V.2
2021

Media accreditation for Journalists Request and Manage your Media Accreditations

✉ support.accreditation@un.org

TABLE OF CONTENTS

REQUEST A TEMPORARY ACCREDITATION/PASS **1**

1. TEMPORARY ACCREDITATION 1

2. Request for LONG-TERM MEDIA accreditation 4

NEW MEDIA ACCREDITATION REQUEST *4*

3. Modify your Accredtation requests 7

4. Check the Status of your Accreditation request 9

5. Customize your accreditation page 9

6. Search 10

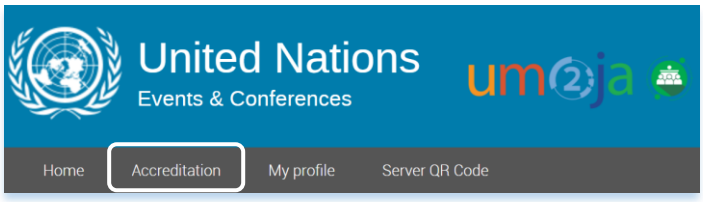
7. Withdraw your Accreditation 10

REQUEST A TEMPORARY ACCREDITATION/PASS

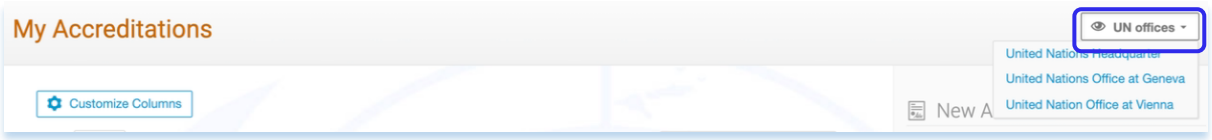
1. TEMPORARY ACCREDITATION

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

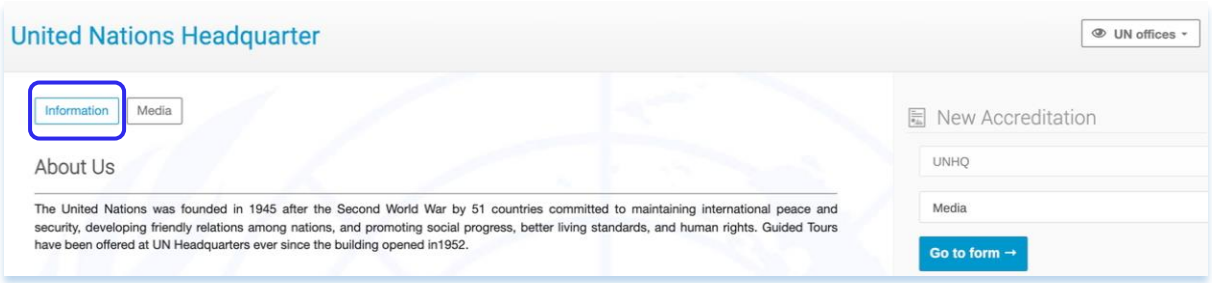
- From the home page, click on the ***Accreditation*** link, in the top black banner.



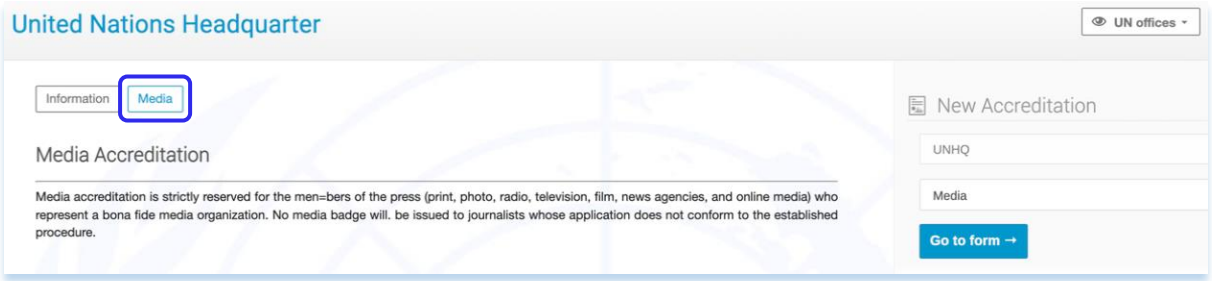
- Click on the **UN offices** to select the ***Duty Station***, where your assignment is going to take place.



