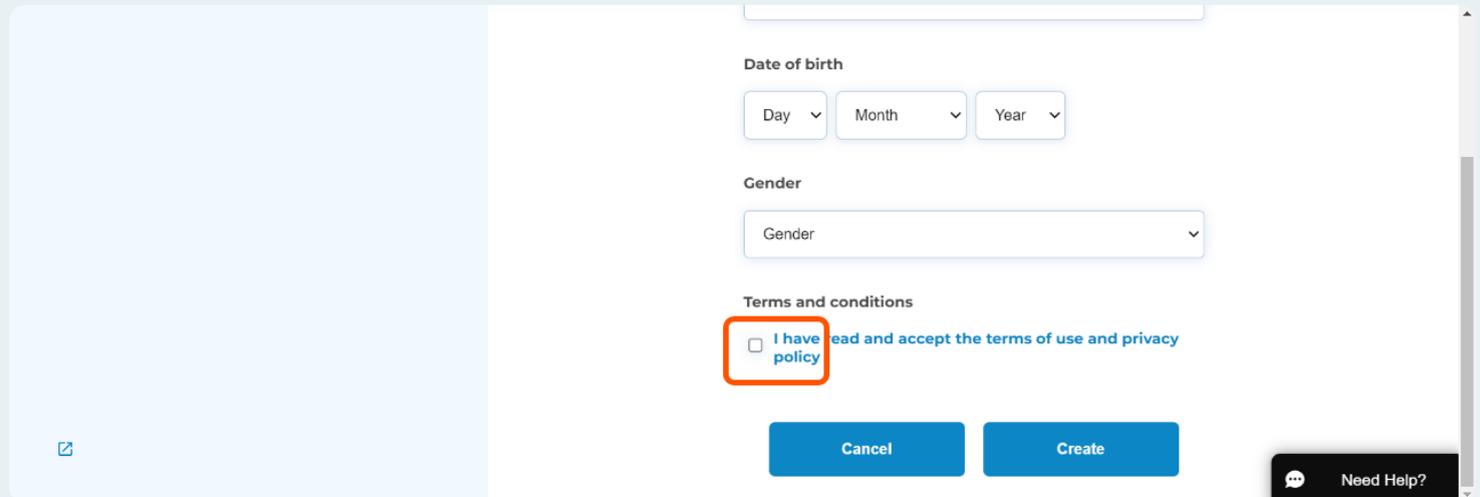
Gender

Terms and conditions

[I have read and accept the terms of use and privacy policy](#)

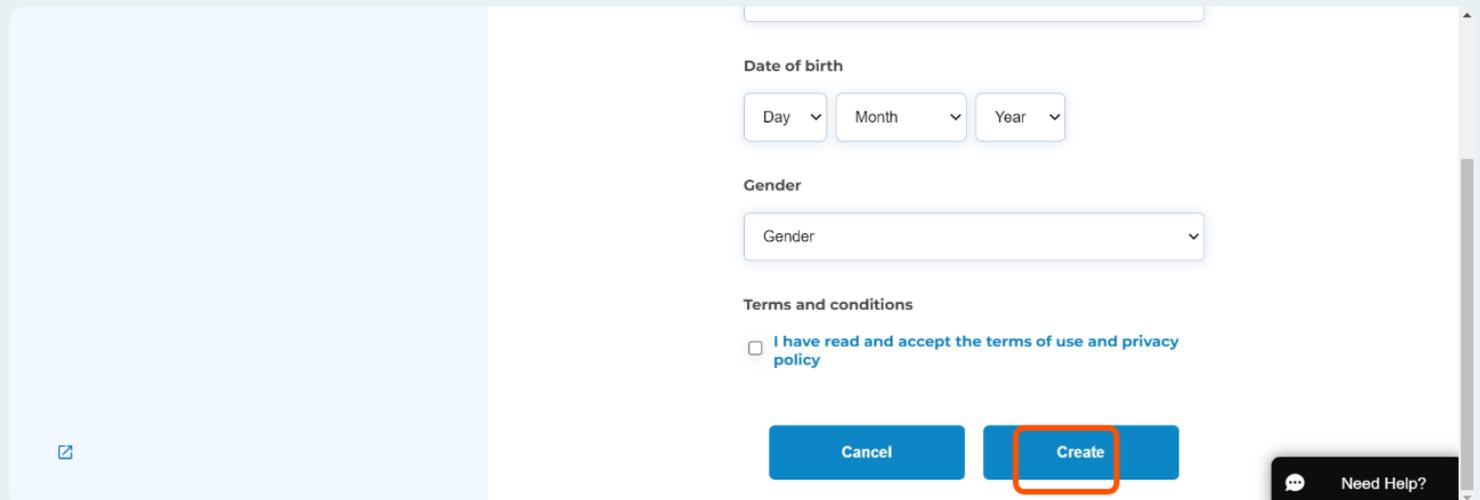
Confirmez que vous acceptez les conditions d'utilisation et la politique de confidentialité

Pour confirmer que vous acceptez, cochez la case.



A screenshot of a registration form. On the left is a light blue sidebar with a small icon. The main form area contains a search bar at the top, followed by a 'Date of birth' section with 'Day', 'Month', and 'Year' dropdowns. Below that is a 'Gender' dropdown menu. The 'Terms and conditions' section features a checkbox labeled 'I have read and accept the terms of use and privacy policy', which is highlighted with an orange rectangle. At the bottom are 'Cancel' and 'Create' buttons. A 'Need Help?' button is in the bottom right corner.

Cliquez sur "Créer"



A screenshot of the same registration form as above. In this version, the 'Terms and conditions' checkbox is unchecked. The 'Create' button at the bottom is highlighted with an orange rectangle, indicating the next step in the process.

Choisissez "Je suis une entité"

C'est vraiment important. Vous devez choisir "Je suis une entité" pour pouvoir engager des volontaires en ligne.



Join us!

Contact us [Privacy Policy](#) [UNV Website](#)
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What brings you to UNV?

Select the option that best describes you.



I'm a candidate
looking for volunteering opportunities



I'm an entity
looking for volunteers

Agent Offline

Cliquez sur "Continuer"



Join us!

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

Votre tableau de bord des tâches

Le premier onglet que vous voyez lorsque vous vous connectez est votre tableau de bord des tâches. Les tâches sont des actions que vous devez accomplir dans UVP pour vous aider à progresser dans les processus d'engagement et de gestion des Volontaires en Ligne.

UN VOLUNTEERS Petra HOST ENTITY PENDING En

My tasks

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

Entité hôte en attente

À ce stade, vous avez le statut d'attente de l'entité hôte. En effet, le programme VNU doit approuver votre compte avant que vous puissiez effectuer des actions.

UN VOLUNTEERS Petra HOST ENTITY PENDING En

My tasks

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

Tout d'abord, complétons votre profil

C'est votre toute première tâche. Cliquez dessus pour commencer.

UN VOLUNTEERS

Petra
HOST ENTITY PENDING

My tasks

Active Completed

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

Showing 1 to 1 of 1 entries

Agent Offline

Description de la tâche

Ici vous pouvez voir une description de la tâche.

