

# How to create a new non-UN host entity account

Author: Kevin Schmidt

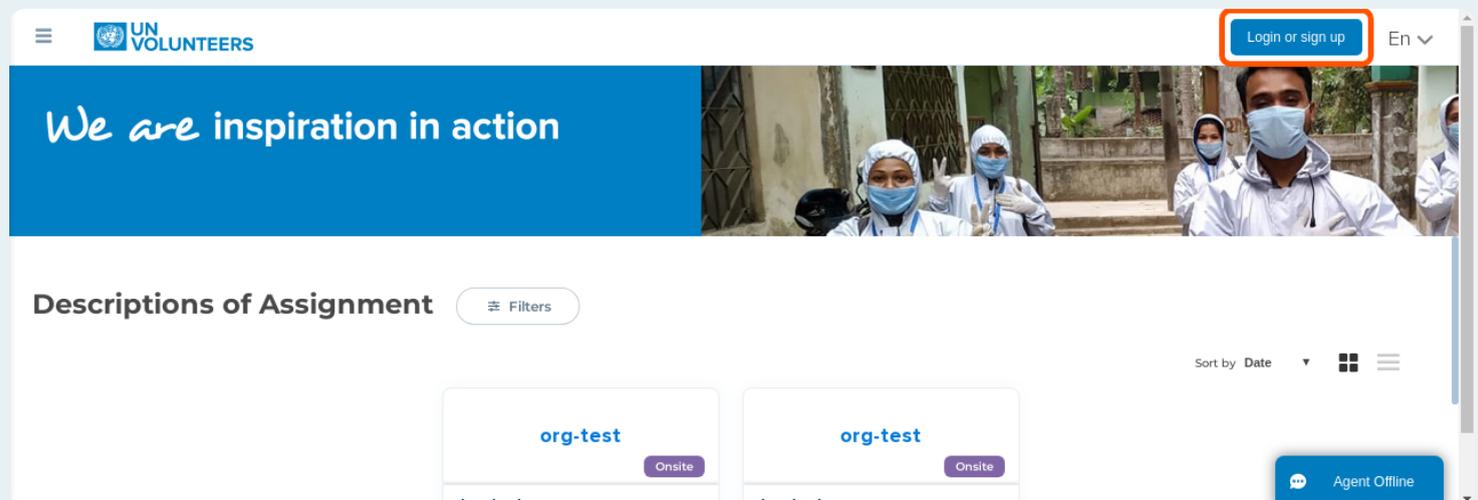
Updated: 3 years ago

## How to create a non-UN host entity account

This is a step-by-step guide for non-UN organizations such as government and public institutions and civil society organizations to create an account in UVP. With this account you can engage and manage Online Volunteers.

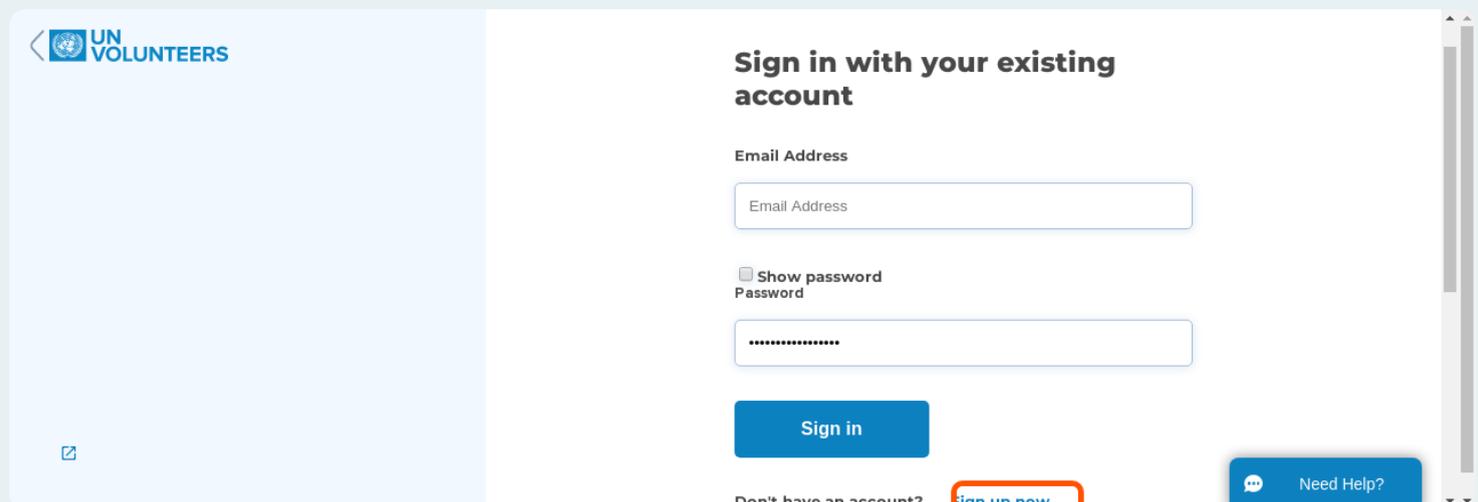
### First, click here

This takes you to the sign up page.



### Click 'sign up now'

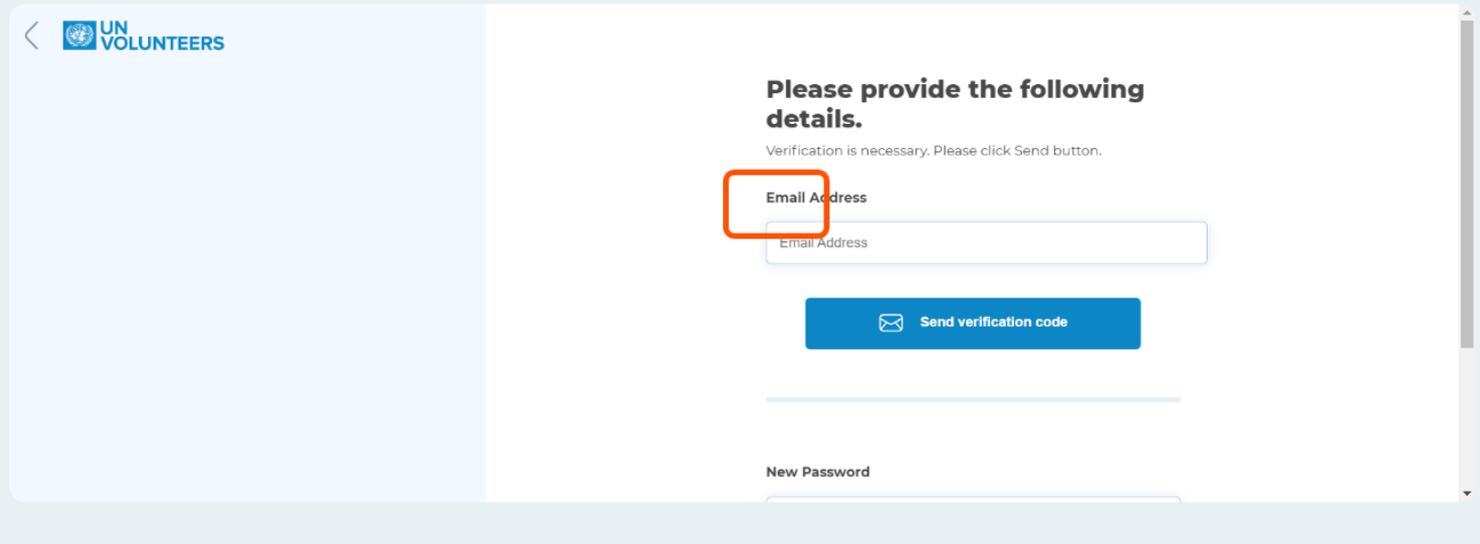
This will start the sign up process.



## Enter your official email address

It's really important you use your organization's official email address.

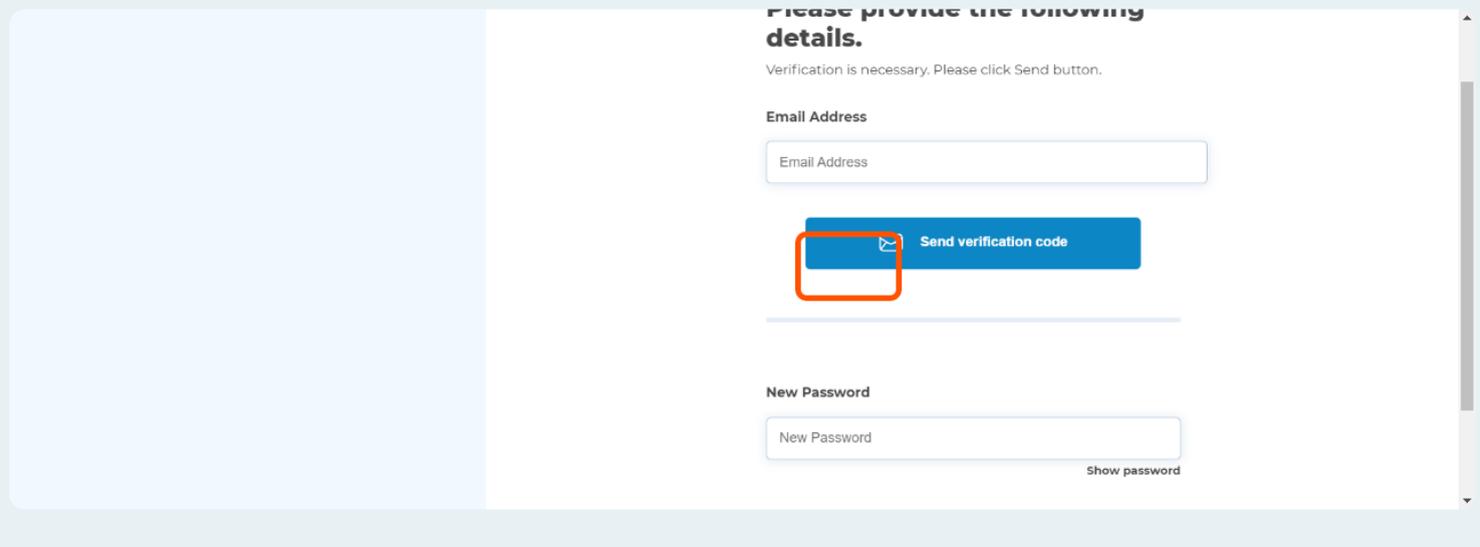
You will be the 'account owner'. You can switch this role with another user later, if needed.



