

# Media accreditation for Journalists Request and Manage your Media Accreditations

✉ [support.accreditation@un.org](mailto:support.accreditation@un.org)

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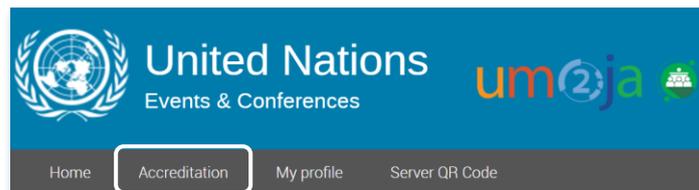
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# REQUEST A TEMPORARY ACCREDITATION/PASS

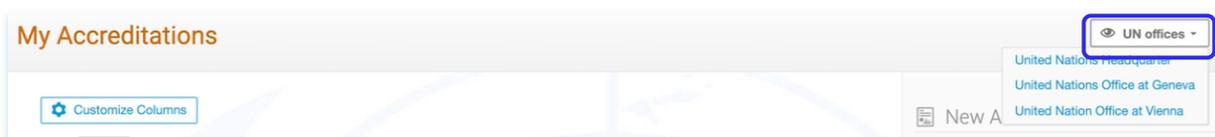
## 1. TEMPORARY ACCREDITATION

First log in to Indico.UN. before being able to complete the accreditation form.

- From the [home page](#), click on the **Accreditation** link, in the top black banner.



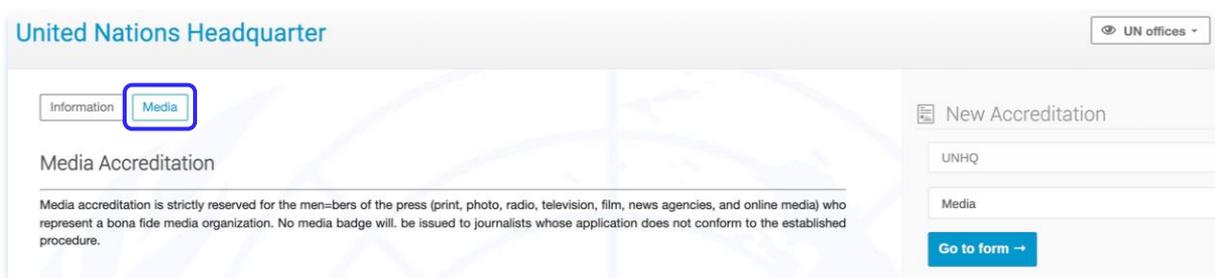
- Click on the **UN offices** to select the **Duty Station**, where your assignment is going to take place.



- By default, the duty station information is displayed, under the information tab.



- Click on **Media** tab to access the Media accreditation.



- On the right-hand side, under New Accreditation section, the representation type as **Media** will be automatically selected.

United Nations Headquarter UN offices ▾

Information **Media**

### Media Accreditation

Media accreditation is strictly reserved for the members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a bona fide media organization. No media badge will be issued to journalists whose application does not conform to the established procedure.

New Accreditation

UNHQ

**Media**

**Go to form →**

- Click on **Go to form** to proceed filling the accreditation form.

United Nations Headquarter UN offices ▾

Information **Media**

### Media Accreditation

Media accreditation is strictly reserved for the members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a bona fide media organization. No media badge will be issued to journalists whose application does not conform to the established procedure.

New Accreditation

UNHQ

Media

**Go to form →**

- Fill up the form under all the sections. Under **Pass Details** section, select Temporary pass option.
- Enter the title of the assignment in the **Assignments<sup>1</sup>** field. If you are interested in more than one assignment, click on the **+Add** button and then Save

#### Pass Details

Pass/Badge \* **Temporary** Long-Term

*temporary: visiting journalists covering a specific events or assignments.*  
*Long-term: Journalists requiring a frequent access to the United Nations and residing in the area.*

Assignments *	Assignment	Start Date	End Date	Action
	Assignment	Start Date	End Date	

**+ Add**

*You may enter multiple assignments.*  
*Do not forget to click the button to save your assignments.*

**Note:** Under **Passport details** section, if the **Passport country of issue** is non-US, make sure to have additional documents (Document authorizing work in host country, Document category and Document number, if applicable) be handy for the successful accreditation submission.