UN VOLUNTEERS

Complete host entity account profile

Complete

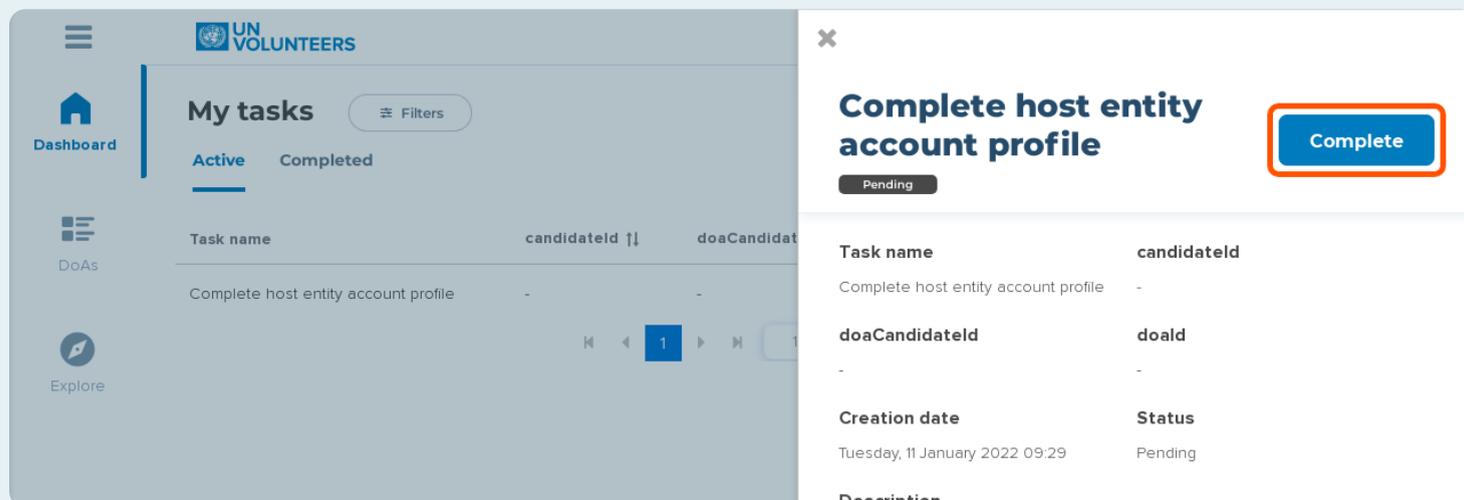
Pending

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

description

Cliquez sur "Terminer"

Vous accéder ainsi à votre profil.



The screenshot shows the UN Volunteers dashboard. On the left, there is a navigation menu with 'Dashboard', 'DoAs', and 'Explore'. The main area is titled 'My tasks' and shows a table of tasks. The task 'Complete host entity account profile' is selected, and a modal window is open on the right. The modal window has a 'Complete' button highlighted with a red box. The modal window also shows a 'Pending' status and a table of task details.

Task name	candidateId
Complete host entity account profile	-

doaCandidateId	doald
-	-

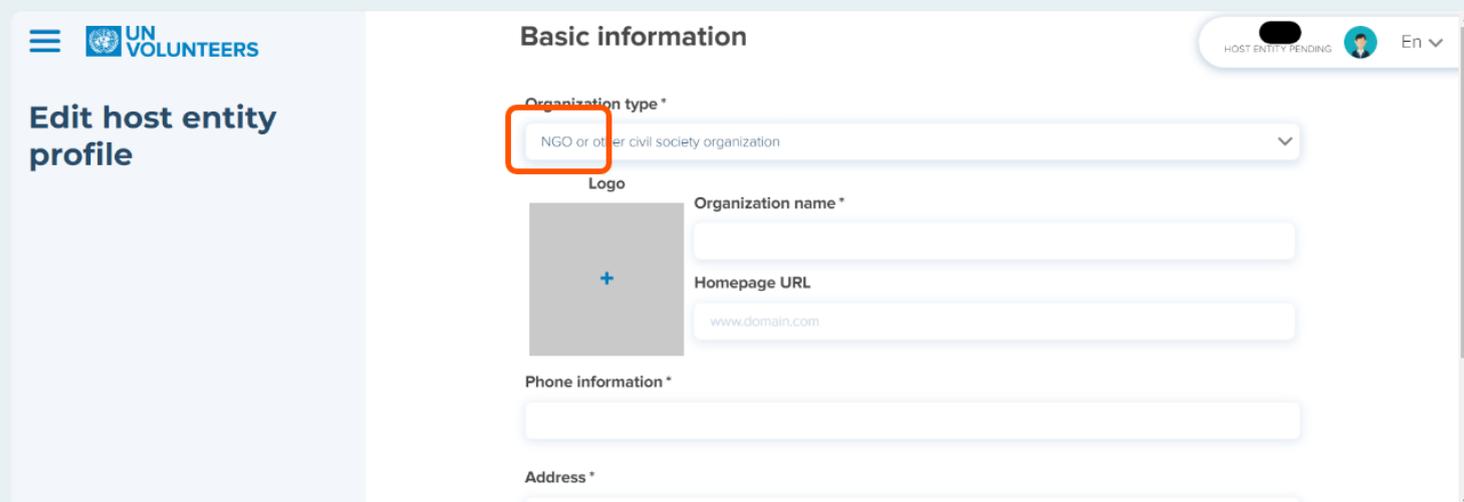
Creation date	Status
Tuesday, 11 January 2022 09:29	Pending

Description

Étapes pour les ONG ou autres organisations de la société civile

Veillez suivre les étapes suivantes pour la "Modification du profil de votre entité hôte" si votre organisation est une ONG ou autre organisation de la société civile.

Choisissez "ONG ou autre organisation de la société civile"



The screenshot shows the 'Edit host entity profile' form. The 'Organization type' dropdown menu is highlighted with a red box. The form includes fields for 'Organization name', 'Homepage URL', 'Phone information', and 'Address'. The status is 'HOST ENTITY PENDING' and the user is logged in as 'En'.

Organization type *

NGO or other civil society organization

Logo

Organization name *

Homepage URL

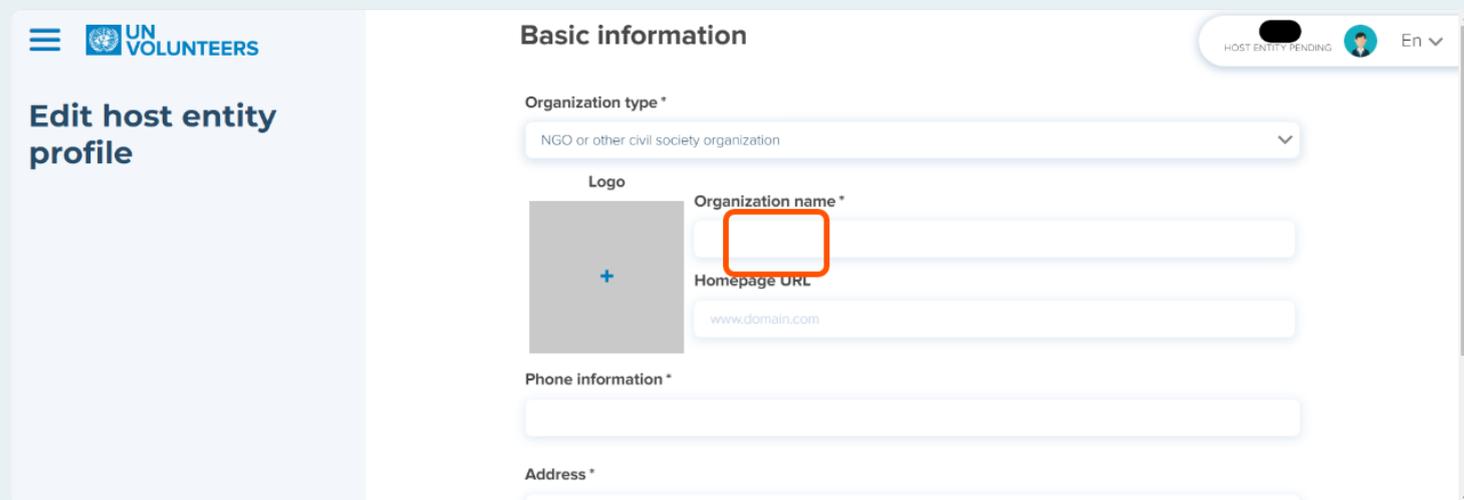
www.domain.com

Phone information *

Address *

Entrez le nom de votre organisation

Il s'agira probablement du nom complet de votre organisation plus le pays, si nécessaire.