The screenshot shows the UN Volunteers registration interface. On the left is a light 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 titled 'Email Address' and contains a text input field with the placeholder 'Email Address'. A red rectangular box highlights the 'Email Address' label and the input field. Below the input field is a blue button with a white envelope icon and the text 'Send verification code'. The second section is titled 'New Password' and contains a text input field with the placeholder 'New Password'.

## Click 'Send verification code'

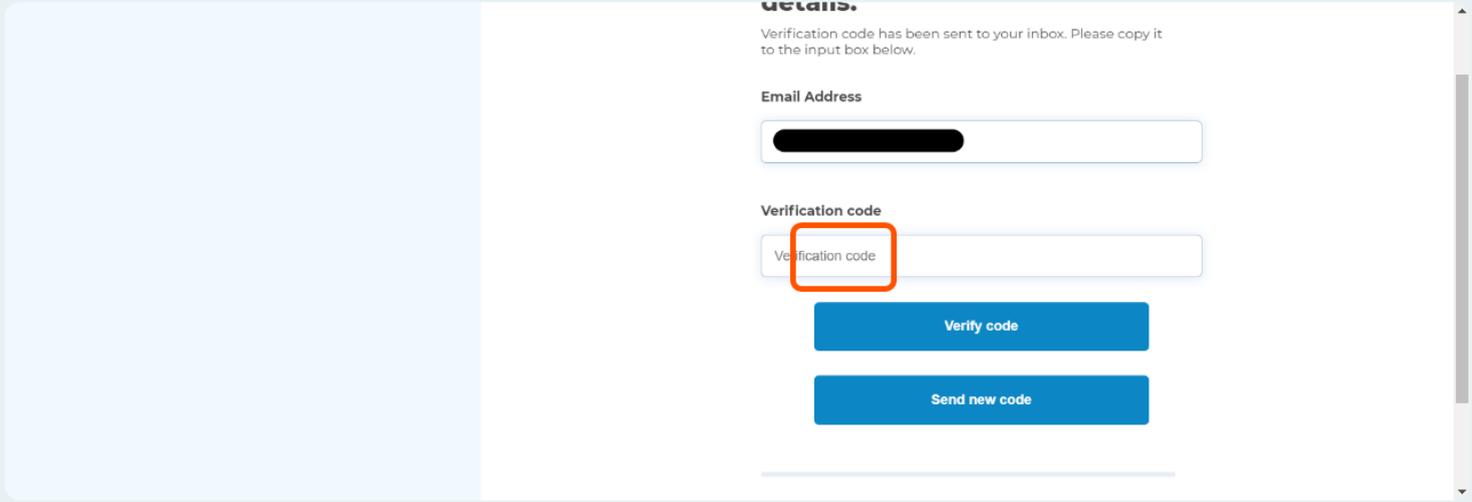
This sends an email to your email address with a code to copy and paste.



This screenshot is identical to the one above, showing the same registration form. However, in this version, the red rectangular box highlights the blue 'Send verification code' button instead of the email address field. The rest of the form, including the 'Email Address' and 'New Password' fields, remains the same.

## Enter the code

Paste or type the code you received via your email here.



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

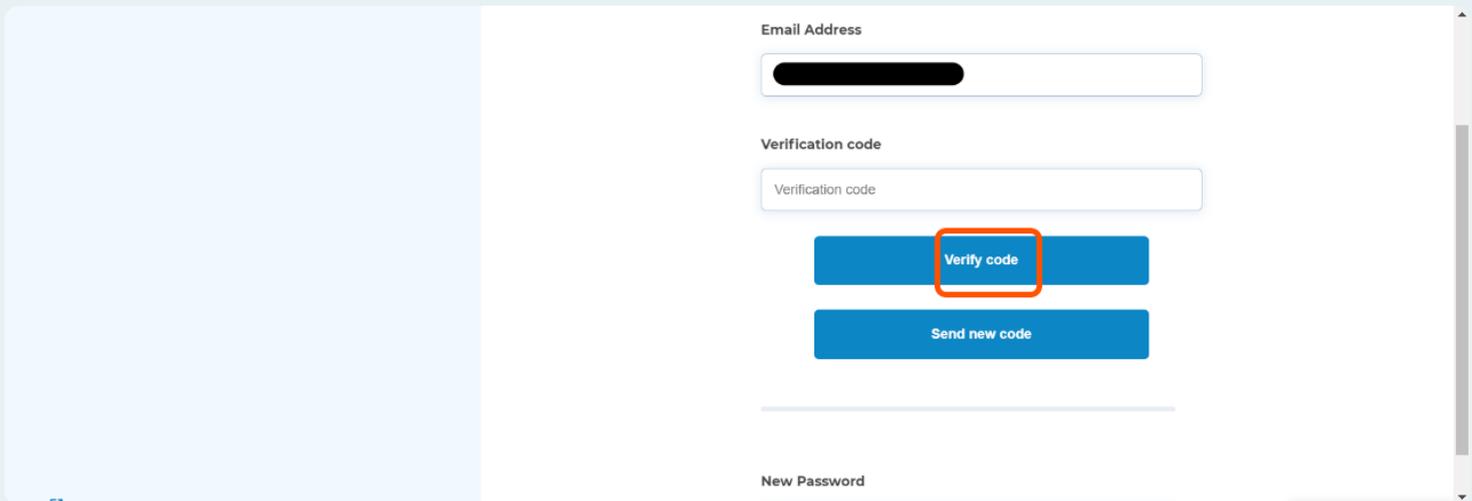
**Email Address**  
[Redacted]

**Verification code**  
Verification code

**Verify code**

**Send new code**

## Click 'Verify code'



**Email Address**  
[Redacted]

**Verification code**  
Verification code

**Verify code**

**Send new code**

**New Password**

# Type your password

Create your password for UVP.



Change e-mail

New Password

  
[Show password](#)

Confirm New Password

  
[Show password](#)

Given Name

# Confirm your password

Type the same password again to confirm it.

New Password

  
[Show password](#)

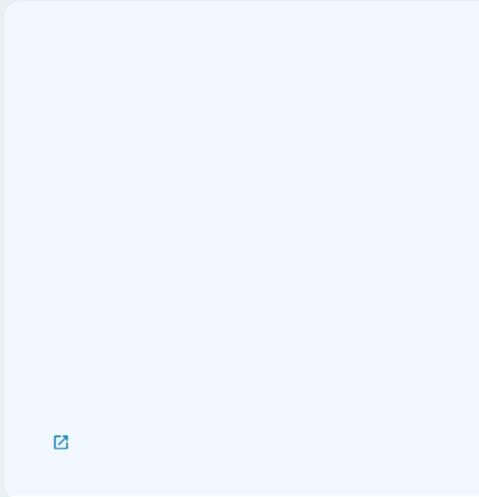
Confirm New Password

  
[Show password](#)

Given Name

Surname

## Type your first name



New Password

Show password

Confirm New Password

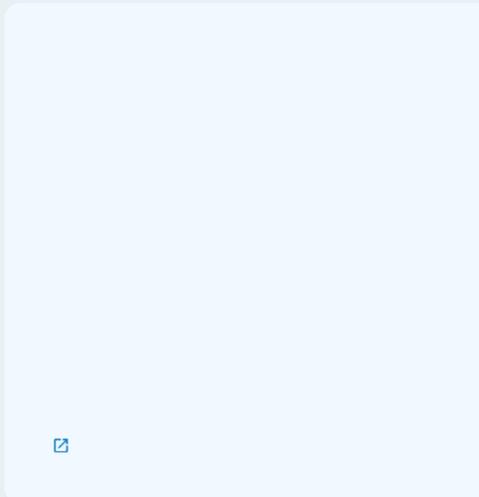
Show password

Given Name

Surname

 Need Help?

## Type your last name



New Password

Show password

Confirm New Password

Show password

Given Name

Surname

 Need Help?

# Enter your date of birth



8-16 characters, containing 3 out of 4 of the following:  
Lowercase characters, uppercase characters, digits (0-9),  
and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } \ | ' , ? / ^ ~ " ( ) ; .

**Show password**

**Given Name**

**Surname**

**Date of birth**

Day  Month  Year

[Need Help?](#)

# Enter your gender



and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } \ | ' , ? / ^ ~ " ( ) ; .

