

UN Women Extranet – User Registration Process

1. User Invitation – Once you receive invitation email you need to register yourself.

a) Copy site URL and open in browser.

Note: Make sure email has not gone to SPAM/JUNK box.

Invitation to join Fund for Gender Equality

Admins_SharePoint@unicc.org Add to contacts
To dzamd@hotmail.com

Dear Debora Zamd,

It is our pleasure to invite you to become a member of Fund for Gender Equality Members.

To register, please go to the UN Women Extranet at https://extranet.unwomen.org/fqe/_layouts/UNWomenFRA/INWomenRegistration.aspx?Email=ZHphbWRAaG90bWFpbC5jb20%3d

Best Regards,

UN Women

Make sure you copy site URL properly and paste / open in browser.

Reply Reply all Forward Delete Junk Sweep Mark as Move to Categories

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2. User Registration: User has to provide all mandatory information.

- a. All fields marked with asterisk (*) are mandatory.
- b. Form has to be filled in less than 20 min else your session will expire and you have to open site URL again using Step 1.

JNWomen Registration Page
Note: Please submit the filled registration form within 20 minutes to avoid session timeout.

User Details

Title:

First Name*:

Last Name*:

Personal Details

Organization*:

Section/Office:

Job Title*:

Address:

City:

Country:

Contact Details

Office Phone:

Personal Phone:

Skype Id:

Email

E-mail Id:

I have read and agree to the terms and conditions

Please read this agreement carefully. It's a contract that governs your use of any UN Women services or software, or other United Nations services or software.



(Note: If you cannot read the numbers in the above image, reload the page to generate a new one)

Enter captcha code and submit form



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Upon successful completion of form you will receive confirmation message as see below.

JNWomen Registration Page
Note: Please submit the filled registration form within 20 minutes to avoid session timeout.

User Details

Title:

First Name*:

Last Name*:

Personal Details

Organization*:

Section/Office:

Job Title*:

Address:

City:

Country:

Contact Details

Office Phone:


Personal Phone:

Skype Id:

Email

E-mail Id:

Message from webpage

 User registration is Successful. Please check your email for activation link

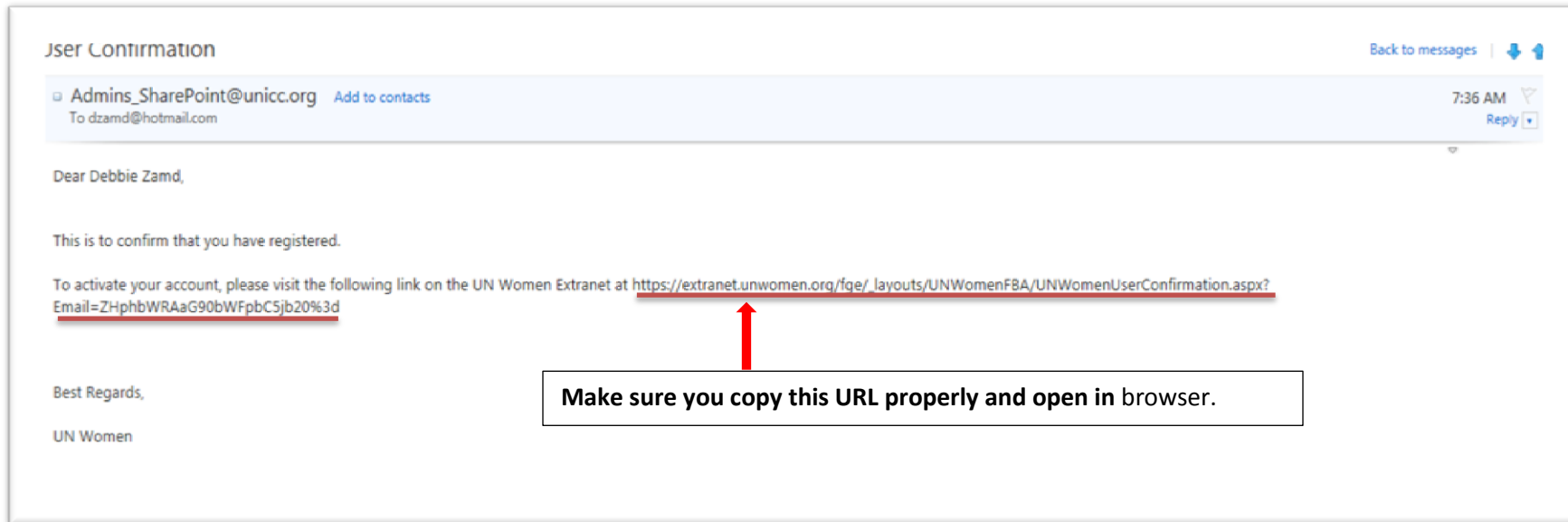
OK

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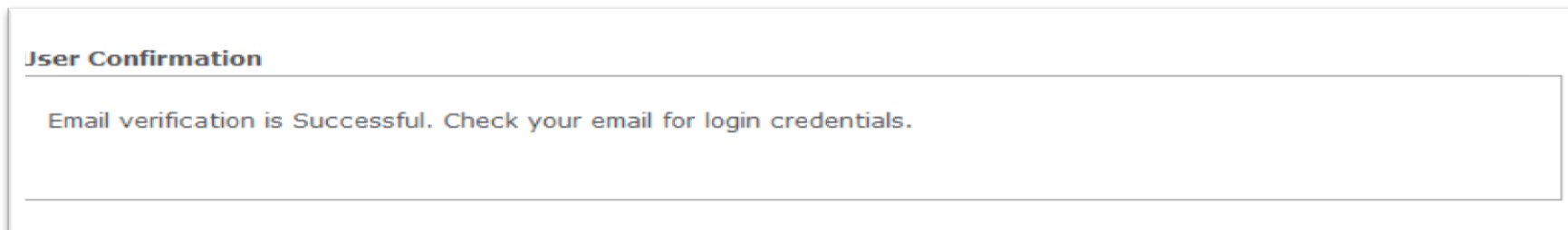
3. User Confirmation / Activation of Account.

- a. User will get an “email verification/activation” link **in Email**.
- b. User needs to verify email address by clicking “Activation link”.

Note: Make sure email has not gone to SPAM/JUNK box.



Once user verifies email and activates “user account” then user gets the following confirmation message.

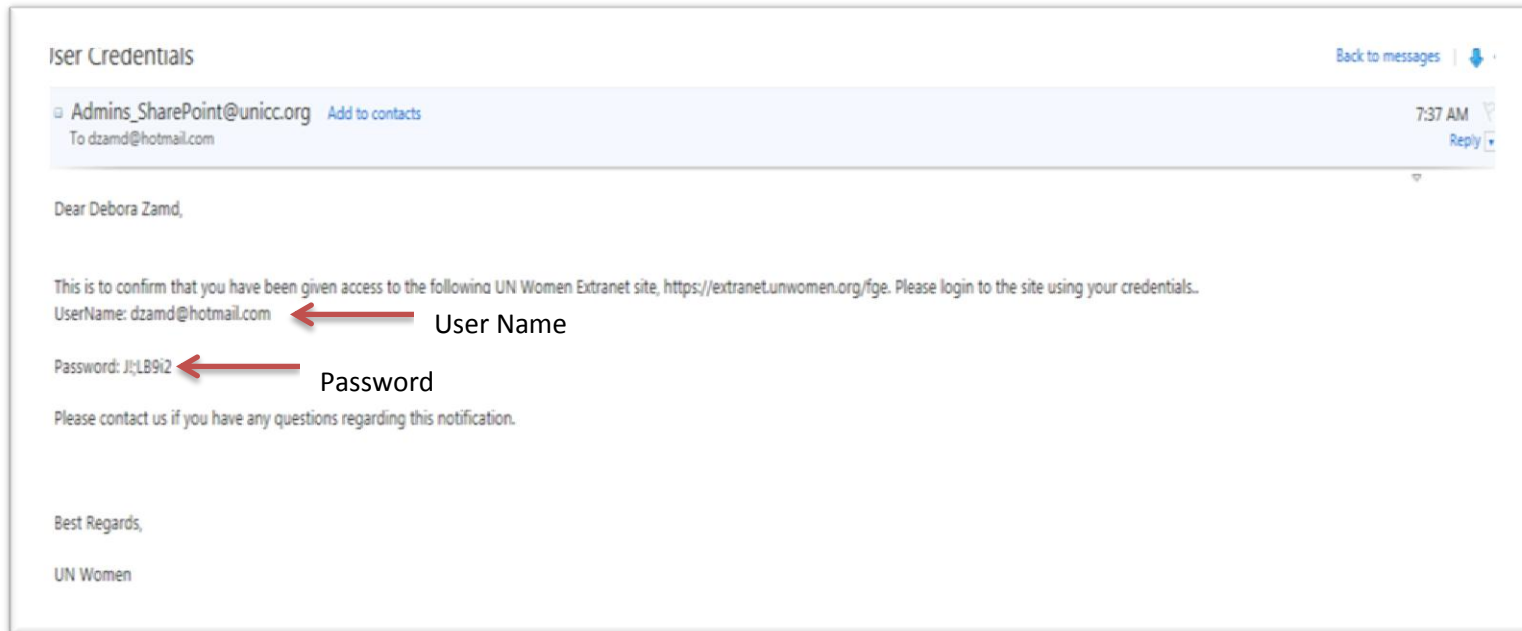


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4. User Credentials to login.