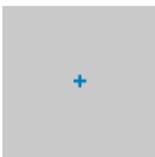


UN VOLUNTEERS

Edit host entity profile

Basic information HOST ENTITY PENDING  En ▾

Organization type *
NGO or other civil society organization ▾

Logo 

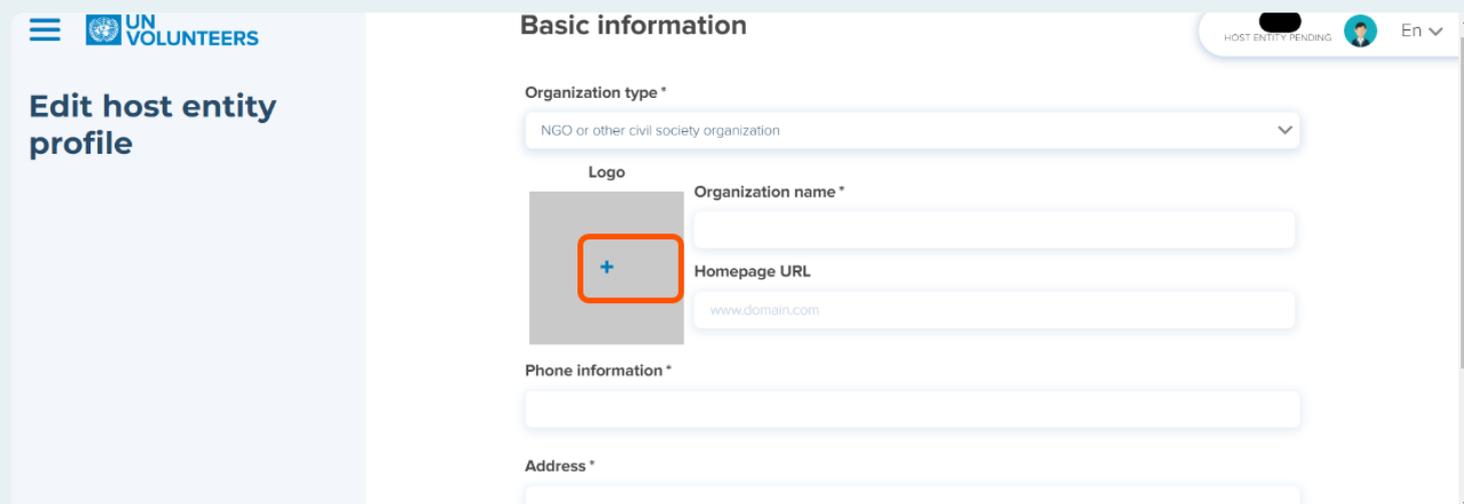
Organization name *

Homepage URL
www.domain.com

Phone information *

Address *

Téléchargez le logo de votre organisation

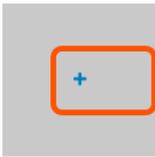


UN VOLUNTEERS

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 *

Entrez les informations de votre téléphone

Il s'agirait d'informations téléphoniques génériques pour votre bureau.

This screenshot shows a form for entering office phone information. The form includes a logo placeholder, an organization name field, a homepage URL field (with 'www.domain.com' as a placeholder), a phone information field (highlighted with a red box), an address field, and three separate fields for postal code, city, and country/territory (with a dropdown arrow). The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website'.

Logo

Organization name *

Homepage URL

www.domain.com

Phone information *

Address *

Postal code

City *

Country/territory *

Contact us Privacy Policy UNV Website

Entrez l'adresse de votre bureau

This screenshot shows a form for entering office address information. The form includes a logo placeholder, a homepage URL field (with 'www.domain.com' as a placeholder), a phone information field, an address field (highlighted with a red box), and three separate fields for postal code, city, and country/territory (with a dropdown arrow). The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'. There are 'Cancel' and 'Submit' buttons at the bottom.

Logo

Homepage URL

www.domain.com

Phone information *

Address *

Postal code

City *

Country/territory *

Contact us Privacy Policy UNV Website

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Cancel

Submit

Entrez la ville

Entrez la ville où se trouve votre bureau.

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

+

Homepage URL
www.domain.com

Phone information *

Address *

Postal code **City** Country/territory *

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

Choisissez le pays/territoire

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

Homepage URL
www.domain.com

Phone information *

Address *

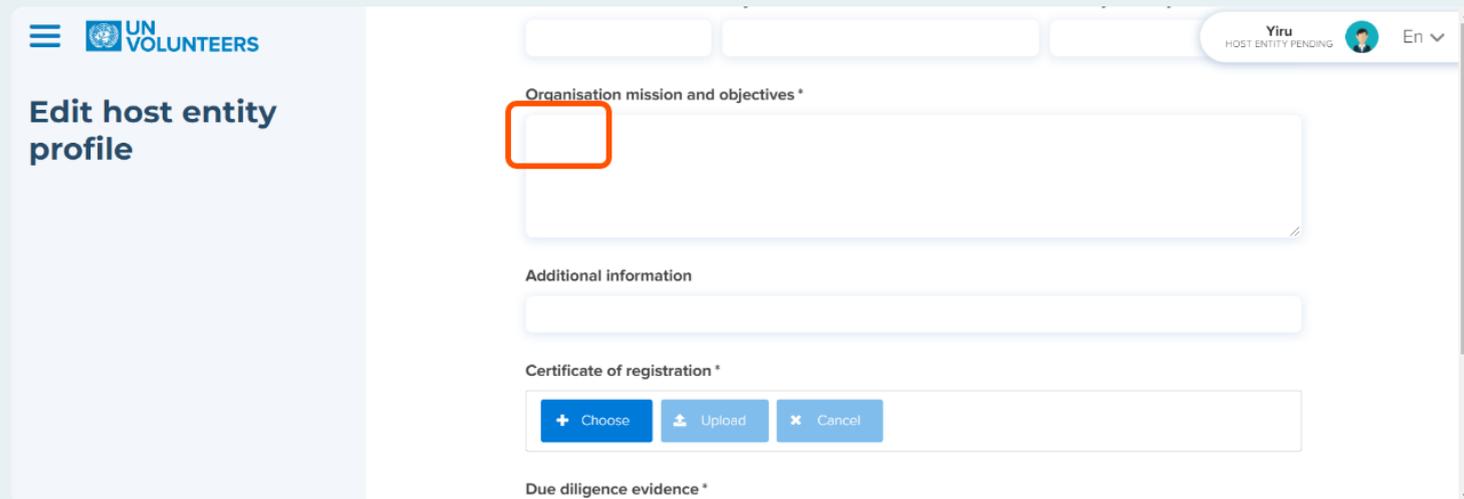
Postal code **City** **Country/territory**

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

Ajouter une mission et des objectifs

Il s'agit des objectifs au niveau de l'organisation ainsi que tout ce qui est spécifique au pays ou au département associé à ce compte.

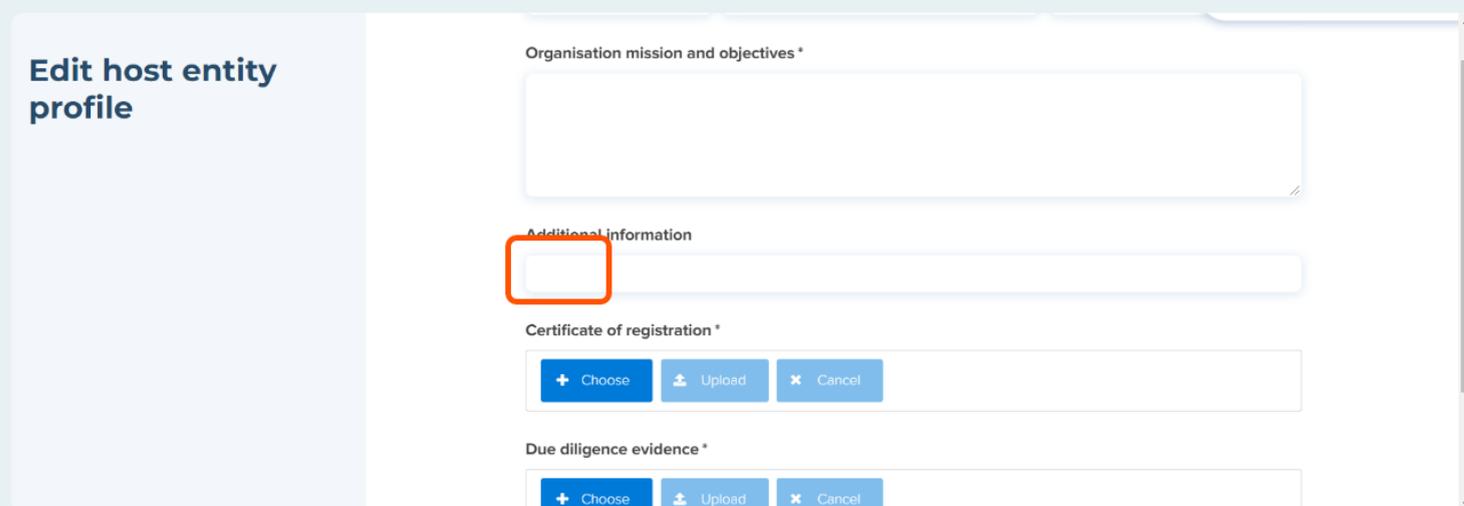
Il apparaîtra sur toutes les descriptions d'affectations que vous créez.