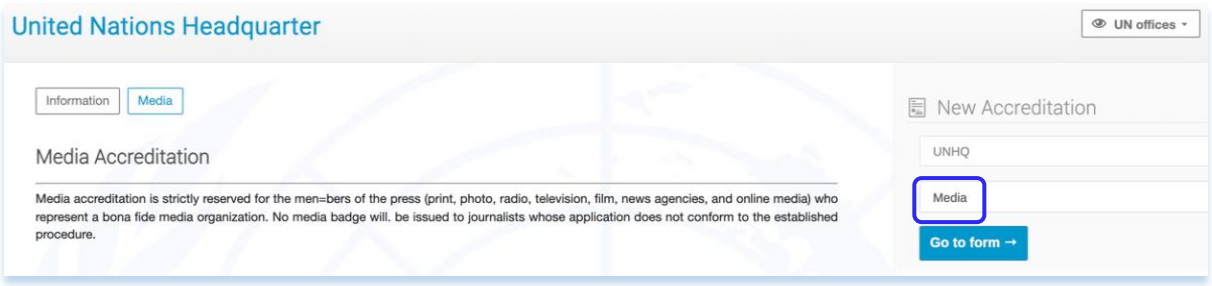
- By default, the duty station information is displayed, under the information tab.



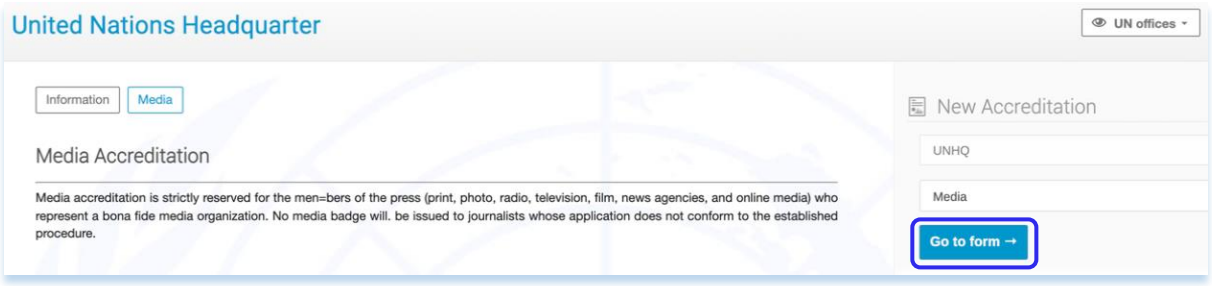
- Click on **Media** tab to access the Media accreditation.



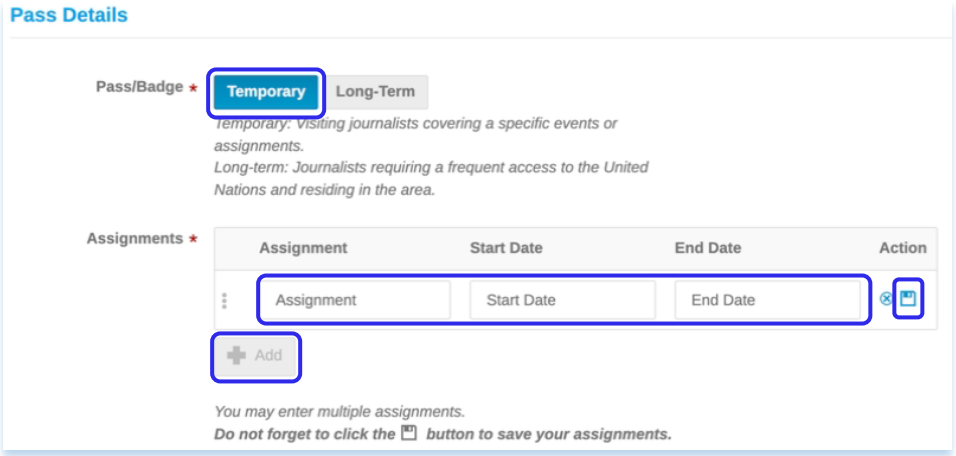
- On the right-hand side, under New Accreditation section, the representation type as **Media will be automatically selected**.