**Given Name**

**Surname**

**Date of birth**

Day  Month  Year

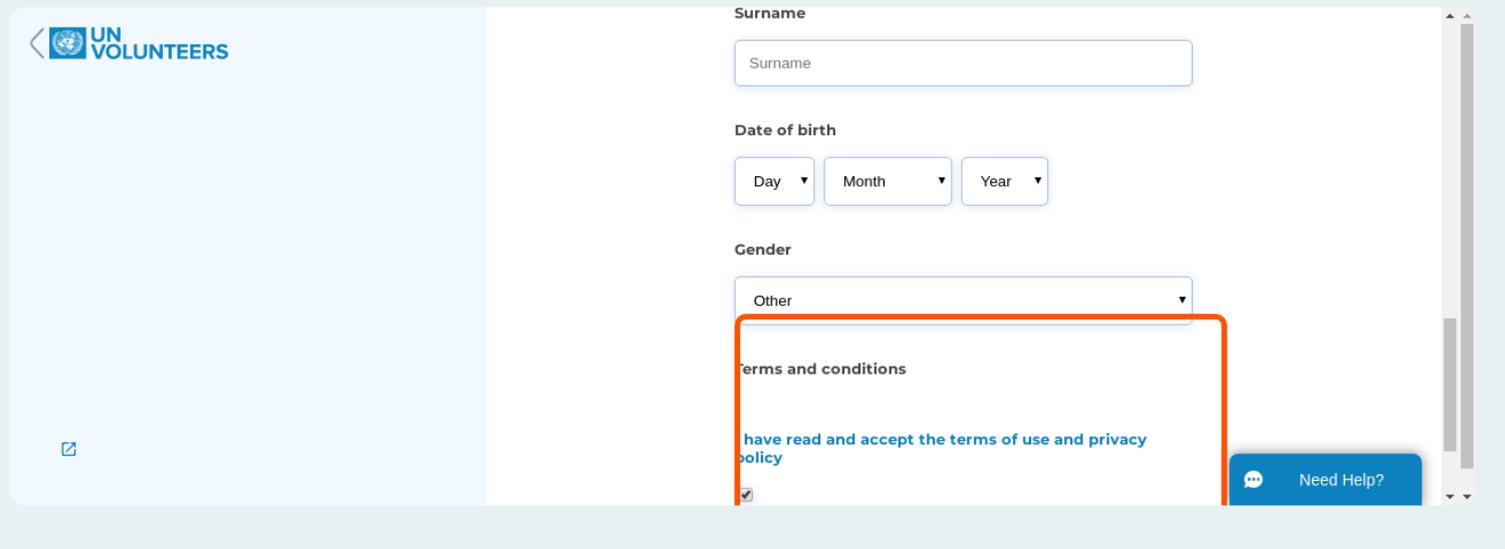
**Gender**

Other

[Need Help?](#)

# Confirm you accept the terms of use and privacy policy

To confirm you accept, tick the box.



UN VOLUNTEERS

Surname

Date of birth

Day Month Year

Gender

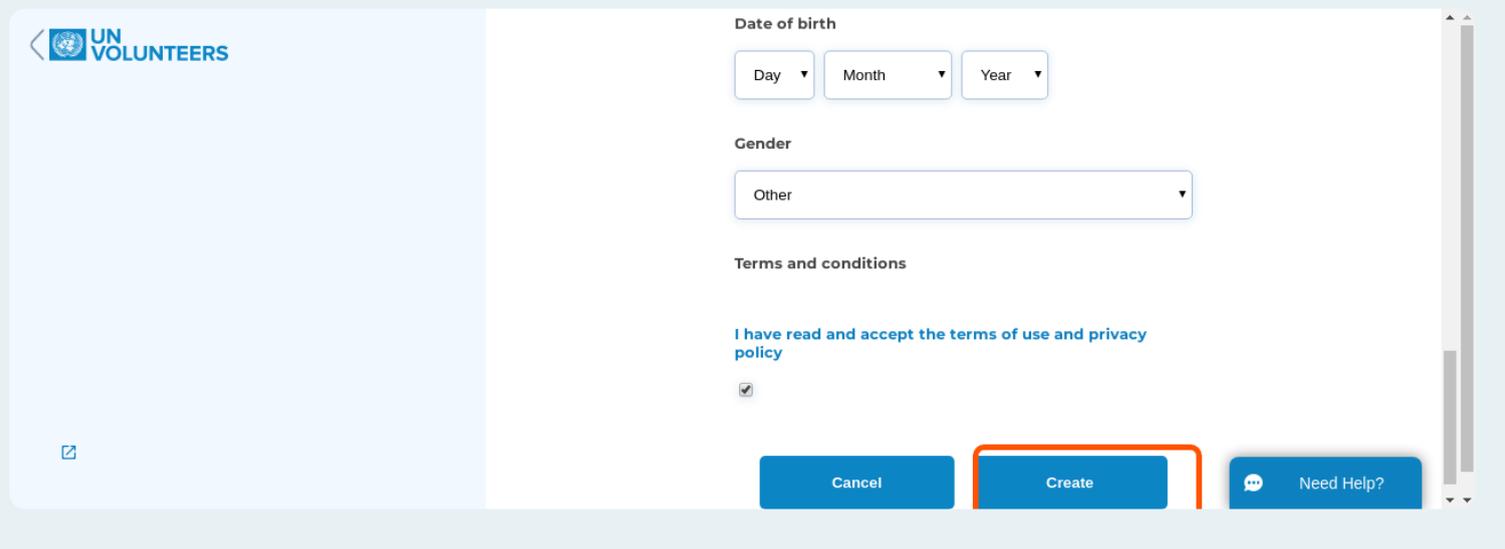
Other

Terms and conditions

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

Need Help?

# Click 'Create'



UN VOLUNTEERS

Date of birth

Day Month Year

Gender

Other

Terms and conditions

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

Cancel Create Need Help?

# Choose 'I'm an entity'

This is really important. You must choose I'm an entity to be able to engage Online Volunteers.



Join us!

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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

# Click 'Continue'



Join us!

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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

# Your task dashboard

The first tab you see when you log in is your task dashboard. Tasks are actions that you need to complete in UVP to help move through the Online Volunteer engagement and management processes.

**UN VOLUNTEERS** Petra HOST ENTITY PENDING En

### 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

# Host entity pending

At this stage you have host entity pending status. This is because UNV needs to approve your account before you can perform any actions.

**UN VOLUNTEERS** Petra HOST ENTITY PENDING En

### 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

# First, let's complete your profile

This is your very first task. Click it to begin.

The screenshot shows the UN Volunteers dashboard. The user is logged in as Petra (HOST ENTITY PENDING). The main section is 'My tasks' with a 'Filters' button. There are two tabs: 'Active' and 'Completed'. A table lists tasks with columns: Task name, candidateld, doaCandidateld, doald, Creation date, and Status. One task is listed: 'Complete host entity account profile' with a status of 'Pending'. The task name is highlighted with a red box. Below the table, there are navigation arrows, a page number '1', a dropdown menu set to '10', and the text 'Showing 1 to 1 of 1 entries'. In the bottom right corner, there is a blue button labeled 'Agent Offline'.

## Task description

Here you can see a description of the task.

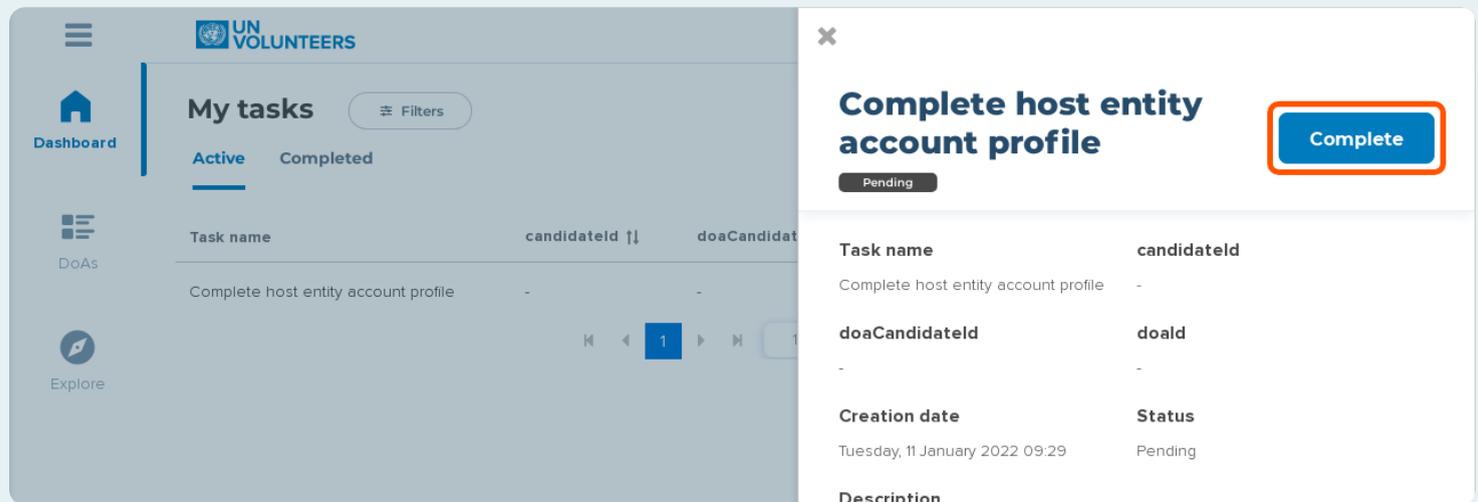
The screenshot shows the UN Volunteers dashboard with a task description modal open. The modal title is 'Complete host entity account profile' and it has a 'Complete' button. The modal content shows a table with task details:

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

The 'description' field is highlighted with a red box.

## Click 'Complete'

This takes you to your profile.



The screenshot shows the UN Volunteers dashboard on the left and a modal window on the right. The dashboard has a sidebar with 'Dashboard', 'DoAs', and 'Explore' options. The main area is titled 'My tasks' with 'Active' and 'Completed' tabs. A table lists tasks, with 'Complete host entity account profile' selected. The modal window is titled 'Complete host entity account profile' and has a 'Pending' status. A blue 'Complete' button is highlighted with a red border. Below the title, there is 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

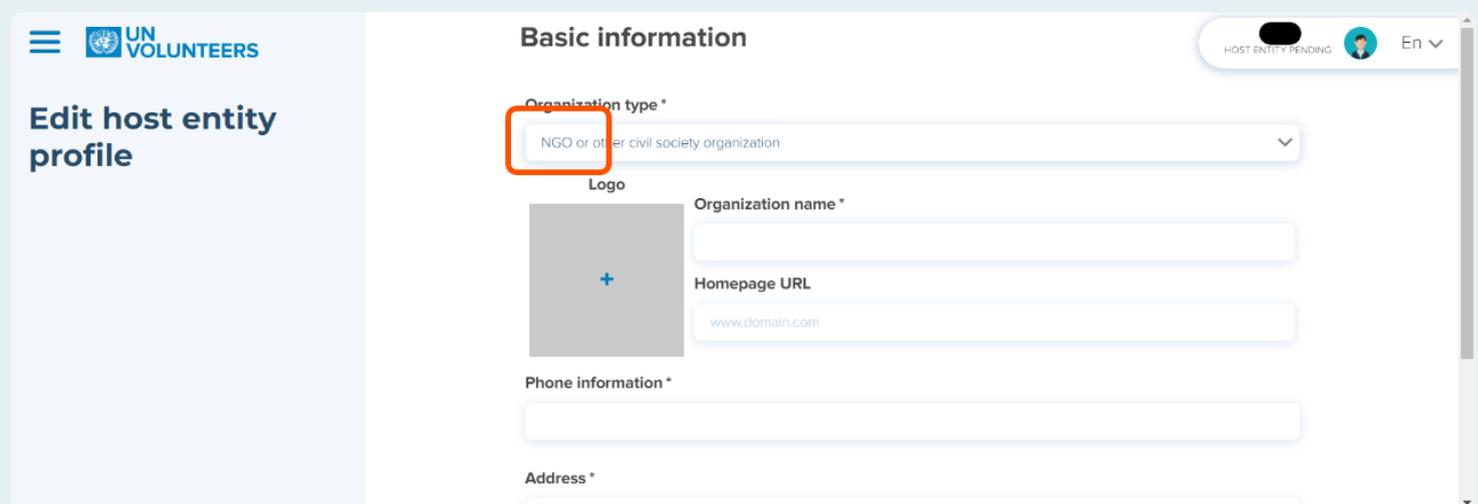
Description
-

## Steps for NGO or other civil society organizations

Please follow the following steps for the 'Editing your host entity profile' if your organization is an NGO or other civil society organization.