The screenshot shows the 'Edit host entity profile' page for 'Yiru' (HOST ENTITY PENDING). The left sidebar contains the UN VOLUNTEERS logo and the title 'Edit host entity profile'. The main form area includes several sections: 'Organisation mission and objectives *' with a text area highlighted by a red box; 'Additional information' with a text area; 'Certificate of registration *' with '+ Choose', 'Upload', and 'Cancel' buttons; and 'Due diligence evidence *' with '+ Choose', 'Upload', and 'Cancel' buttons. The user's profile 'Yiru' is visible in the top right corner.

Information supplémentaire

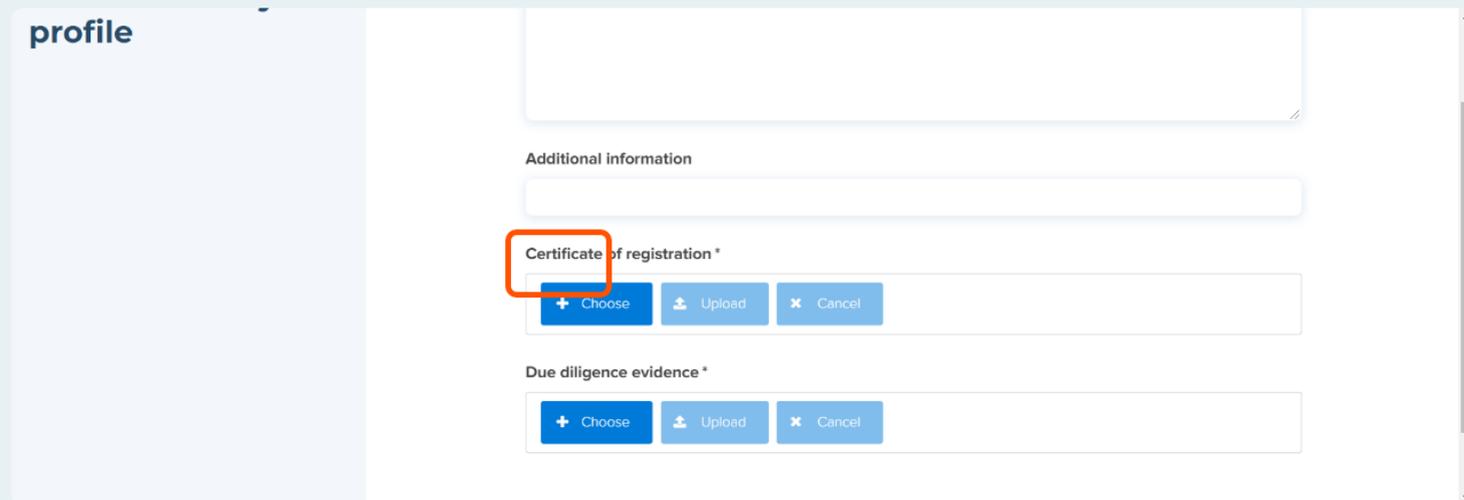
Saisissez tout élément supplémentaire que le programme VNU devrait connaître sur le compte de votre organisation.



The screenshot shows the 'Edit host entity profile' page for 'Yiru' (HOST ENTITY PENDING). The left sidebar contains the UN VOLUNTEERS logo and the title 'Edit host entity profile'. The main form area includes several sections: 'Organisation mission and objectives *' with a text area; 'Additional information' with a text area highlighted by a red box; 'Certificate of registration *' with '+ Choose', 'Upload', and 'Cancel' buttons; and 'Due diligence evidence *' with '+ Choose', 'Upload', and 'Cancel' buttons. The user's profile 'Yiru' is visible in the top right corner.

Fournissez votre certificat d'enregistrement

Ici, vous fournissez votre preuve d'existence en téléchargeant un **certificat d'enregistrement** auprès des autorités gouvernementales compétentes.



profile

Additional information

Certificate of registration *

+ Choose Upload X Cancel

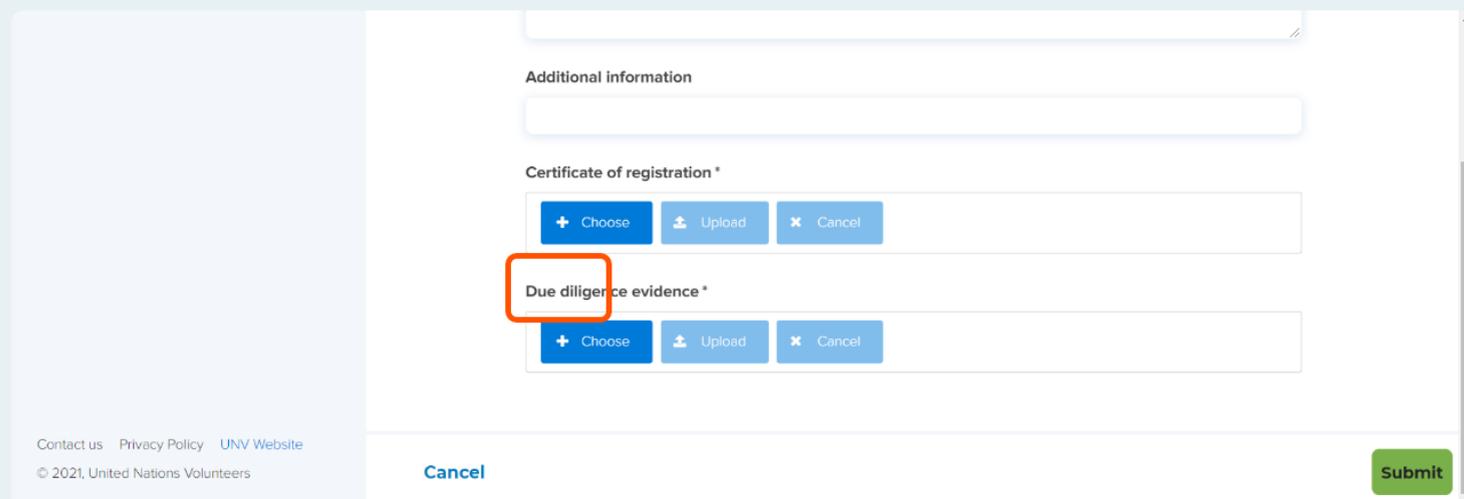
Due diligence evidence *

+ Choose Upload X Cancel

Fournissez votre autorisation de diligence raisonnable

Ici, vous prouvez que vous disposez d'une autorisation de diligence raisonnable, soit par le biais d'une **accréditation auprès du Conseil Economique et Social (ECOSOC)** ; ou en travaillant avec **les équipes de pays des Nations Unies en tant que partenaire de mise en œuvre** ou accord et fournir des preuves qu'une entité des Nations Unies a fait preuve de diligence raisonnable.

Pour plus d'informations, veuillez suivre le lien vers notre critères [critères d'éligibilité pour les organisations de la société civile](#).