- All fields followed with an asterisk (\*) are mandatory. When the form has been completed, click **Submit**.

<sup>1</sup> You may enter multiple assignments with title and date.

- A message appears on-screen in a green status bar acknowledging that the accreditation is submitted successfully and is awaiting approval<sup>2</sup>.

✓ Accreditation Сэхар Шазад submitted successfully

Media Accreditation details
#23

Full Name - Сэхар Шазад | Representation Type - Media |  
 Badge Length - Temporary | Access Start Date - 16 Dec 2021 | Access End Date - 18 Dec 2021

**Your accreditation is awaiting approval**  
A manager will manually validate it.

Withdraw

Access dates can be adjusted by respective managers.

- Should also receive an acknowledgement message in the account set as your primary one in Indico.UN.

Dear С. ШАЗАД,

This message is to acknowledge receipt of your accreditation for the representation type **Media** under С. ШАЗАД .

Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

**Accreditation Information**

Name:	Сэхар Шазад
Representation Type:	Media
Badge Type:	Temporary
Access Start Date:	16 Dec 2021
Access End Date:	18 Dec 2021

Note: Access dates can be adjusted by respective managers.

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To manage your accreditation follow this link: [Manage my accreditation](#)

*This is an automated email. For inquiries, contact the .*

<sup>2</sup> The user (Journalist) could withdraw their accreditation at this point.

## 2. REQUEST FOR LONG-TERM MEDIA ACCREDITATION

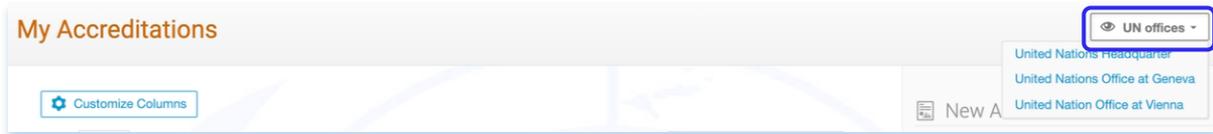
### NEW MEDIA ACCREDITATION REQUEST

 First log in to Indico.UN. before being able to complete the accreditation form.

- From the [home page](#), click on the **Accreditation** link, in the top black banner.



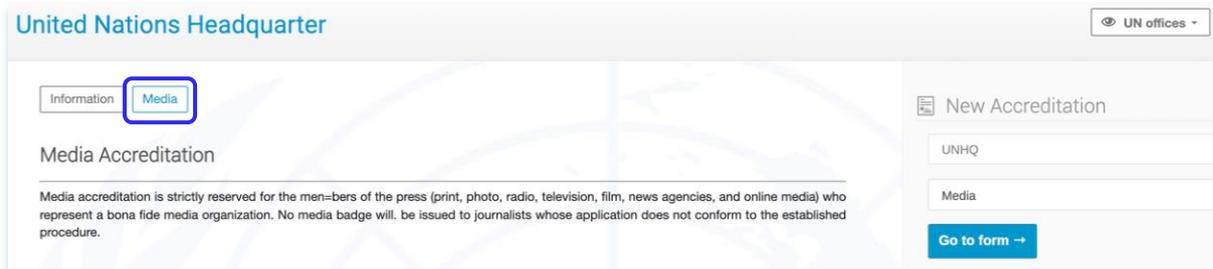
- Click on the  UN offices to select the Duty Station, where your assignment is going to take place.



- By default, the duty station information is displayed, under the information tab.



- Click on **Media** tab to access the Media accreditation.



- On the right-hand side, under New Accreditation section, the representation type as **Media** will be automatically selected.

United Nations Headquarter UN offices

Information **Media**

Media Accreditation

Media accreditation is strictly reserved for the members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a bona fide media organization. No media badge will be issued to journalists whose application does not conform to the established procedure.