For government and public institutions, please continue with step number 34.

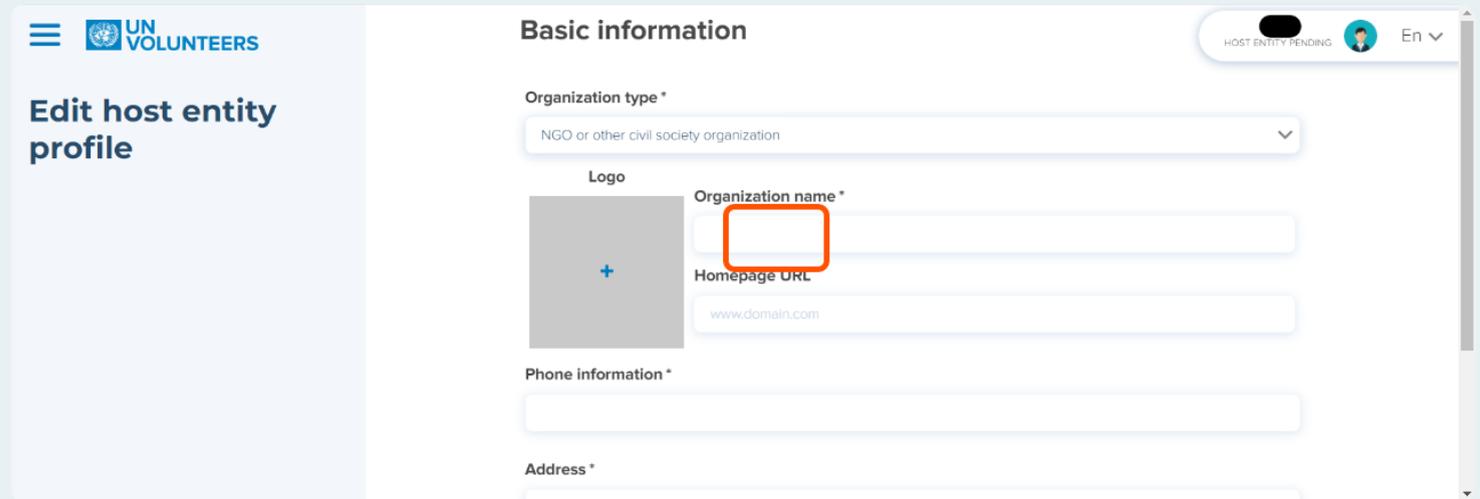
## Choose 'NGO or other civil society organization'



The screenshot shows the 'Edit host entity profile' form. The 'Organization type' dropdown menu is highlighted with a red border and contains the option 'NGO or other civil society organization'. Other fields include 'Logo', 'Organization name', 'Homepage URL', 'Phone information', and 'Address'.

## Enter your organization's name

This will likely be the full name of your organization plus the country, if required.



**UN VOLUNTEERS**

### Edit host entity profile

**Basic information**

HOST ENTITY PENDING  En ▾

Organization type \*  
NGO or other civil society organization ▾

Logo

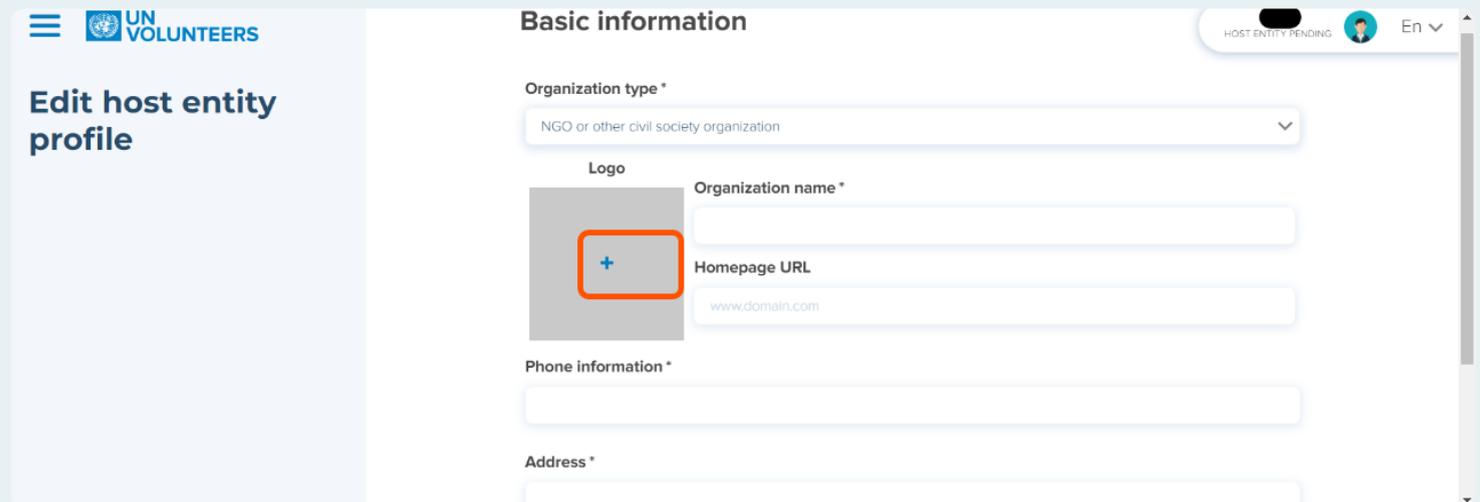
Organization name \*

Homepage URL  
www.domain.com

Phone information \*

Address \*

## Upload your organization's logo



**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 \*

## Enter your phone information

This would be generic phone information for your office.

Logo

Organization name \*

Homepage URL

Phone information \*

Address \*

Postal code  City \*  Country/territory \*

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

## Enter your office address

Logo

Homepage URL

Phone information \*

Address \*

Postal code  City \*  Country/territory \*

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

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

## Enter the city

Enter the city your office is located at.

[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](#)

## Choose the country/territory

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

Homepage URL  
www.domain.com

Phone information \*

Address \*

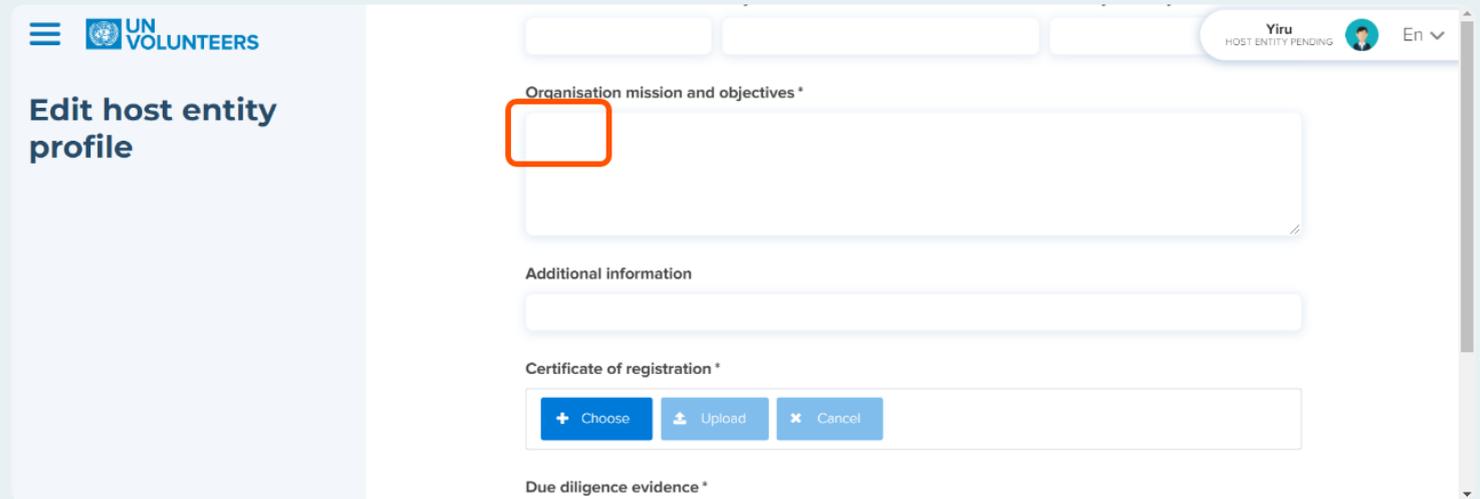
Postal code **City** **Country/territory**

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

## Add mission and objectives

These should be corporate level objectives as well as anything specific for the country or department associated with this account.

