User Management for UN Staff

Overview: This guide covers how UN staff, with the right administrative privileges, can manage users on the UN Partner Portal through the following:
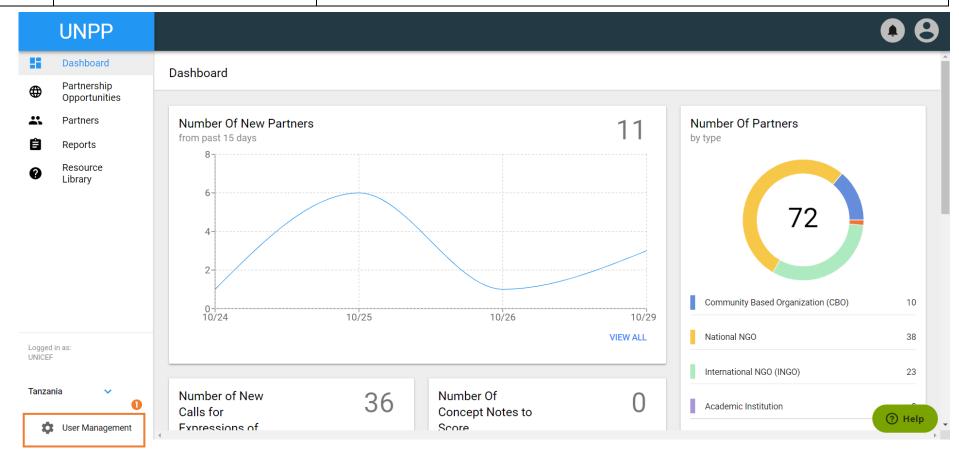
- Add new users
- Deactivate users
- Change user roles

Please note only specific users with the correct administrative privileges can manage users for their country office. Please review the guide on user roles and permissions for further information.

Steps	Description	Action	Notes
1	User Management Page	On the lower left corner of the navigation bar, click on the 'User Management' (1) icon to access the user management page.	This will direct you to the *User Management Page.* If you do not see the 'User Management' icon, this means you do not have the administrative privileges to manage users in your organization or country office.
2	User Management Dashboard	View the user management dashboard	The dashboard will display the current role you have on the UN Partner Portal for the specific UN agency Click on '*Home Page'* to return to the main UN Partner Portal dashboard page Click on the *'Users'* page to manage users within your designated role as an administrator
3	Manage Users	On the left navigation panel, click on the '*Users' (1)* tab to go to the Users page	You can view and search for users within your administrative privileges. Please note if users fall out of your administrative privileges (for example by belonging to a different country office) you will not be able to manage their access to the UN Partner Portal.
3a	Add New User	On the top right corner, click on the 'New User' icon (1) Enter their full name (2) and provide and e-mail address (3) for the user	An e-mail will be sent to the user, inviting them to the UN Partner Portal with login instructions. It is important that a correct and valid e-mail address is included when adding a user. Please note that you can only assign users based on your administrative privileges. In this example as the administrator only has administrative privileges in the Tanzania country office, he/she can only add users within the Tanzania country office. If your role has access to multiple country offices, you can manage users for multiple country offices

| | | Select their role for the office (4)

Click on 'Ok' (5) to invite the user | You can select one of the following roles per user in the country office:
• Administrator
• Advanced Editor
• Basic Editor
Reader |
|---|---|---|---|
| 3b | Edit User | In the user page:
Click on the row of the user you would like to edit. At the end of the row click on the 'Pencil' icon to edit (1)

Edit their role for the office (2)

Click on 'Ok' (3) to make the changes | Please note that you can only assign users based on your administrative privileges. In this example as the administrator only has administrative privileges in the Tanzania country office, he/she can only edit users within the Tanzania country office.