Additional information

Certificate of registration *

+ Choose Upload X Cancel

Due diligence evidence *

+ Choose Upload X Cancel

Contact us Privacy Policy UNV Website

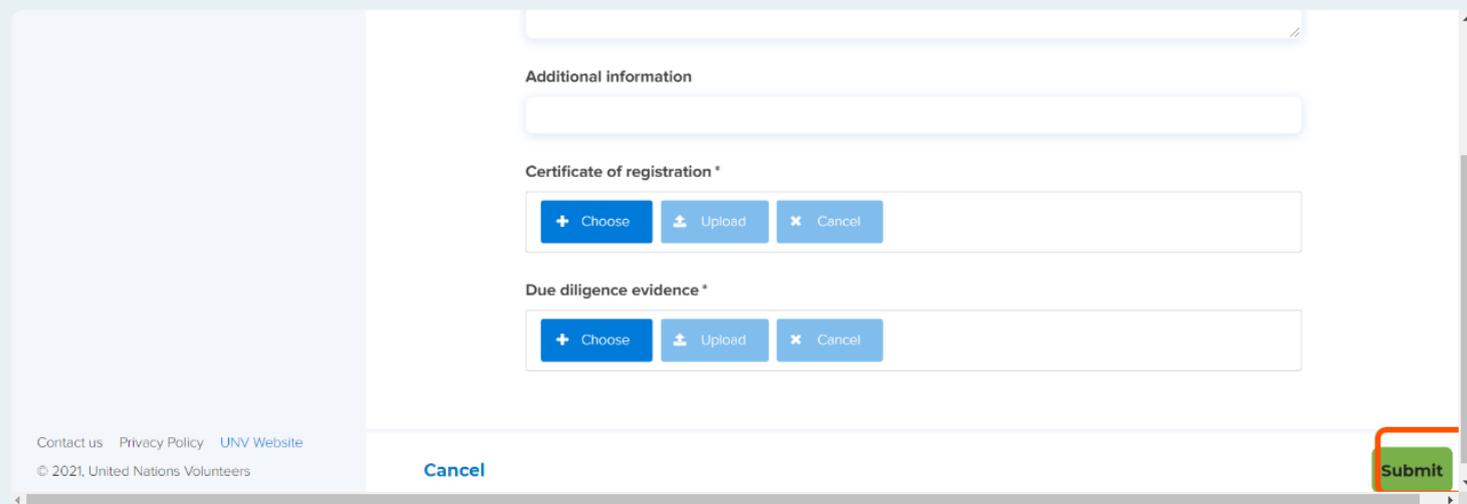
© 2021, United Nations Volunteers

Cancel

Submit

Cliquez sur 'Soumettre'

Lorsque toutes les informations sont fournies et que vous avez téléchargé tous les documents nécessaires, soumettez votre demande d'inscription.



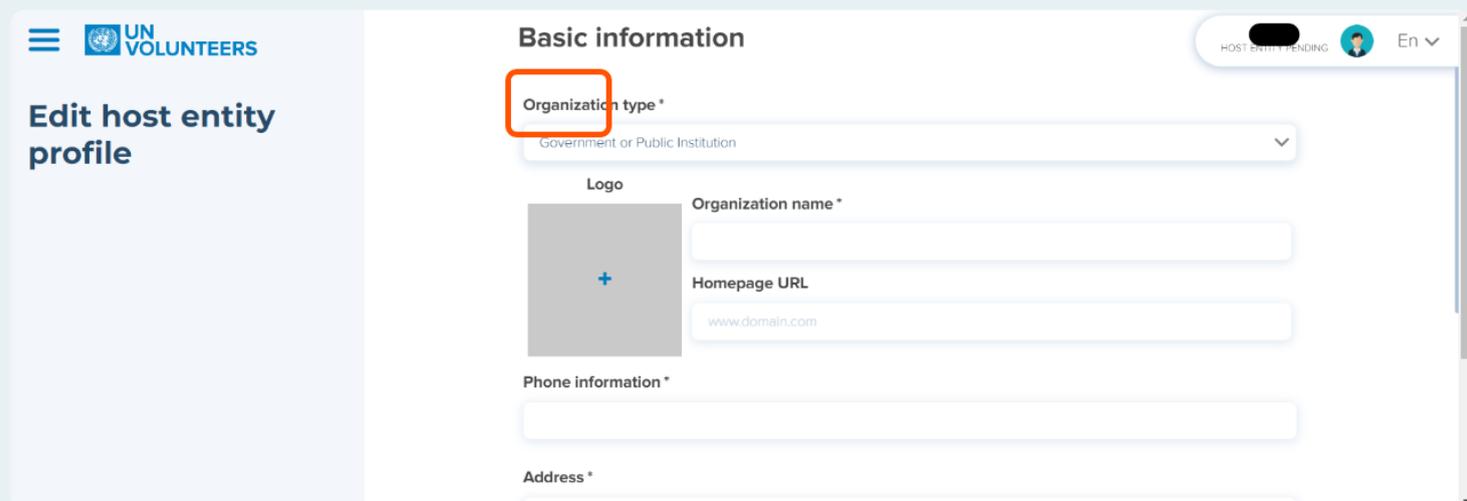
A screenshot of a registration form. The form includes a text input field at the top, followed by a section titled "Additional information" with another text input field. Below that is a section titled "Certificate of registration *" with three buttons: "+ Choose", "Upload", and "Cancel". The next section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

Étapes pour le gouvernement ou les institutions publiques

Veillez suivre les étapes suivantes pour la "Modification de votre profil d'entité hôte" si votre organisation est un Gouvernement ou institution publique.

Choisissez "Gouvernement ou institution publique"

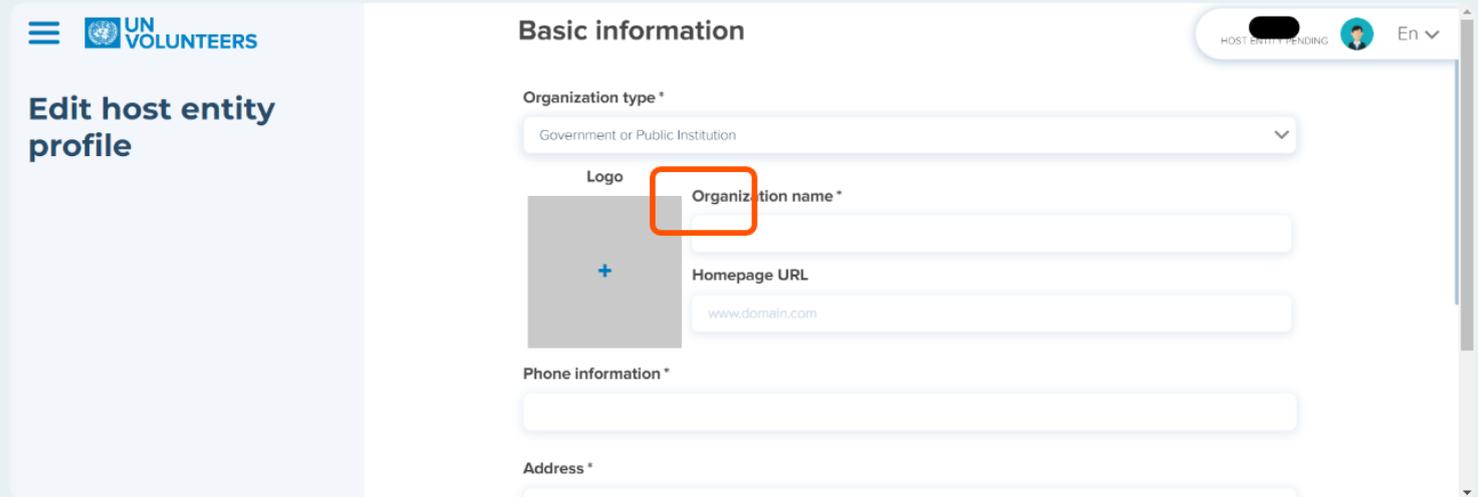
Il s'agira probablement du nom complet de votre organisation ou de votre service, ainsi que de la région ou la ville, si nécessaire.



A screenshot of the "Edit host entity profile" page on the UN Volunteers website. The page title is "Edit host entity profile". The main content area is titled "Basic information". The "Organization type *" dropdown menu is highlighted with a red box and shows "Government or Public Institution" selected. Below this are fields for "Logo" (with a plus icon), "Organization name *" (with a plus icon), and "Homepage URL" (with the placeholder "www.domain.com"). There are also sections for "Phone information *" and "Address *", each with a text input field. The top right corner shows "HOST ENTITY PENDING" and a user profile icon with the name "En".