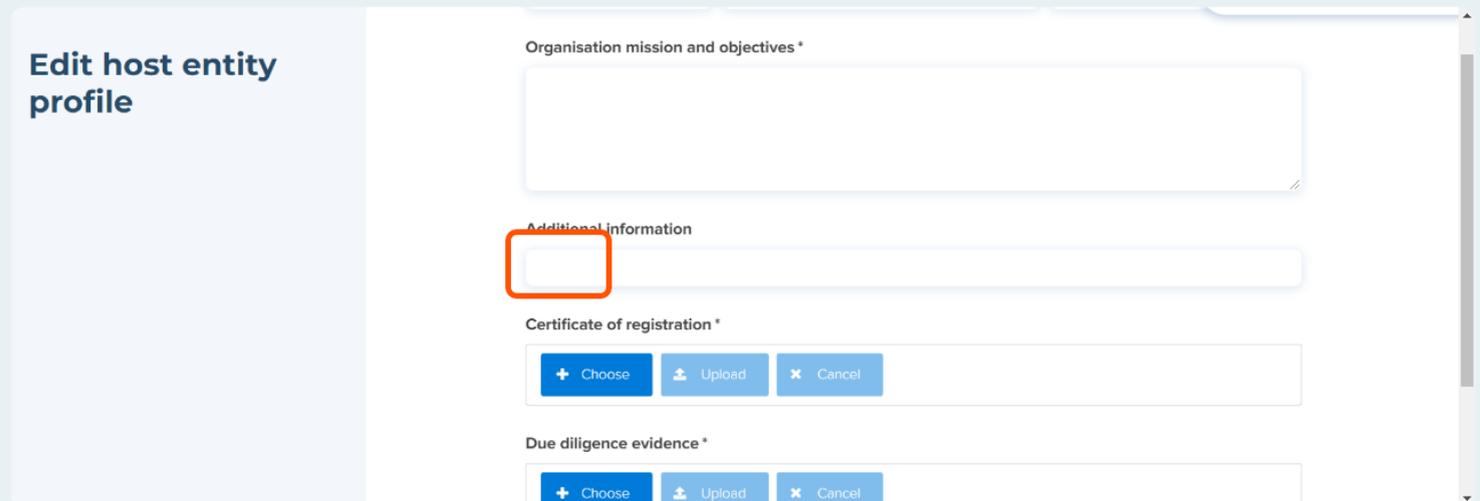
It will appear on any descriptions of assignment you create.



The screenshot shows the 'Edit host entity profile' page in the UN Volunteers system. The page has a light blue header with the UN Volunteers logo and a user profile for 'Yiru' with the status 'HOST ENTITY PENDING'. The main content area is divided into several sections: 'Organisation mission and objectives \*', 'Additional information', 'Certificate of registration \*', and 'Due diligence evidence \*'. The 'Organisation mission and objectives \*' field is a large text area that is currently empty and highlighted with a red rectangular box. Below it is the 'Additional information' field, also empty. The 'Certificate of registration \*' section contains three buttons: '+ Choose', 'Upload', and 'Cancel'. The 'Due diligence evidence \*' section also contains three buttons: '+ Choose', 'Upload', and 'Cancel'. The left sidebar contains the text 'Edit host entity profile'.

## Additional information

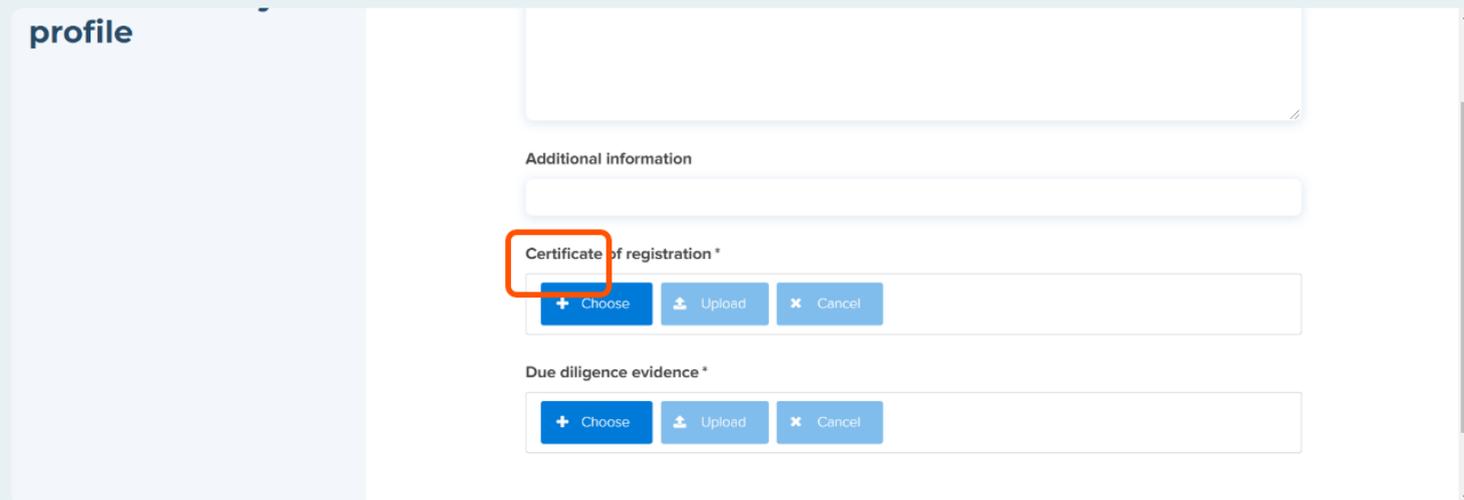
Enter anything additional that UNV should know about your organisation account.



The screenshot shows the 'Edit host entity profile' page in the UN Volunteers system, similar to the previous one. The 'Additional information' field is now highlighted with a red rectangular box. The other sections, including 'Organisation mission and objectives \*', 'Certificate of registration \*', and 'Due diligence evidence \*', remain the same as in the previous screenshot. The left sidebar still contains the text 'Edit host entity profile'.

## Provide your certificate of registration

Here you provide your proof of existence by uploading a **certificate of registration** with the appropriate government authorities.

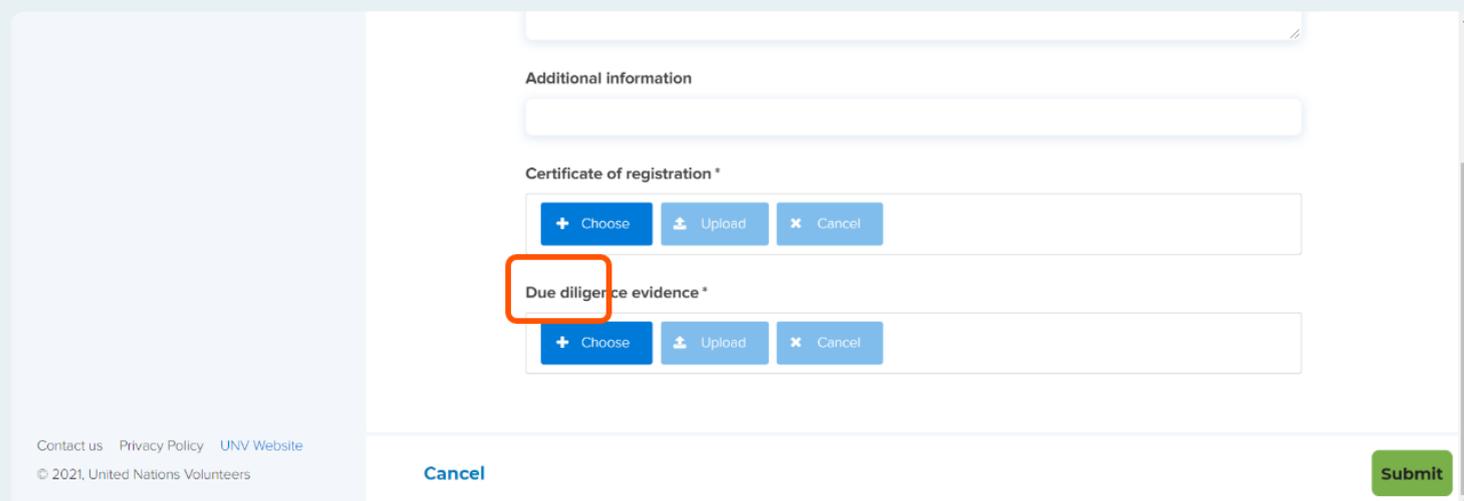


The screenshot shows a web form with a sidebar on the left containing the word "profile". The main form area includes several input fields: a large empty text box at the top, a field labeled "Additional information", and two fields for file uploads. The first upload field is labeled "Certificate of registration \*" and has a red box around its label. Below it are three buttons: "+ Choose", "Upload", and "Cancel". The second upload field is labeled "Due diligence evidence \*" and also has three buttons: "+ Choose", "Upload", and "Cancel".

## Provide your due diligence clearance

Here you prove that you have due diligence clearance, either through **accreditation with the Economic and Social Council (ECOSOC)**; or by working with **UN Country Teams as an implementing partner** or an agreement and provide evidence that a UN Entity has undertaken due diligence.