You can select one of the following roles per user in the country office:
• Administrator
• Advanced Editor
• Basic Editor
Reader |
| 3c | Deactivate User | In the user page:
Click on the row of the user you would like to deactivate. At the end of the row click on the three vertical bullets(1)

Click on the 'Deactivate User's Account' icon (2) | Please note once you deactivate an account the entire account permanently disappears from the system. |

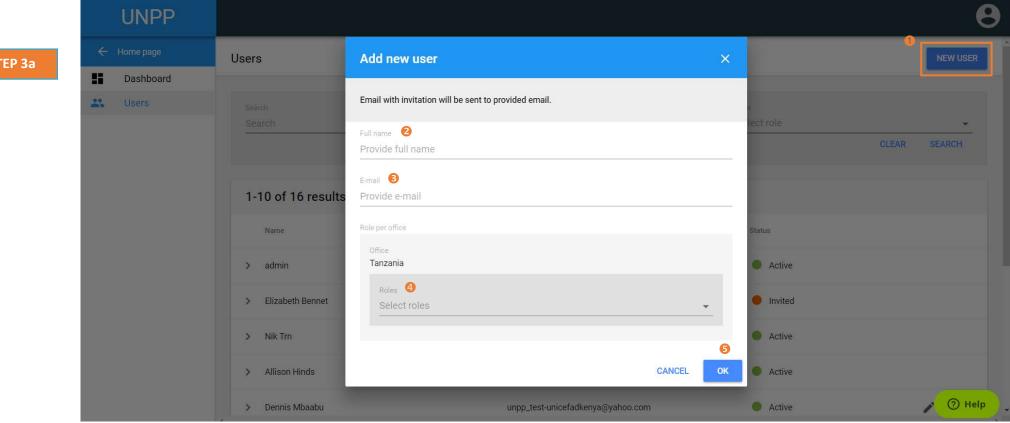| Steps	Description	Action	Notes
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STEP 1

Steps	Description	Action	Notes
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STEP 2

UNPP

← Home page ❶

Dashboard

Users ❷

User management dashboard

Your role

UNICEF   Administrator

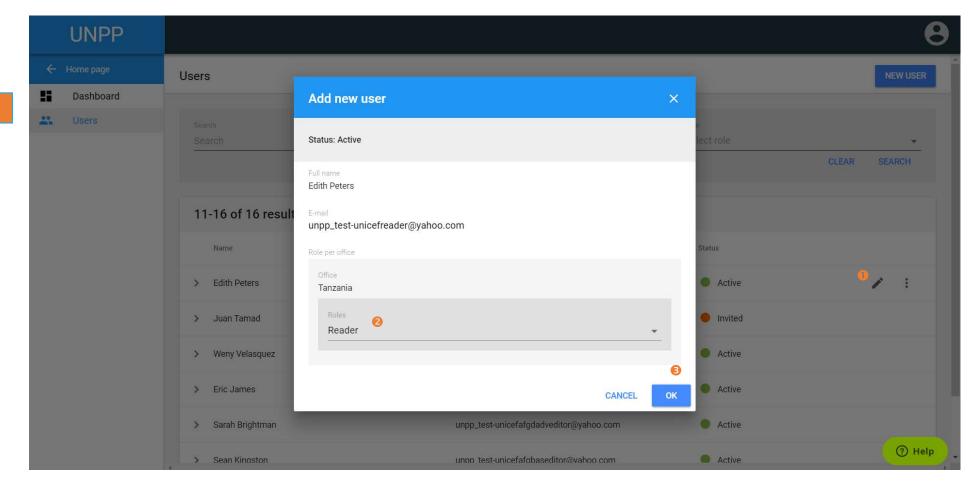| Steps	Description	Action	Notes
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Steps	Description	Action	Notes
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STEP 3a

Steps	Description	Action	Notes
3b	Edit User	In the user page: Click on the row of the user you would like to edit. At the end of the row click on the 'Pencil' icon to edit (1) Edit their role for the office (2) Click on 'Ok' (3) to make the changes	Please note that you can only assign users based on your administrative privileges. In this example as the administrator only has administrative privileges in the Tanzania country office, he/she can only edit users within the Tanzania country office. You can select one of the following roles per user in the country office: • Administrator • Advanced Editor • Basic Editor • Reader

STEP 3b

Steps	Description	Action	Notes
3c	Deactivate User	In the user page: Click on the row of the user you would like to deactivate. At the end of the row click on the three vertical bullets(1) Click on the 'Deactivate User's Account' icon (2)	Please note once you deactivate an account the entire account permanently disappears from the system.