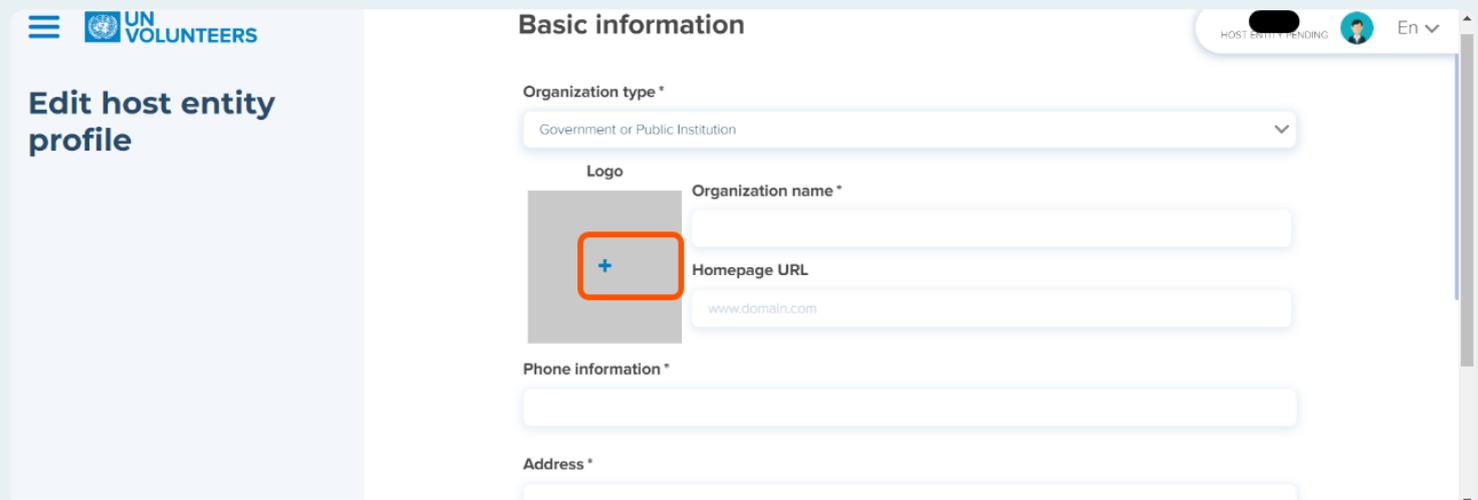
Saisissez le nom de votre organisation ou département

Il s'agira probablement du nom complet de votre organisation ou de votre service, ainsi que de la région ou la ville, si nécessaire.



The screenshot shows the 'Edit host entity profile' page in the UN Volunteers system. The page is titled 'Basic information' and includes a sidebar with the UN Volunteers logo and the text 'Edit host entity profile'. The main form contains several fields: 'Organization type *' (a dropdown menu with 'Government or Public Institution' selected), 'Logo' (a placeholder with a plus sign), 'Organization name *' (a text input field highlighted with a red box), 'Homepage URL' (a text input field with 'www.domain.com' as a placeholder), 'Phone information *' (a text input field), and 'Address *' (a text input field). The top right corner shows a user profile with the text 'HOST ENTITY PENDING' and 'En'.

Entrez le logo de votre organisation ou service



The screenshot shows the 'Edit host entity profile' page in the UN Volunteers system. The page is titled 'Basic information' and includes a sidebar with the UN Volunteers logo and the text 'Edit host entity profile'. The main form contains several fields: 'Organization type *' (a dropdown menu with 'Government or Public Institution' selected), 'Logo' (a placeholder with a plus sign highlighted with a red box), 'Organization name *' (a text input field), 'Homepage URL' (a text input field with 'www.domain.com' as a placeholder), 'Phone information *' (a text input field), and 'Address *' (a text input field). The top right corner shows a user profile with the text 'HOST ENTITY PENDING' and 'En'.

Entrez les informations de votre téléphone

Il s'agirait d'informations téléphoniques génériques pour votre bureau.

This screenshot shows a form for entering office phone information. The form includes a logo placeholder, an organization name field, a homepage URL field, a phone information field (highlighted with a red box), an address field, and fields for postal code, city, and country/territory. The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website'.

Logo

Organization name *

Homepage URL

www.domain.com

Phone information *

Address *

Postal code

City *

Country/territory *

Contact us Privacy Policy UNV Website

Entrez dans la ville

Entrez la ville où se trouve votre bureau.

This screenshot shows a form for entering office location information. The form includes a logo placeholder, a homepage URL field, a phone information field, an address field, and fields for postal code, city (highlighted with a red box), and country/territory. The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with a copyright notice for 2021 United Nations Volunteers. 'Cancel' and 'Submit' buttons are also visible.