- Click on **Go to form** to proceed filling the accreditation 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**[1] field. If you are interested in more than one assignment, click on the ➕Add button and then Save 💾.

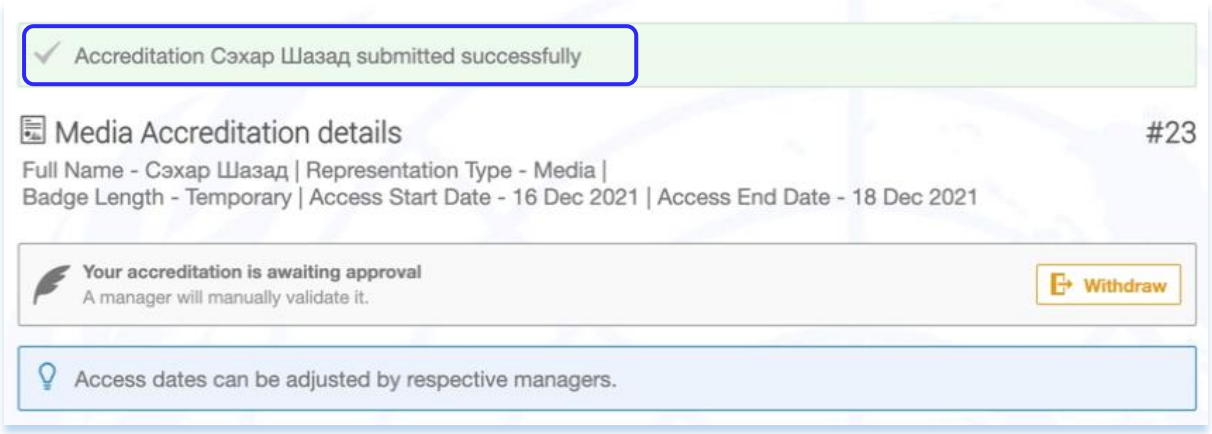


Note: Under **Passport details** section, if the **Passport country of issue** is non-US, make sure to have additional documents (Document authorizing work in host country, Document category and Document number, if applicable) be handy for the successful accreditation submission.

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

[1] 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[2].



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

Dear C. ШАЗАД,

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

To manage your accreditation follow this link: Manage my accreditation

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

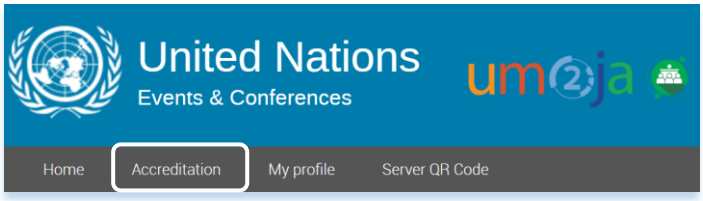
[2] The user (Journalist) could withdraw their accreditation at this point.