New Accreditation

UNHQ

**Media**

**Go to form** →

- Click on **Go to form** to proceed filling the accreditation form.

United Nations Headquarter UN offices

Information **Media**

Media Accreditation

Media accreditation is strictly reserved for the members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a bona fide media organization. No media badge will be issued to journalists whose application does not conform to the established procedure.

New Accreditation

UNHQ

Media

**Go to form** →

- Under **Pass Details**, Select Long-term. Fill up the form<sup>3</sup>.

Pass Details

Pass/Badge \* **Temporary** **Long-Term**

Temporary: Visiting journalists covering a specific events or assignments.  
Long-term: Journalists requiring a frequent access to the United Nations and residing in the area.

**Badge number**

Please enter the badge number from the front of the badge if you previously had one from UNDSS.

**Proof of residency \***

Driver license, utility bills, etc

**Note:** Please provide the Badge number if you had a badge in possession in the past.

- All fields followed with an asterisk (\*) are mandatory. Complete the form then click on **Submit**.
- A message appears on-screen in a green status bar acknowledging that the accreditation is submitted successfully and is awaiting approval<sup>4</sup>.

<sup>3</sup> Note that there will be no Assignments section for Long-term accreditation requests under Pass details.

<sup>4</sup> The requestor (Journalist) can still withdraw his or her accreditation request at this point of the process.

✓ Accreditation Сэхар Шазад submitted successfully

**Media Accreditation details**

Full Name - Сэхар Шазад | Representation Type - Media |  
 Badge Length - Long-Term | Access Start Date - 14 Dec 2021 | Access End Date - 13 Apr 2022

#24

**Your accreditation is awaiting approval**  
 A manager will manually validate it.

Withdraw

Access dates can be adjusted by respective managers.

- The requestor (Journalist) will receive an acknowledgement email from the Indico.UN system.

Dear С. ШАЗАД,

This message is to acknowledge receipt of your accreditation for the representation type **Media** under **С. ШАЗАД**.

Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

**Accreditation Information**

Name:	Сэхар Шазад
Representation Type:	Media
Badge Type:	Long-Term
Access Start Date:	14 Dec 2021
Access End Date:	13 Apr 2022

Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: [Manage my accreditation](#)

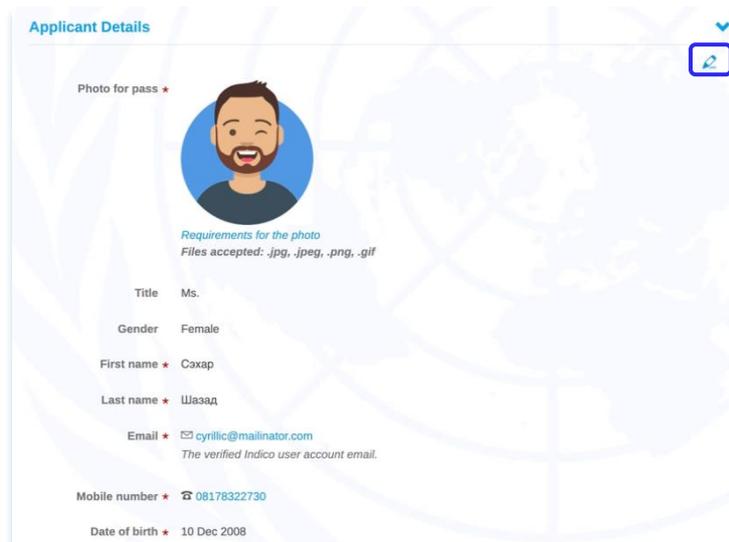
*This is an automated email. For inquiries, contact the .*

- The requestor (Journalist) will receive an approval/rejection email from the Indico.UN system once the manager will take a decision on the accreditation request.

**Note:** For new accreditation request, the access dates are set as, by default, submission date + 4 months. The default dates will change once the manager approves the request to approval date + 4 months. However, the manager can modify the dates to a certain duration, if needed.