Logo

Homepage URL

www.domain.com

Phone information *

Address *

Postal code

City *

Country/territory *

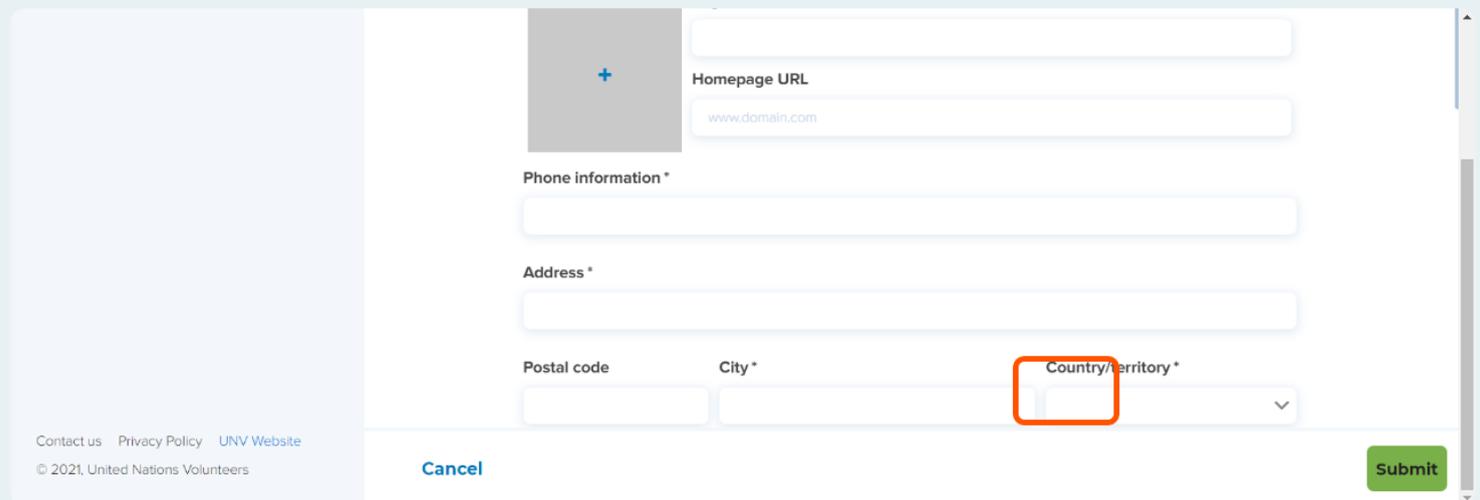
Contact us Privacy Policy UNV Website

© 2021, United Nations Volunteers

Cancel

Submit

Choisissez le pays/territoire

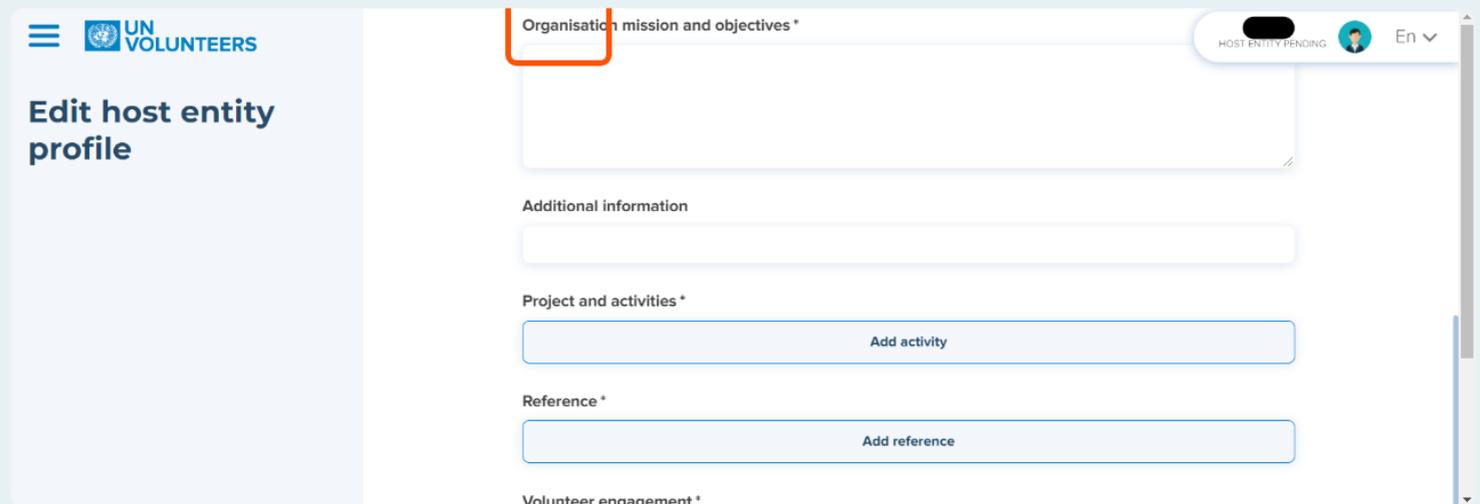


A screenshot of a web form for selecting a country or territory. The form includes a sidebar with a plus sign icon, a 'Homepage URL' field with the placeholder 'www.domain.com', a 'Phone information *' field, an 'Address *' field, and three fields for 'Postal code', 'City *', and 'Country/territory *'. The 'Country/territory *' field is highlighted with a red box. At the bottom, there are 'Cancel' and 'Submit' buttons. The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'.

Ajouter une mission et des objectifs

Il s'agit des objectifs au niveau de l'organisation ainsi que tout ce qui est spécifique au pays ou au département associé à ce compte.

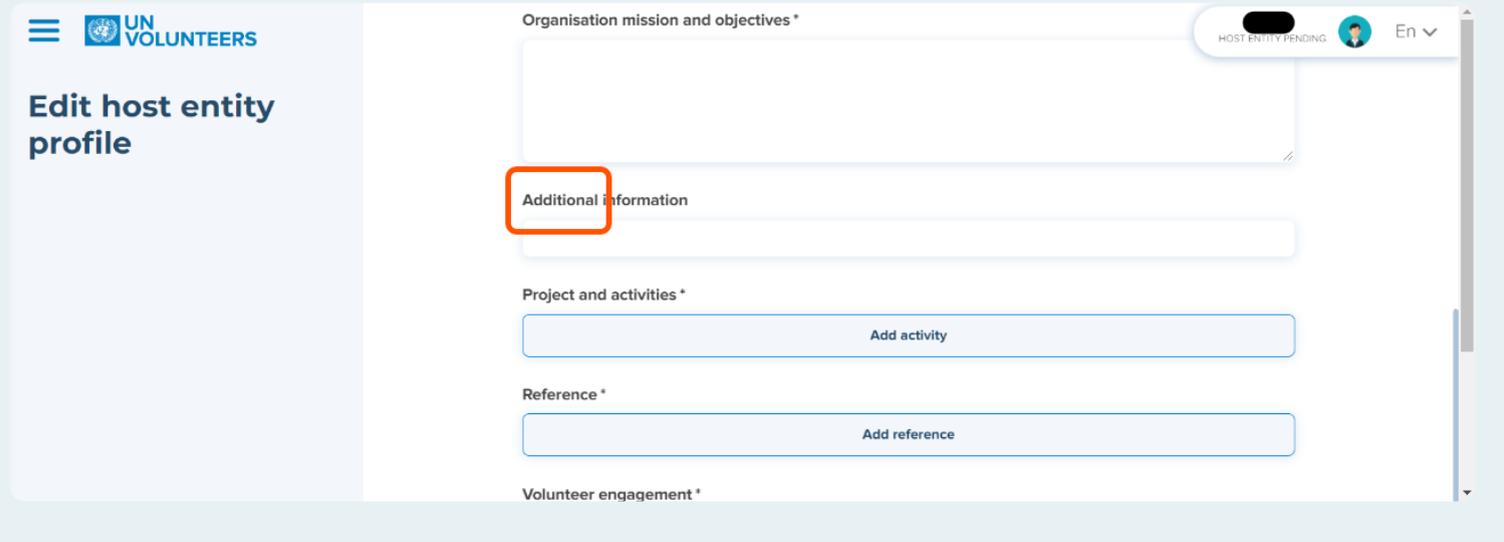
Il apparaîtra sur toutes les descriptions d'affectations que vous créez.



A screenshot of the 'Edit host entity profile' page. The page features a sidebar with the UN Volunteers logo and the title 'Edit host entity profile'. The main content area is titled 'Organisation mission and objectives *' and is highlighted with a red box. Below this title is a large text input field. Further down, there are sections for 'Additional information', 'Project and activities *' (with an 'Add activity' button), and 'Reference *' (with an 'Add reference' button). At the bottom, there is a section for 'Volunteer engagement *'. The top right corner shows a user profile icon and the text 'HOST ENTITY PENDING' and 'En v'.

Information additionnelle

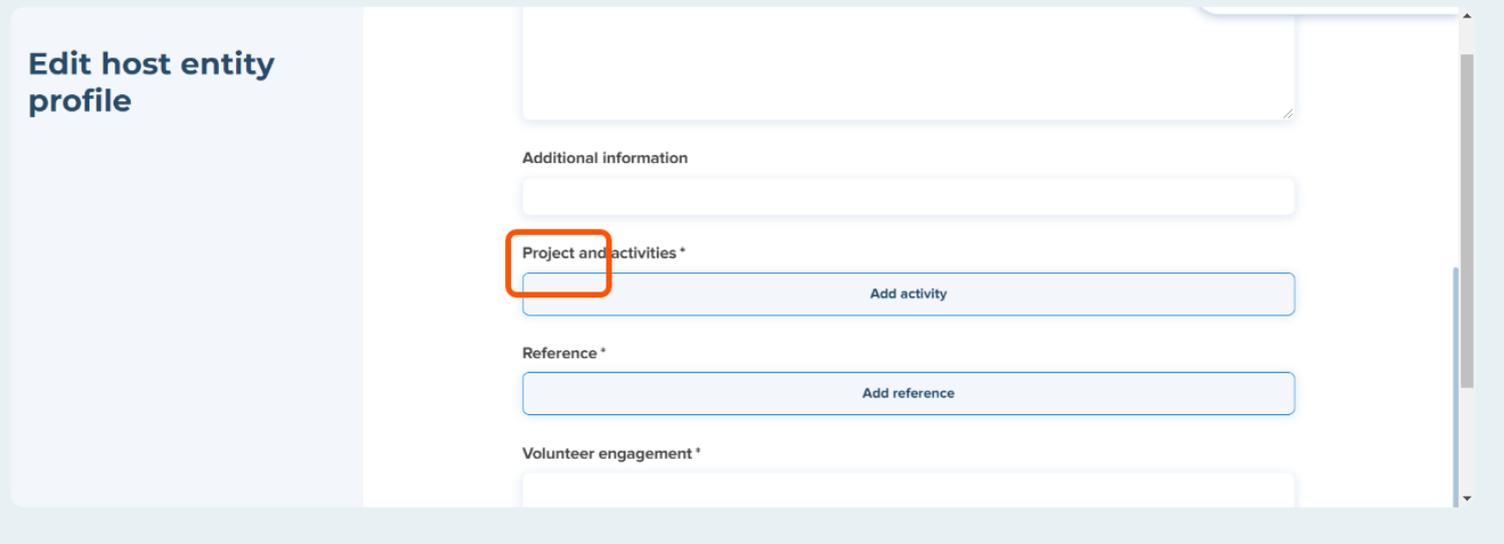
Saisissez tout élément supplémentaire que le programme VNU devrait connaître sur le compte de votre organisation.



The screenshot shows the 'Edit host entity profile' page. On the left, there is a sidebar with the UN Volunteers logo and the text 'Edit host entity profile'. The main content area is titled 'Organisation mission and objectives *' and contains several input fields. The 'Additional information' field is highlighted with a red box. Below it are sections for 'Project and activities *' with an 'Add activity' button, 'Reference *' with an 'Add reference' button, and 'Volunteer engagement *'.