2. REQUEST FOR LONG-TERM MEDIA ACCREDITATION

NEW MEDIA ACCREDITATION REQUEST

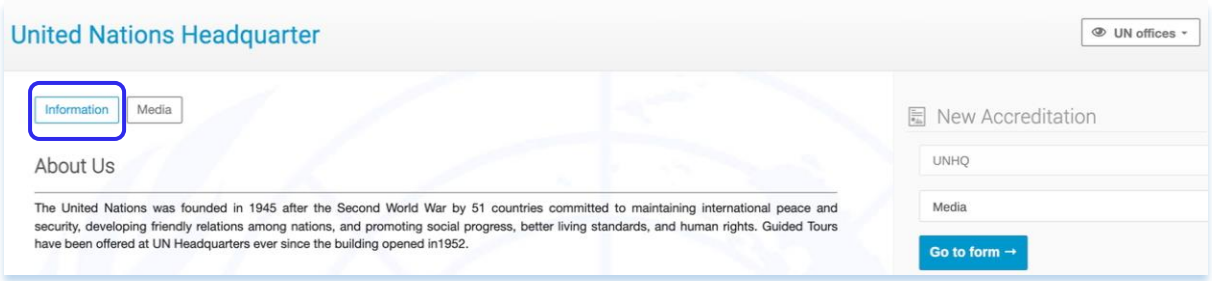
First log in to Indico.UN. before being able to complete the accreditation form.

- From the home page, click on the ***Accreditation*** link, in the top black banner.

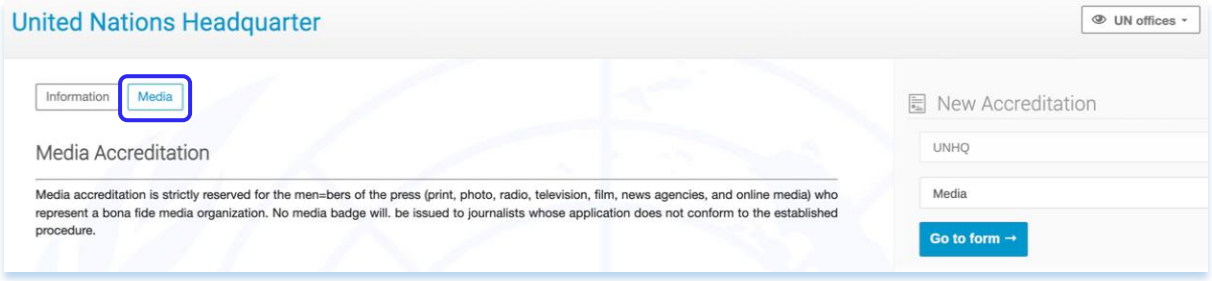


- Click on the UN offices to select the Duty Station, where your assignment is going to take place.

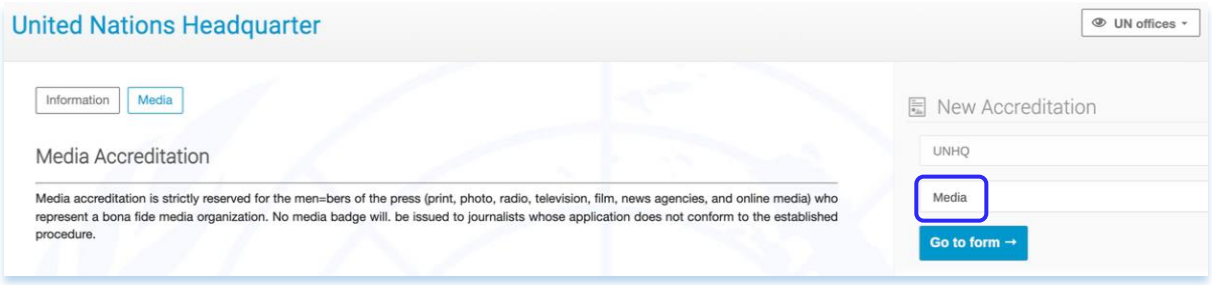
- By default, the duty station information is displayed, under the information tab.