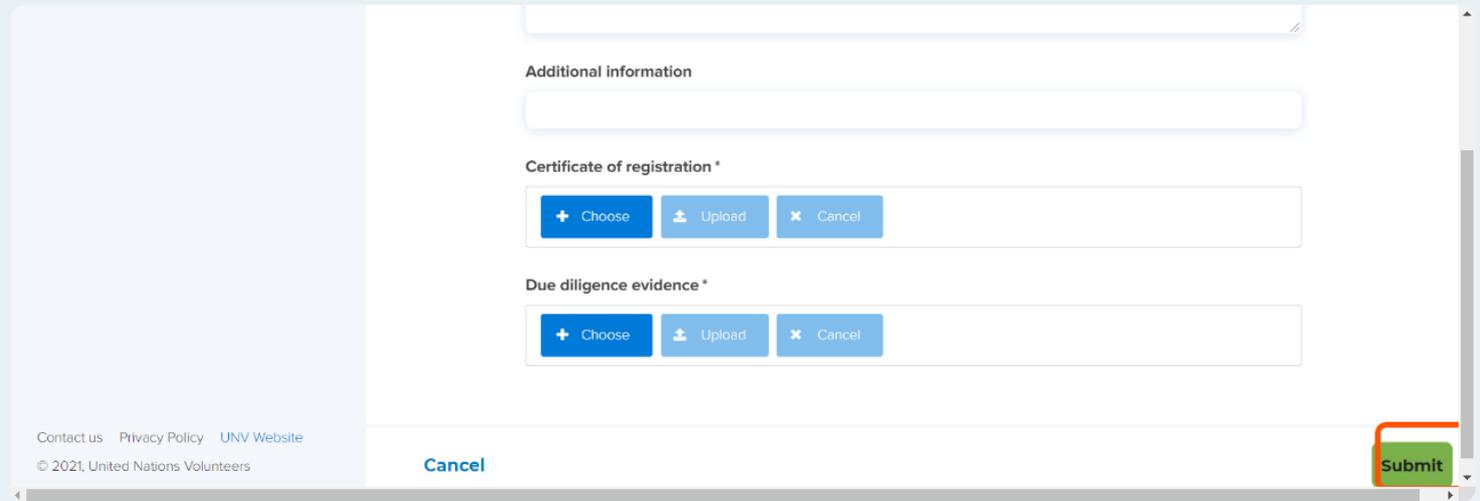
For more information, please follow the link to our [eligibility criteria for civil society organizations](#).



This screenshot shows the same registration form as above, but with a different focus. The "Certificate of registration" field is now empty. The "Due diligence evidence \*" field is highlighted with a red box. Below it are three buttons: "+ Choose", "Upload", and "Cancel". At the bottom of the form, there is a "Cancel" button on the left and a green "Submit" button on the right. The footer contains the text: "Contact us Privacy Policy UNV Website © 2021, United Nations Volunteers".

## Click 'Submit'

When all information is provided and you have uploaded all necessary documentation, submit your registration request.

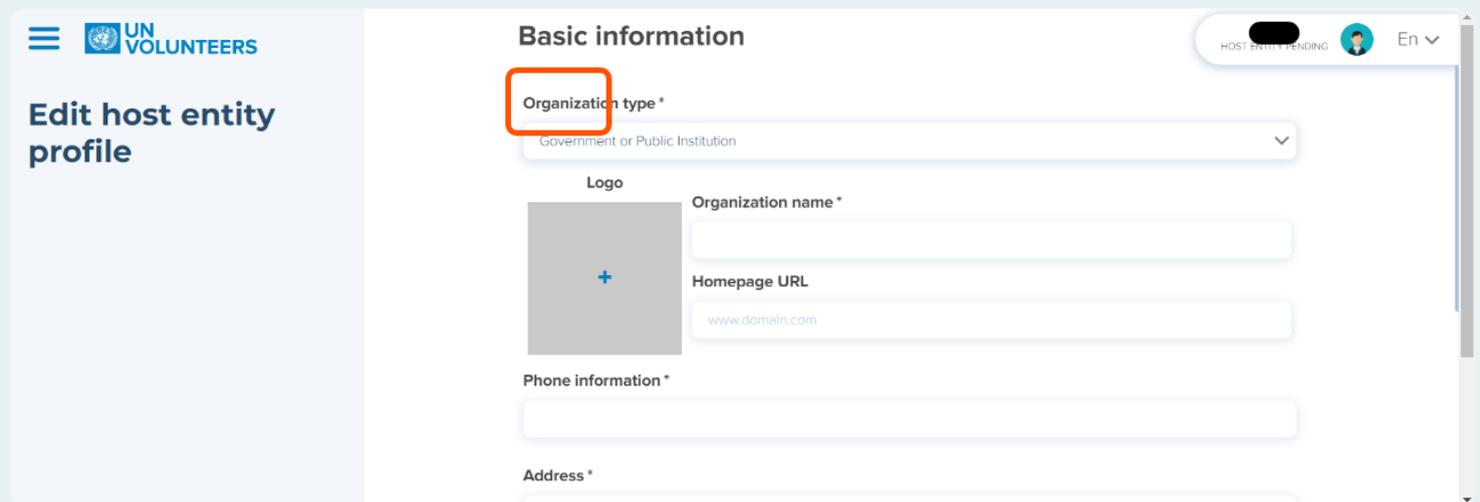


A screenshot of a registration form. The form includes a text input field at the top, followed by a section titled "Additional information" with another text input field. Below that is a section titled "Certificate of registration \*" with three buttons: "+ Choose", "Upload", and "Cancel". The next section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

## Steps for Government or Public Institutions

Please follow the following steps for the 'Editing your host entity profile' if your organization is a Government or Public Institution.

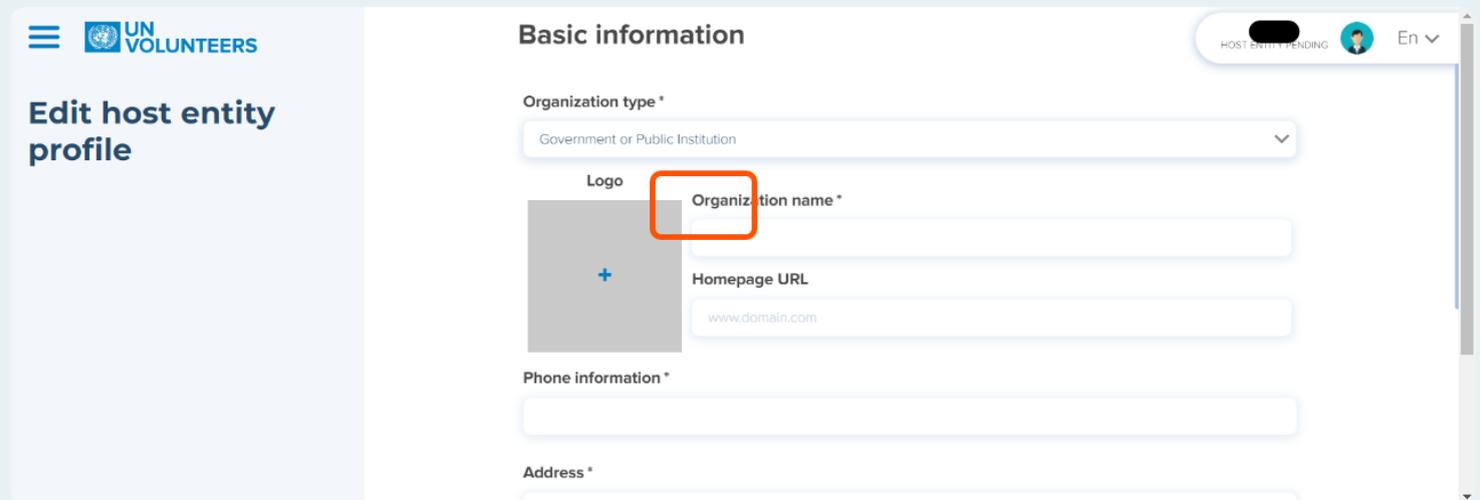
## Choose 'Government or Public Institution'



A screenshot of the "Edit host entity profile" form. The form is titled "Basic information" and includes a "HOST ENTITY PENDING" status indicator and a user profile icon. The "Organization type \*" dropdown menu is highlighted with a red box and currently shows "Government or Public Institution". Below this are fields for "Logo" (with a plus icon), "Organization name \*", "Homepage URL" (with a placeholder "www.domain.com"), "Phone information \*", and "Address \*".

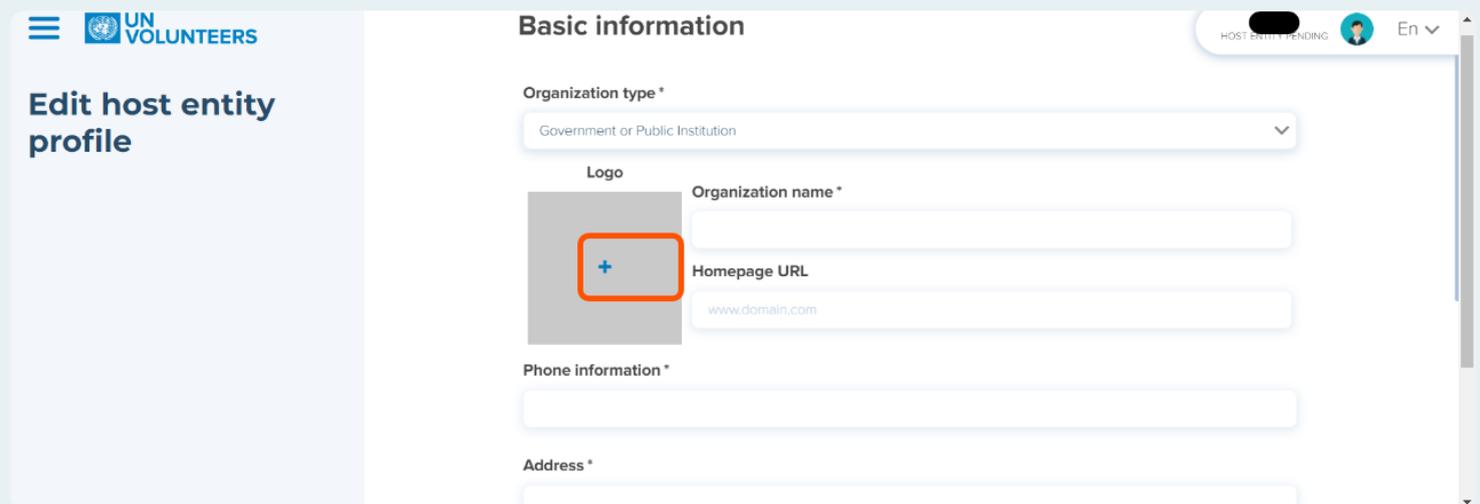
## Enter your organization's or department's name

This will likely be the full name of your organization or department, plus the region or city, if required.



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 includes a dropdown menu for 'Organization type' (set to 'Government or Public Institution'). Below this is a 'Logo' section with a placeholder image and a plus sign. To the right of the logo is the 'Organization name' field, which is highlighted with a red box. Other fields include 'Homepage URL' (with a placeholder 'www.domain.com'), 'Phone information', and 'Address'.