Ajouter deux projets et activités

Veillez fournir des informations détaillées sur au moins deux projets ou activités que votre bureau a entrepris récemment ou est entrain d'entreprendre et qui sont pertinents pour le développement humain durable.



The screenshot shows the 'Edit host entity profile' page. On the left, there is a sidebar with the text 'Edit host entity profile'. The main content area is titled 'Additional information' and contains several input fields. The 'Project and activities *' section is highlighted with a red box. Below it are sections for 'Reference *' with an 'Add reference' button and 'Volunteer engagement *'.

Ajouter deux références

Veillez fournir deux références **en dehors de votre organisation que le programme VNU peut contacter** au cas où des informations supplémentaires sur votre organisation seraient nécessaires.

The screenshot shows a form with the following sections:

- Additional information**: A text input field.
- Project and activities ***: A button labeled "Add activity".
- Reference ***: A text input field, highlighted with a red box, and a button labeled "Add reference".
- Volunteer engagement ***: A text input field.

At the bottom left, there are links for "Contact us", "Privacy Policy", and "UNV Website". At the bottom right, there is a green "Submit" button.

Ajouter l'engagement des volontaires

Veillez indiquer en détail comment vous prévoyez d'impliquer les Volontaires en Ligne dans les activités de votre organisation.

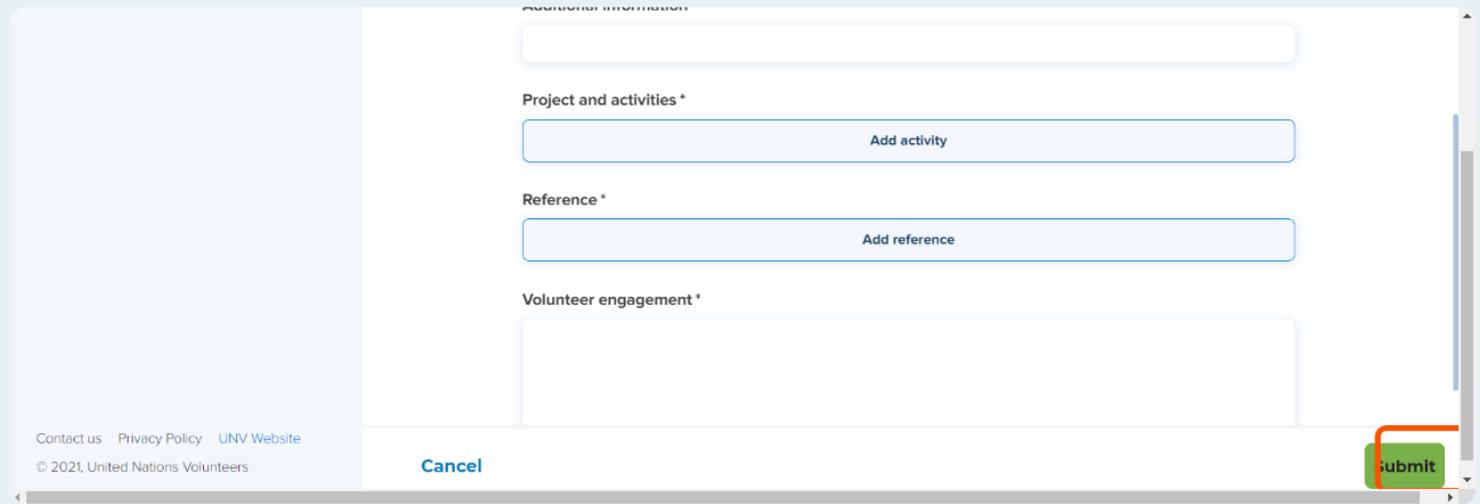
The screenshot shows a form with the following sections:

- Additional information**: A text input field.
- Project and activities ***: A button labeled "Add activity".
- Reference ***: A text input field and a button labeled "Add reference".
- Volunteer engagement ***: A text input field, highlighted with a red box.

At the bottom left, there are links for "Contact us", "Privacy Policy", and "UNV Website", and a copyright notice: "© 2021, United Nations Volunteers". At the bottom center, there is a "Cancel" button. At the bottom right, there is a green "Submit" button.

Cliquez sur "Soumettre"

Lorsque toutes les informations sont fournies, soumettez votre demande d'inscription.



Personal information*

Project and activities*

Reference*

Volunteer engagement*

Contact us Privacy Policy UNV Website
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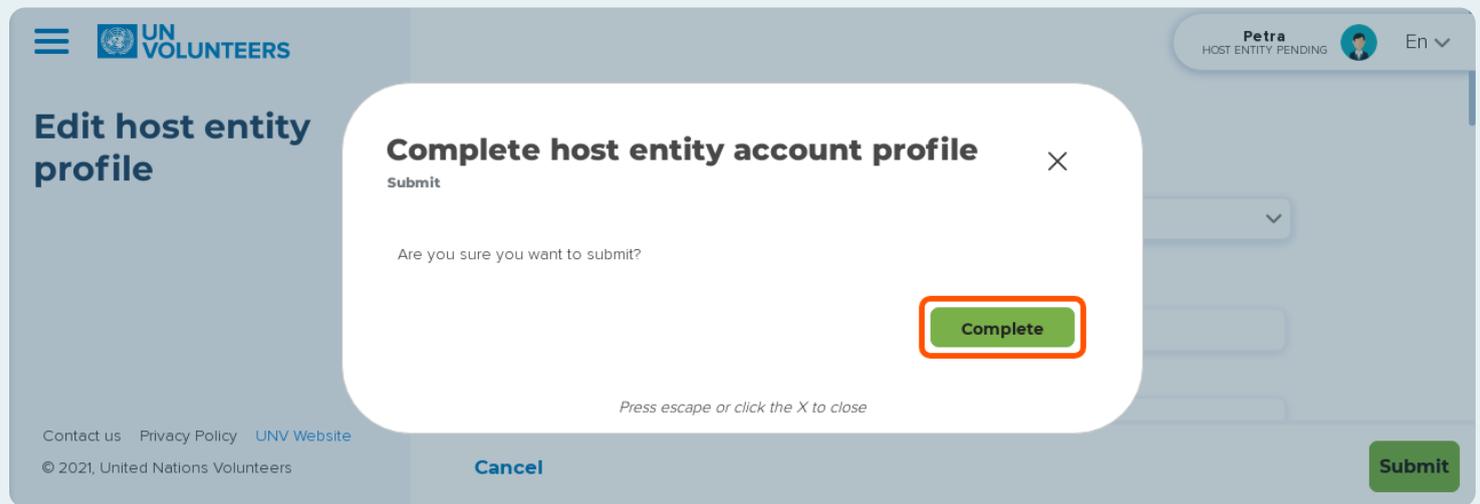
Cancel

submit

Detailed description: This is a registration form with several sections: 'Personal information*', 'Project and activities*', 'Reference*', and 'Volunteer engagement*'. Each section has a corresponding input field. At the bottom right, there is a green 'submit' button highlighted with a red rectangle. At the bottom left, there is a blue 'Cancel' button. The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'.

Cliquez sur "Terminer"

Cela confirme la mise à jour de votre profil et l'envoi au programme VNU pour examen.



UN VOLUNTEERS

Petra
HOST ENTITY PENDING

En

Edit host entity profile

Complete host entity account profile

Submit

Are you sure you want to submit?

Complete

Press escape or click the X to close

Contact us Privacy Policy UNV Website
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Cancel

Submit

Detailed description: This screenshot shows a confirmation dialog box titled 'Complete host entity account profile' with a close button (X) in the top right. The dialog asks 'Are you sure you want to submit?' and features a green 'Complete' button highlighted with a red rectangle. The background shows the 'Edit host entity profile' page with the UN Volunteers logo and a user profile for 'Petra' with the status 'HOST ENTITY PENDING'. The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'. A blue 'Cancel' button is at the bottom left, and a green 'Submit' button is at the bottom right.

Vous avez maintenant soumis votre nouvelle demande de compte d'entité hôte

Vous arriverez ici sur votre page de profil où vous pourrez consulter et modifier vos informations personnelles et celles de l'entité hôte.

Le programme VNU examinera votre demande et, si elle est approuvée, vous aurez un accès complet à UVP.