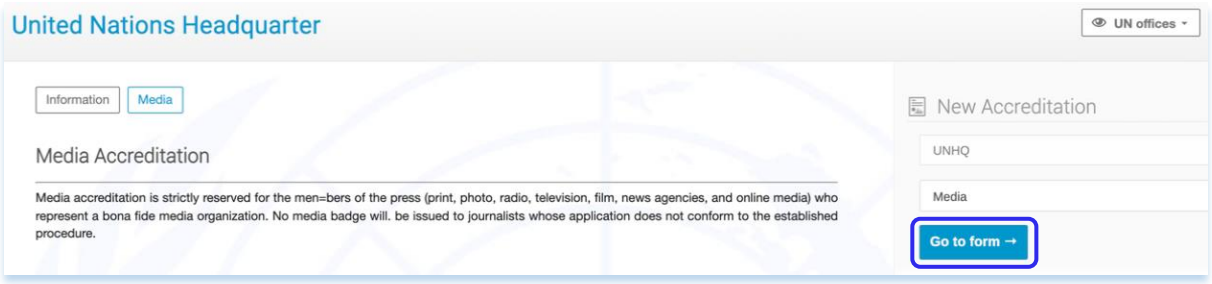
- Click on **Media** tab to access the Media accreditation.



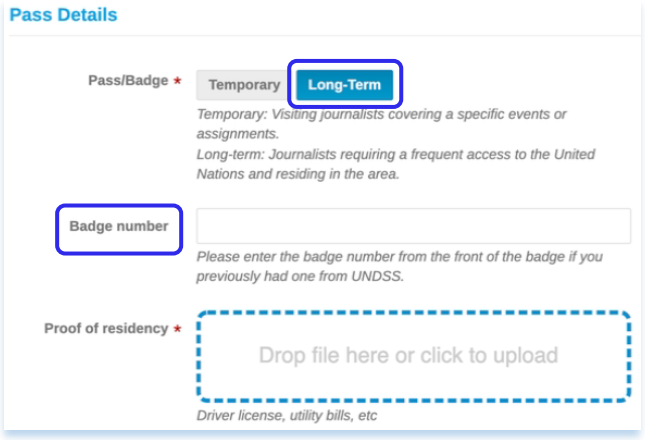
- On the right-hand side, under New Accreditation section, the representation type as **Media will be automatically selected**.



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



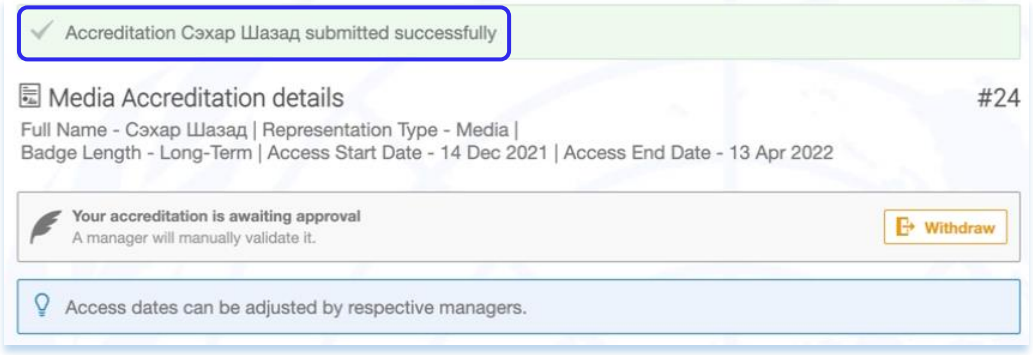
- Under **Pass Details**, Select Long-term. Fill up the form[3].



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[4].

[3] Note that there will be no Assignments section for Long-term accreditation requests under Pass details.
[4] The requestor (Journalist) can still withdraw his or her accreditation request at this point of the process.



- 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 .