## Enter your organization's or department's logo



The screenshot shows the same 'Edit host entity profile' page. In this view, the 'Logo' section is highlighted with a red box, showing a gray placeholder with a blue plus sign. The 'Organization name' field is now empty. The rest of the form, including the 'Organization type' dropdown, 'Homepage URL' field, and 'Phone information' and 'Address' fields, remains the same.

## Enter your phone information

This would be generic phone information for your office.

The screenshot shows a form with the following fields:

- Logo**: A grey square with a blue plus sign.
- Organization name \***: A text input field.
- Homepage URL**: A text input field with the placeholder text "www.domain.com".
- Phone information \***: A text input field, highlighted with a red rectangular box.
- Address \***: A text input field.
- Postal code**: A text input field.
- City \***: A text input field.
- Country/territory \***: A dropdown menu with a downward arrow.

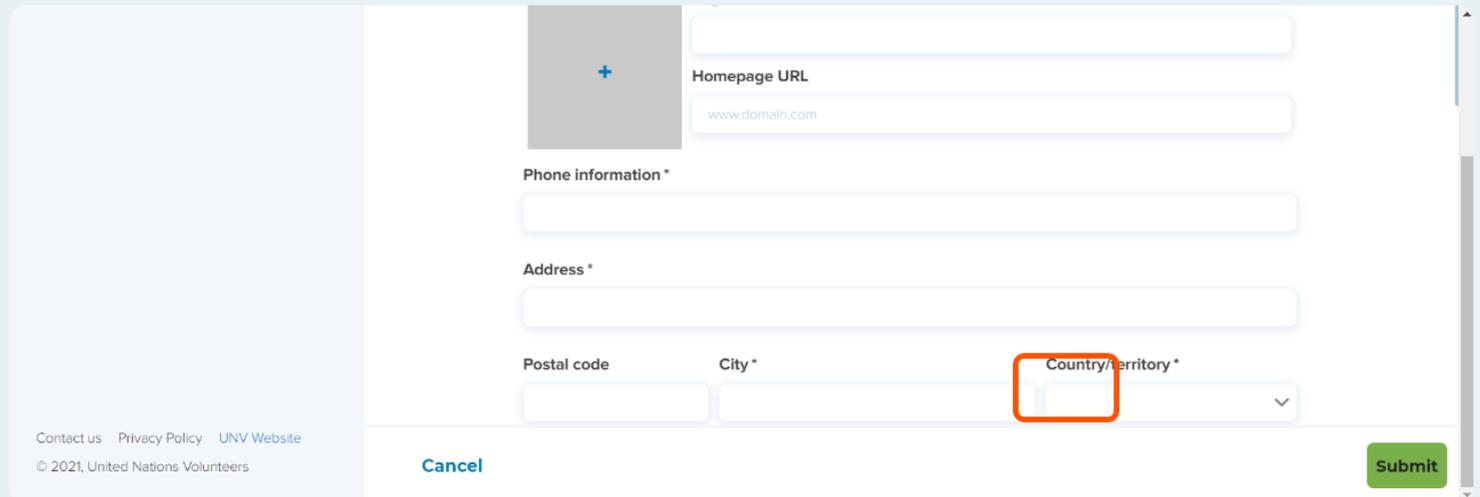
At the bottom left, there are links for "Contact us", "Privacy Policy", and "UNV Website". At the bottom right, there is a green "Submit" button.

## Enter the city

Enter the city your office is located at.

The screenshot shows the same form as above, but with the "City \*" field highlighted by a red rectangular box. The "Phone information" field is now empty. At the bottom left, there are links for "Contact us", "Privacy Policy", and "UNV Website", along with the text "© 2021, United Nations Volunteers". At the bottom center, there is a blue "Cancel" button, and at the bottom right, there is a green "Submit" button.

## Choose the country/territory

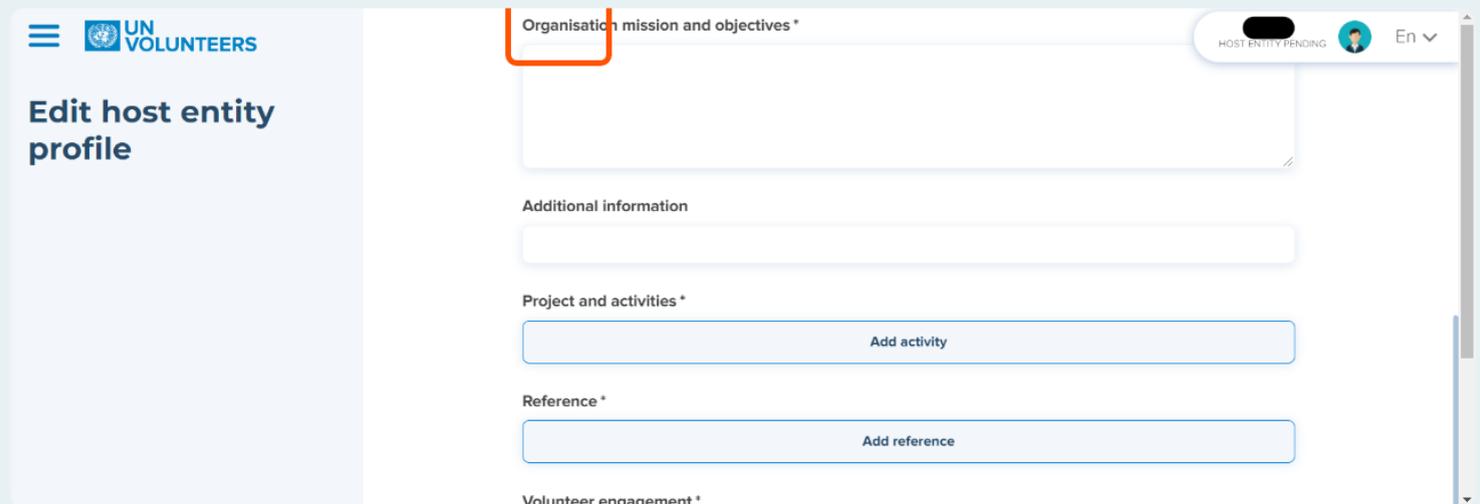


A screenshot of a registration form. The form includes fields for 'Homepage URL' (with a placeholder 'www.domain.com'), 'Phone information \*', 'Address \*', 'Postal code', 'City \*', and 'Country/territory \*'. The 'Country/territory \*' field is highlighted with a red box. At the bottom left, there are links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

## Add mission and objectives

These should be corporate level objectives as well as anything specific for the country or department associated with this account.

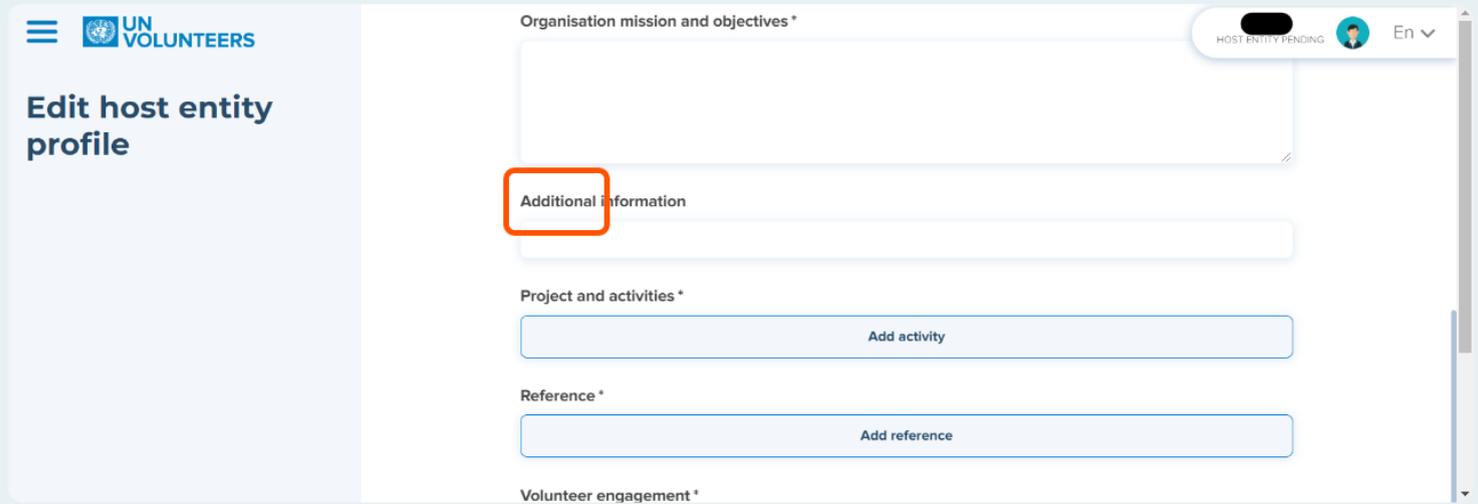
It will appear on any descriptions of assignment you create.



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 has several sections: 'Organisation mission and objectives \*' (highlighted with a red box), 'Additional information', 'Project and activities \*' (with an 'Add activity' button), 'Reference \*' (with an 'Add reference' button), and 'Volunteer engagement \*'. The top right corner shows a user profile icon and the text 'HOST ENTITY PENDING' and 'En v'.