### 3. MODIFY YOUR ACCREDITATION REQUESTS

- Click on the **Accreditation** menu, in the top black bar, to see the entire list of your accreditations, under **My Accreditations**.
- Click on the request you would like to modify, under **Requested to** column.
  
- A summary of your accreditation opens. Click on the pencil icon  to modify any section or field.



**Applicant Details**

Photo for pass \*

Requirements for the photo  
Files accepted: .jpg, .jpeg, .png, .gif

Title Ms.

Gender Female

First name \* Coxap

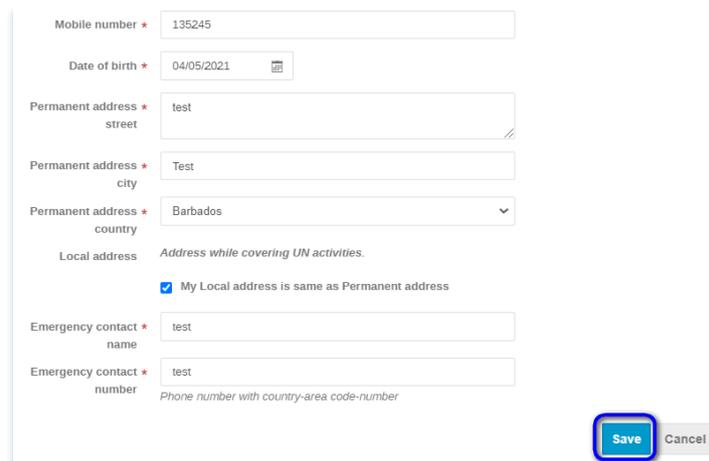
Last name \* Шаяа

Email \* [cyrilic@mailinator.com](mailto:cyrilic@mailinator.com)  
The verified Indico user account email.

Mobile number \* 08178322730

Date of birth \* 10 Dec 2008

- When finished, click **Save**.



Mobile number \* 135245

Date of birth \* 04/05/2021

Permanent address \* test  
street

Permanent address \* Test  
city

Permanent address \* Barbados  
country

Local address *Address while covering UN activities.*

My Local address is same as Permanent address

Emergency contact \* test  
name

Emergency contact \* test  
number  
Phone number with country-area code-number

**Save** Cancel

---END---

- A message appears on-screen in a green status bar confirming that the information was successfully updated.

✓ Successfully updated section "Applicant Details"

- The requestor will receive an email from the Indico.UN system to confirm the information update.

Dear С. ШАЗАД,  
Your accreditation has been modified.  
Modified Section: Applicant Details  
Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

**Accreditation Information**

Name:	Сэхар Шлааан
Representation Type:	Media
Badge Type:	Long-Term
Access Start Date:	14 Apr 2022
Access End Date:	14 Apr 2023

Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: [Manage my accreditation](#)

---END---

#### 4. CHECK THE STATUS OF YOUR ACCREDITATION REQUEST

- Log in to Indico.UN and click on the **Accreditation** link, in the top black bar.



- See the status of your accreditations under the **Status** column.

**My Accreditations**

[Customize Columns](#)

Show 15 entries Search:

Requested to	Submitted Date	Status	Representation Type	Pass/Badge	Start Date	End Date	Action
UNHQ	Today at 20:09	Renewal Requested	Media	Long-Term	14 Apr 2022	14 Apr 2023	<a href="#">Withdraw</a>
UNOG	Today at 20:05	Renewal Requested	Media	Long-Term	11 Dec 2021	11 Dec 2022	<a href="#">Withdraw</a>
UNHQ	Today at 20:00	Approved	Media	Long-Term	14 Dec 2021	13 Apr 2022	<a href="#">Withdraw</a>
UNHQ	Today at 19:36	New Requests	Media	Temporary	16 Dec 2021	18 Dec 2021	<a href="#">Withdraw</a>
UNOG	5 Aug 2021 at 14:15	Approved	Media	Long-Term	12 Aug 2021	10 Dec 2021	<a href="#">Withdraw</a>