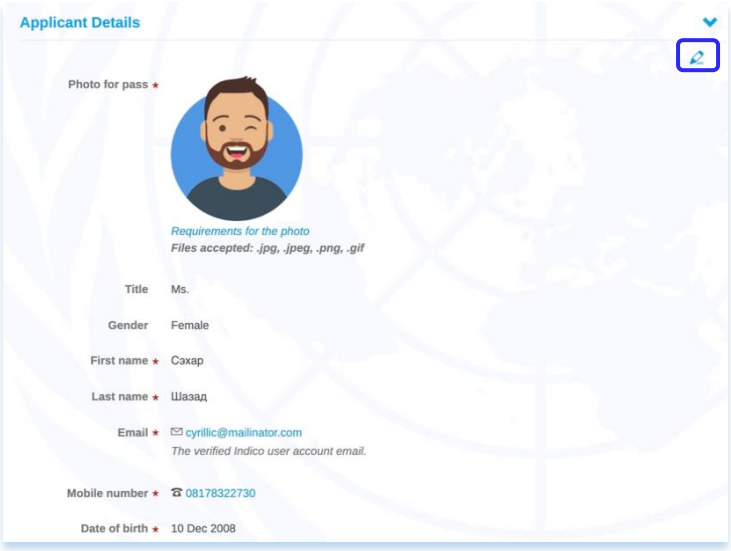
- The requestor (Journalist) will receive an approval/rejection email from the Indico.UN system once the manager will take a decision on the accreditation request.

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.

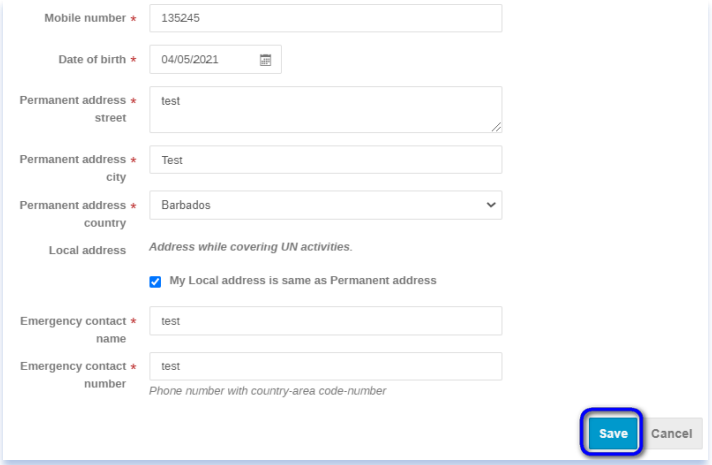
3. MODIFY YOUR ACCREDTATION REQUESTS

- 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.



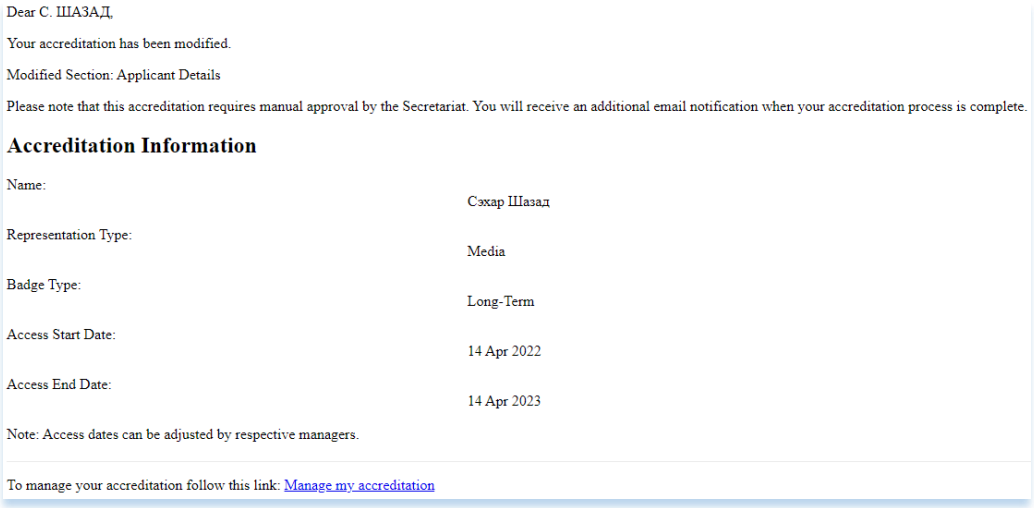
- When finished, click **Save**.