## Additional Information

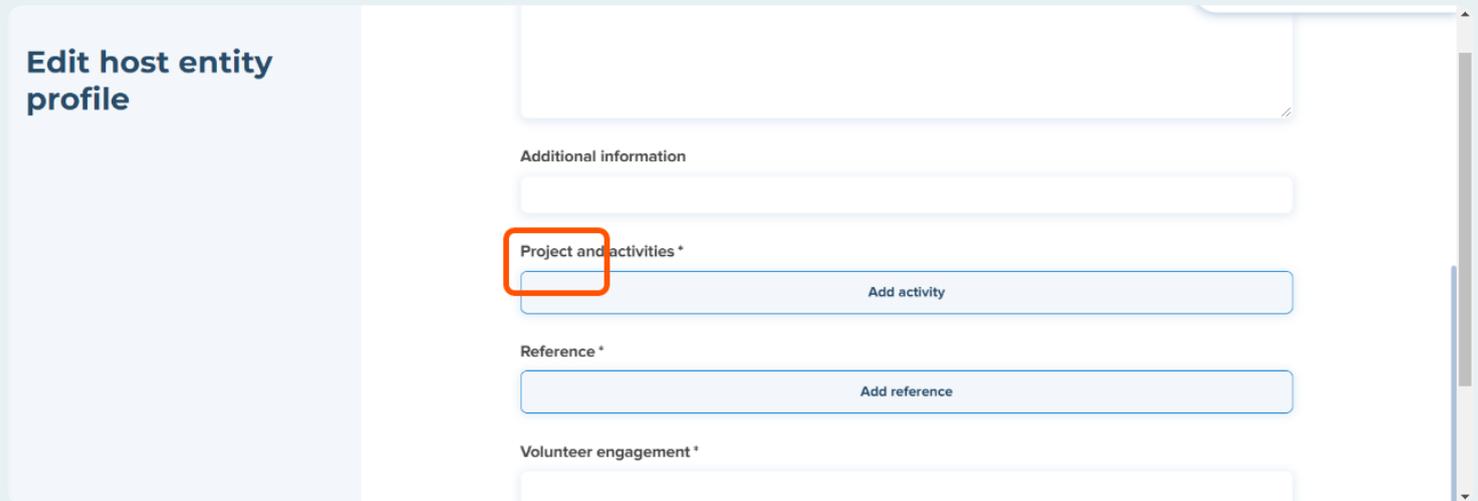
Enter anything additional that UNV should know about your organisation account.



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 contains several sections: 'Organisation mission and objectives \*', 'Additional information', 'Project and activities \*', 'Reference \*', and 'Volunteer engagement \*'. The 'Additional information' field is highlighted with a red box. The 'Project and activities \*' section has an 'Add activity' button, and the 'Reference \*' section has an 'Add reference' button. In the top right corner, there is a status indicator 'HOST ENTITY PENDING' and a user profile icon with the text 'En' and a dropdown arrow.

## Add two projects and activities

Please provide detailed information of at least two projects or activities your office undertook recently or is currently undertaking with relevance for sustainable human development.



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 contains several sections: 'Additional information', 'Project and activities \*', 'Reference \*', and 'Volunteer engagement \*'. The 'Project and activities \*' section is highlighted with a red box. The 'Reference \*' section has an 'Add reference' button. The 'Volunteer engagement \*' section is partially visible at the bottom.

## Add two references

Please provide two references **outside your organization** UNV can contact in case more information on your organization is required.

A screenshot of a web form with a light blue background. The form is titled "Add two references" and contains several sections: "Additional information" with a text input field; "Project and activities \*" with a button labeled "Add activity"; "Reference \*" with a text input field highlighted by a red rectangular box and a button labeled "Add reference"; and "Volunteer engagement \*" with 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.

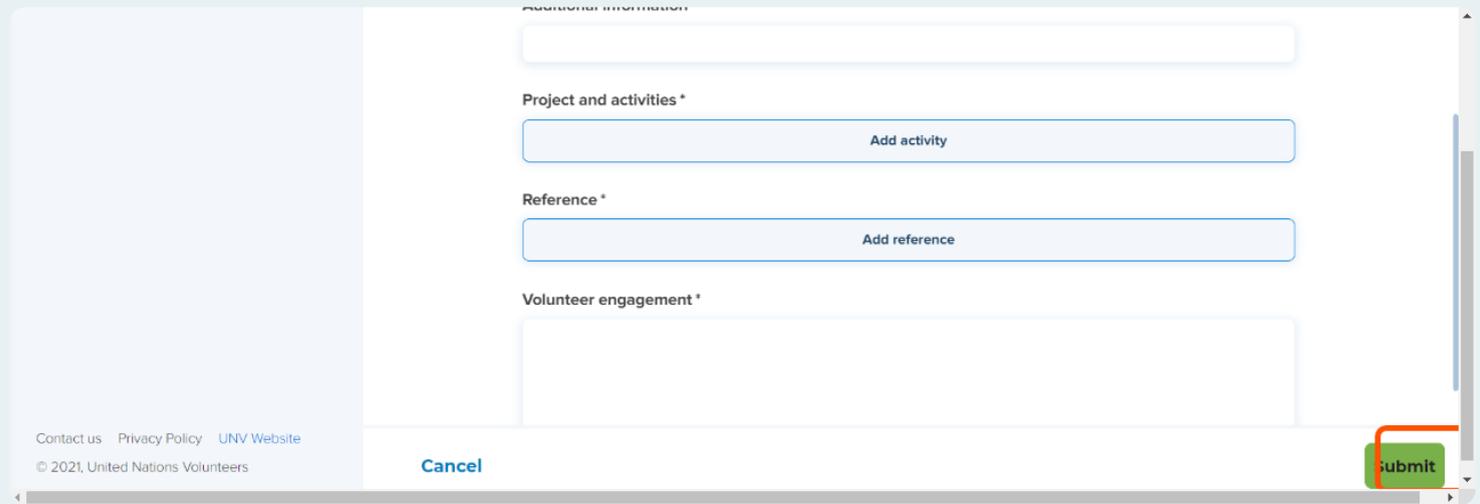
## Add volunteer engagement

Please provide in detail how you plan to involve Online Volunteers in your organization's activities.

A screenshot of a web form with a light blue background. The form is titled "Add volunteer engagement" and contains several sections: "Additional information" with a text input field; "Project and activities \*" with a button labeled "Add activity"; "Reference \*" with a button labeled "Add reference"; and "Volunteer engagement \*" with a text input field highlighted by a red rectangular box. At the bottom left, there are links for "Contact us", "Privacy Policy", and "UNV Website", and the text "© 2021, United Nations Volunteers". At the bottom center, there is a blue "Cancel" button, and at the bottom right, there is a green "Submit" button.

## Click 'Submit'

When all information is provided, submit your registration request.



Personal information\*

Project and activities\*

Reference\*

Volunteer engagement\*

Contact us Privacy Policy UNV Website  
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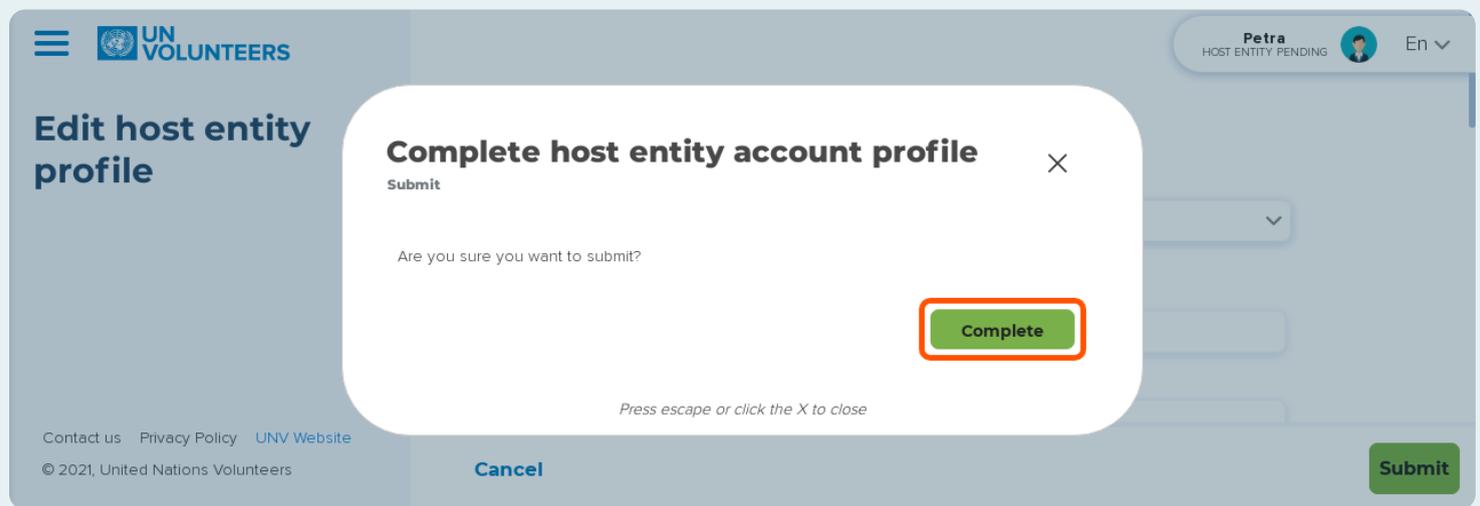
Cancel

Submit

Detailed description: This is a screenshot of a registration form. It features several sections: 'Personal information\*' with a text input field, 'Project and activities\*' with an 'Add activity' button, 'Reference\*' with an 'Add reference' button, and 'Volunteer engagement\*' with a text area. 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 blue 'Cancel' button is located at the bottom center. A green 'Submit' button is highlighted with a red rectangle at the bottom right.

## Click 'Complete'

This confirms your profile's update and sends it to UNV for review.



UN VOLUNTEERS

Petra  
HOST ENTITY PENDING

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  
© 2021, United Nations Volunteers

Cancel

Submit

Detailed description: This is a screenshot of a confirmation dialog box. The dialog box is titled 'Complete host entity account profile' and has a close button (X) in the top right corner. Below the title, it says 'Submit' and asks 'Are you sure you want to submit?'. A green 'Complete' button is highlighted with a red rectangle. At the bottom of the dialog box, it says 'Press escape or click the X to close'. The background shows a dark grey sidebar with the UN VOLUNTEERS logo and the text 'Edit host entity profile'. The top right of the background shows a user profile for 'Petra' with the status 'HOST ENTITY PENDING'. A blue 'Cancel' button is at the bottom left, and a green 'Submit' button is at the bottom right.

## **You've now submitted your new host entity account request**

You will land here on your profile page where you can view and edit your personal and host entity information.

UNV will review your request and, if approved, you will have full access to UVP.