Showing 1 to 5 of 5 entries [Previous](#) 1 [Next](#)

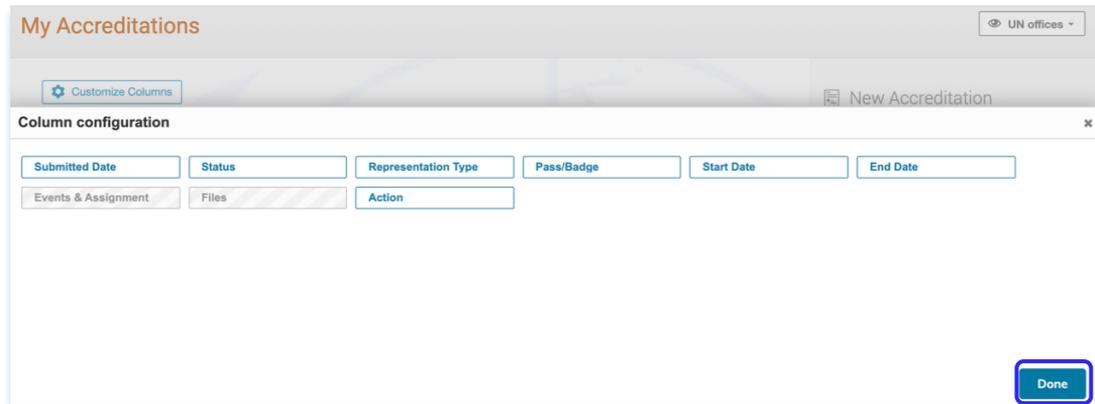
#### 5. CUSTOMIZE YOUR ACCREDITATION PAGE

- Under **My Accreditations**, you can customize the default displayed columns.
- Click on the **Customize Columns** button. Enable/Disable the columns you would like to display.



---END---

- Click on **Done**.



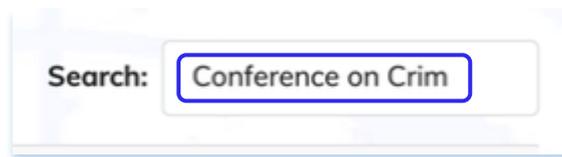
## 6. SEARCH

- Under **My Accreditations**, you can use the search box to find any accreditation request.
- Type the text in the search box and then click on enter.

Search by

- First Name
- Last Name
- Dates (format : dd/mm/yyyy)
- Status
- Events
- Displayed columns

- Click on the **x** to clear the search and then press **Enter**.



## 7. WITHDRAW YOUR ACCREDITATION

- You could withdraw your accreditation at any status except when it is in **Reject** state.
- Under **My Accreditations**, there is a **Withdraw** button under the **Action** column.

---END---

### My Accreditations

Customize Columns

Show 15 entries Search: Press enter to search

Requested to	Submitted Date	Status	Representation Type	Pass/Badge	Start Date	End Date	Events & Assignment	Action
UNHQ	Today at 20:09	Renewal Requested	Media	Long-Term	14 Apr 2022	14 Apr 2023	Conference...	Withdraw
UNOG	Today at 20:05	Renewal Requested	Media	Long-Term	11 Dec 2021	11 Dec 2022	Test Print...	Withdraw
UNHQ	Today at 20:00	Approved	Media	Long-Term	14 Dec 2021	13 Apr 2022	Conference...	Withdraw
UNHQ	Today at 19:36	New Requests	Media	Temporary	16 Dec 2021	18 Dec 2021	Conference...	Withdraw
UNOG	5 Aug 2021 at 14:15	Approved	Media	Long-Term	12 Aug 2021	10 Dec 2021	Test Print...	Withdraw

- The system will prompt you to submit a reason and then click on **Withdraw**.
- A message will be displayed after the withdrawal of the request.

✓ Accreditation Сэхэр Шазад successfully withdrawn

Customize Columns

Show 15 entries Search: Press enter to search

---END---