- a. User will get “user name “and “default password “in **Email**.

Note: Make sure email has not gone to SPAM/JUNK box.



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5. User Login to UN Women extranet site.

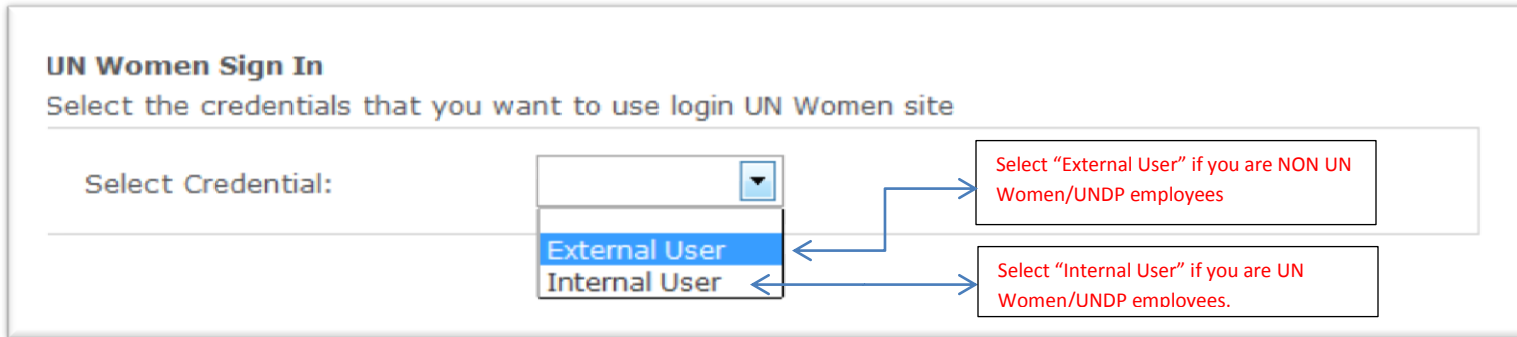
- a. Open UN Women extranet site and login with credentials (You can get site URL from Step 4 email).

UN Women Sign In
Select the credentials that you want to use login UN Women site

Select Credential:

Select "External User" if you are NON UN Women/UNDP employees

Select "Internal User" if you are UN Women/UNDP employees.



UN Women Extranet

User name:

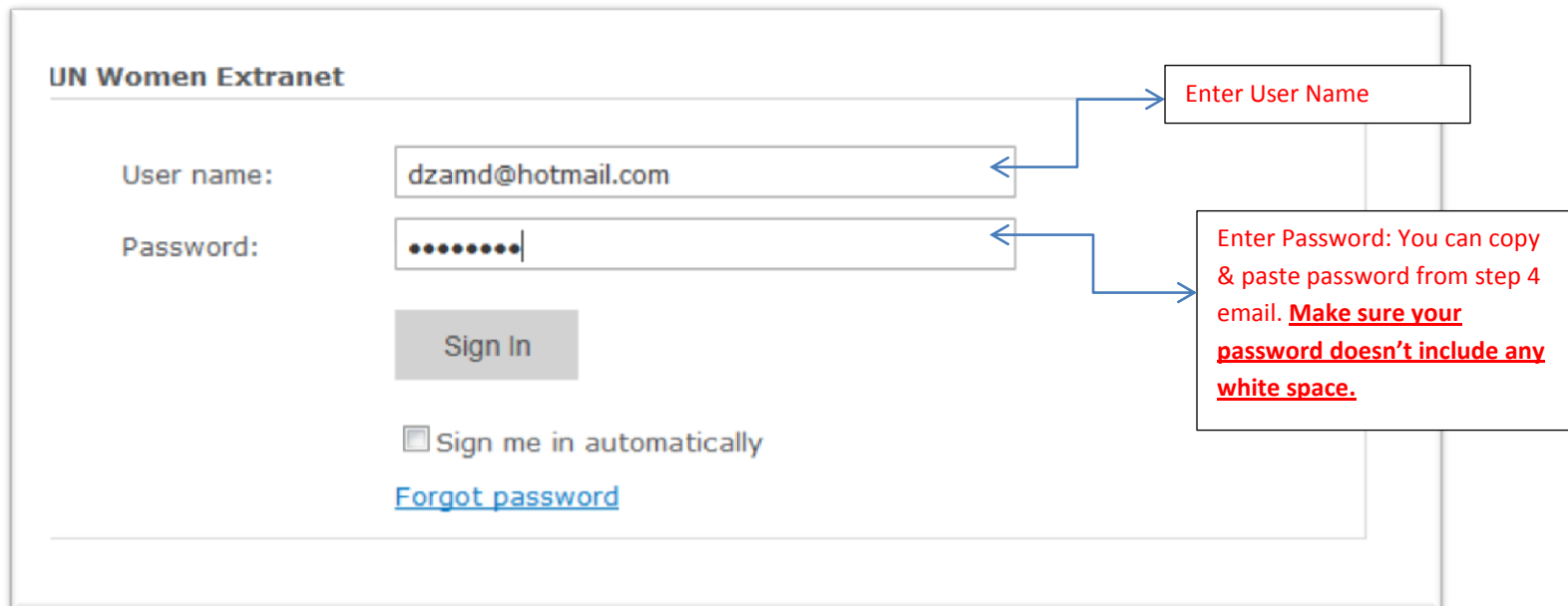
Password:

Sign me in automatically

[Forgot password](#)

Enter User Name

Enter Password: You can copy & paste password from step 4 email. **Make sure your password doesn't include any white space.**



6. Change default password.

- a. User needs to change their default password when they access UN Women Extranet **first time.**
- b. Once User change default password they will be redirected to UN Women Extranet Site.

The screenshot shows the UN Women Extranet interface. At the top left is the UN Women logo with the text 'Fund for Gender Equality'. Below the logo is a search bar with 'All Sites' and a search icon. A breadcrumb trail reads 'Fund for Gender Equality > ChangePassword'. On the left is a navigation menu with sections: 'About' (About the Site), 'Topics 1' (1.1, 1.2), 'Topics 2' (2.1), 'Resources' (Resources Library, Working Library), and 'External Users' (External User Profile Page). The main content area is titled 'Change Password' and contains the instruction: 'Change password To reset your password, provide your current password'. Below this are three input fields: 'Current password*', 'New password*', and 'Confirm new password*'. At the bottom of the form are two buttons: 'Save' and 'Clear'.

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UN WOMEN Fund for Gender Equality

All Sites

Fund for Gender Equality > ChangePassword

Change Password

Change password
To reset your password, provide your current password

Current password*:

New password*:
Please enter password with atleast one capital letter, numeral & special character (valid special character are @#\$\$%^&+=) and should have minimum 8 characters in length.

Confirm new password*:

Save Clear

Password requirement.

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The screenshot displays the UN Women Extranet homepage. At the top left is the UN Women logo with the tagline "Fund for Gender Equality". Below the logo is a search bar and a "All Sites" dropdown menu. The main content area is divided into several sections:

- Announcements:** A section with a table header containing "Title" and "Modified". Below the header, it states "There are no items to show in this view of the 'Announcements' list. To add a new item, click 'New'." and includes a green plus icon and the text "Add new announcement".
- Team Discussion:** A section with a table header containing "Subject", "Created By", "Replies", and "Last Updated". Below the header, it states "There are no items to show in this view of the 'Team Discussion' discussion board. To add a new item, click 'New'." and includes a green plus icon and the text "Add new discussion".
- Latest Site Additions:** A list of three items:
 - [AnnouncementsDisplayForm.xslt](#) (2012-06-01 21:39:11)
 - [NetworkDiscussions.xslt](#) (2012-06-01 21:39:11)
 - [Announcements.xslt](#) (2012-06-01 21:39:08)
- Partners:** A section header at the bottom of the main content area.

On the right side of the page, there are three sidebar sections:

- Highlights:** A section with the text "This is Highlights web part."
- Quick Links:** A section with the text "There are no items to show in this view of the 'Links' list. To add a new item, click 'New'." and a green plus icon and the text "Add new link".
- Collaboration:** A section with the text "There are no items to show in this view of the 'Links' list. To add a new item, click 'New'." and a green plus icon and the text "Add new link".

The left sidebar contains navigation links for "About", "Topics 1", "Topics 2", "Resources", and "External Users".