---END---

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

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



Dear C. 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 Шазад
Representation Type:	Media
Badge Type:	Long-Term
Access Start Date:	14 Apr 2022
Access End Date:	14 Apr 2023

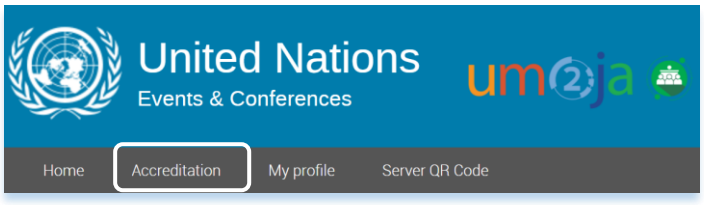
Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: Manage my accreditation

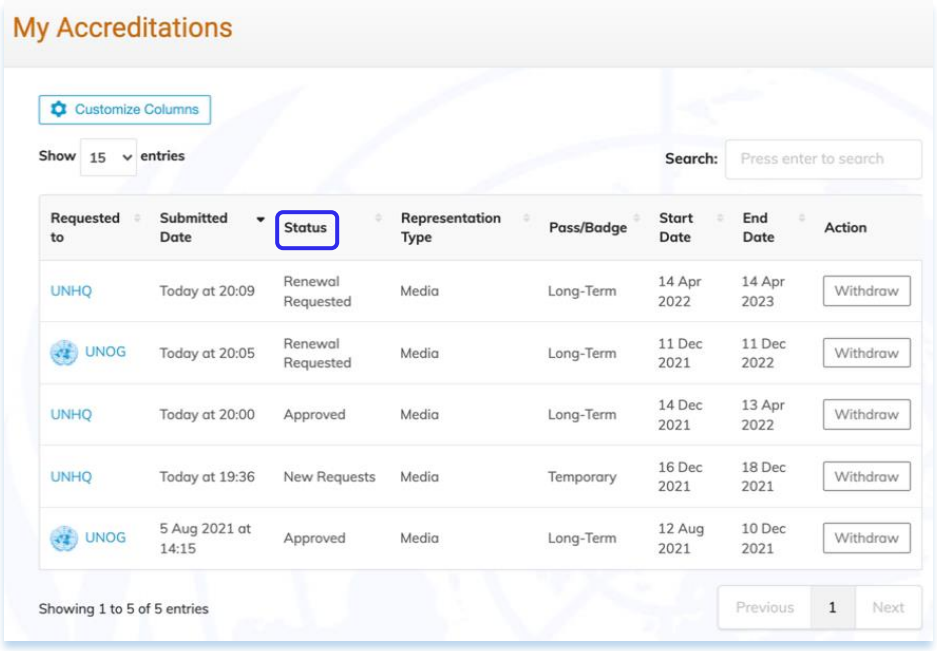
---END---

4. CHECK THE STATUS OF YOUR ACCREDITATION REQUEST

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

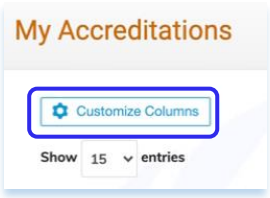


- See the status of your accreditations under the **Status** column.



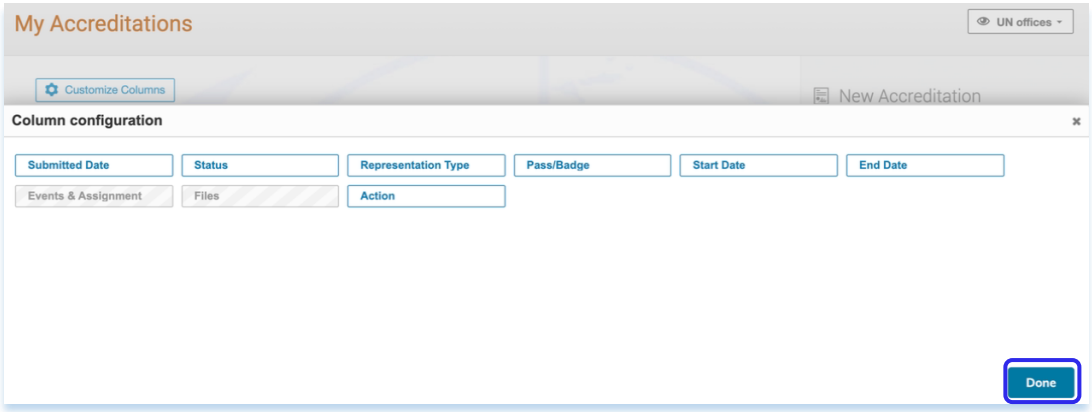
5. CUSTOMIZE YOUR ACCREDITATION PAGE

- 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**.

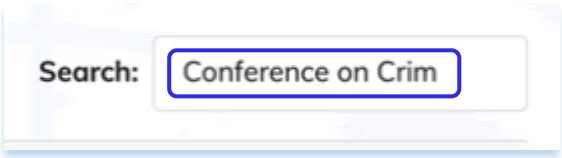


6. SEARCH

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

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

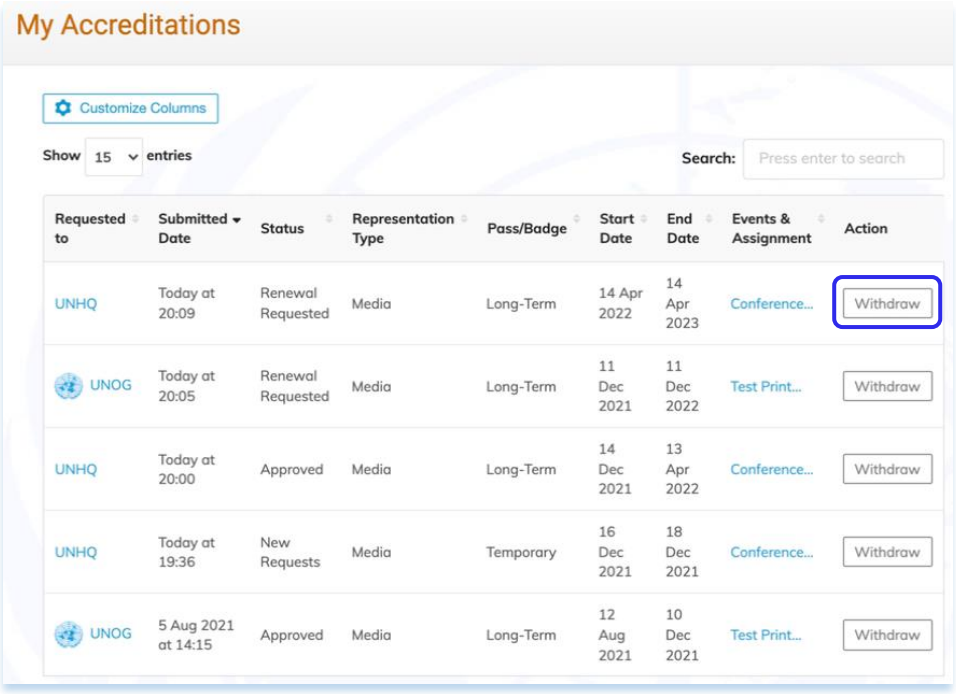
- Click on the **x** to clear the search and then press **Enter**.



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---



- 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.

---END---