

Technical Guidelines for the creation of NHRIs' accounts on the online registration platform "EVENTS"

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Introduction

On a **pilot basis** to be implemented at the 56th regular session of the Human Rights Council (18 June 2024 to 12 July 2024), National Human Rights Institutions accredited with (A) status, the Global Alliance of National Human Rights Institutions (GANHRI), and regional coordinating bodies speaking on behalf of 'A' Status accredited **member NHRIs** will be requested to submit requests for side events written statements through the **new online registration platform "EVENTS"**, which is accessible at the following link: <https://events.ohchr.org> .

The online platform EVENTS is the digital system designed to streamline and consolidate the various applications utilized throughout the various mechanisms and their sessions, and that would enable NHRIs to perform a number of functions relating to their participation inter alia in the sessions of the Council.

IMPORTANT:

- Before utilizing the "EVENTS" platform for the first time, NHRIs, GANHRI, and regional coordinating bodies of NHRIs will need to proceed first with creating their **unique NHRI profile by pressing the "Create Account" button** at the top of the platform webpage. The creation of this account is **crucial for NHRIs' planning to engage with the HRC as well as with multiple mechanisms**. Therefore, the Secretariat recommends that NHRIs carefully follow this phase (see "Step 1");
- Once the NHRI profile has been created, the EVENTS platform will **retain the NHRI profile for future registration purposes across various mechanisms and their sessions**. This means

NHRIs will not need to set up a new profile every time they register for different sessions of the mechanisms;

- To improve the users' experience through a more dynamic and interactive interface and enhanced self-service solutions, the EVENTS platform **allows NHRIs to create up to five individual user accounts per NHRI**;
- Only one account holder will serve as a **primary account user** who will have the authority to approve the other **four secondary user accounts**;
- NHRIs are encouraged to **ensure the creation of the organization's profile** well in advance of the date when the platform is scheduled to open for registration for the aforementioned activities.

Step-by-step description of the online procedures for NHRIs' account creation and modification on "EVENTS"

Your attention is drawn to the following step-by-step description of the online procedures for account creation and modification on the new online registration platform "EVENTS".

Step-by-step description of the online procedures for account creation and modification on "EVENTS"

STEP 1: Creating a primary user account on the "EVENTS" online platform

STEP 2: Creating and verifying secondary user accounts on the "EVENTS" online platform

STEP 3: Editing your profile on the "EVENTS" online platform

STEP 4: Deactivating a user account on the "EVENTS" platform

IMPORTANT:

- **If you are facing any technical difficulties** in accessing your account or changing your password, please write to: ohchr-events-it-support@un.org and attach a screenshot of the error.

STEP 1: Creating a primary user account on the "EVENTS" online platform

Before logging into the EVENTS platform to submit requests for side events and oral and written statements, NHRIs will need to proceed first with creating a primary user account of their NGO. It is reminded that **only one account can serve as a "primary" account**. In this context, **it is recommended that the primary account be created using the NHRIs generic official email address to avoid disruptions due to staff turnover**.

- To access EVENTS, please click on the following link: <https://events.ohchr.org/> . You can also access the registration page from the [HRC information page for NHRIs](#) . Recommended browsers to open the EVENTS platform are Microsoft Edge and Google Chrome;
- To create a primary account, press the “Create Account” button at the top of the platform webpage:

United Nations | UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER | EVENTS PLATFORM

Language English ▾

Login [New user? Create account](#)

Email address

Password

Remember me [Forgot Password?](#)

LOGIN

Please email your IT-related questions to ohchr-events-it-support@un.org. All other queries should be directed to the respective OHCHR secretariat(s) of the meeting/session.

NHRI representative's user account creation for the first time.

- In the “**Create Your Account**” page, you will be asked to enter “Name”, “Email address”, and “Phone”;
- Select “**National Human Rights Institution**” from the drop-down list next to the item “Representation Type” (#1);
- Select your NHRI **official name** (identical to the name registered in the OHCHR NIRMS’ [\(Current chart on accreditation of NHRIs\)](#) from the drop-down list next to item “National Human Rights Institutions” (#2);
- Select “HRC” from the drop-down list next to the item “Secretariat” (#3).
- You must then a **Password**. The password should be at least 8 characters long and must contain at least one number, one special character and one capital letter;
- The two items “Email address” and “Password” will become the credentials for the primary user account’s **future log in purposes**;
- Click on the “**SUBMIT**” button:

Create Your Account

Name: First Name [] Last Name []

Email address: abc@xyz.com

Phone: +41 22 9280000

Representation Type: National Human Rights Institution

National Human Rights Institution: State of Palestine: Independent Commission for Human Rights

Could not find your organization in the list? Please enter the name of your organization below

Your account must be validated by a secretariat of the Office of the High Commissioner for Human Rights; please select the secretariat that will validate your account.

Secretariat: - Select -

Password: Password []
Enter Password
Create Strong Password - Password should be at least 8 character long containing at least, one number, one special character and one capital letter.

Confirm Password: Confirm Password []

← Back to login page Submit

- The following message will appear on your screen:

Activate your account

Your account has to be activated. An email has been sent to your mailbox for that purpose. Please check your mailbox or your junk mailbox

- Additionally, you will receive an automatic email. Open your e-mail inbox. If you do not find it, check your junk email. **Click on the link to activate the primary user account** of your NHRI:

Please click this link to activate your account:

<https://events.in.ohchr.org/RegisterUser/ConfirmEmail/307?Length=12&token=88eb3329-b28e-4f53-ab7a-98dc1f0d12b8>

- After clicking on the link, you will be redirected to the **“Account Activation”** page, where you will be prompted to enter your password:

Account activation

Email address: []

Password: []

← Back to login page Submit

- When you click on “Submit”, you will be directed to the **login page**. In the login page, insert the same email address and password and click on “**Login**” to access the EVENTS platform.

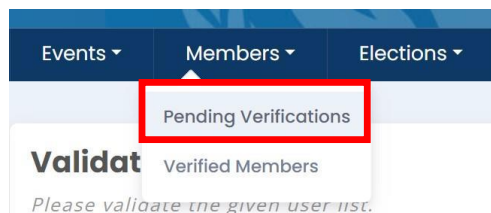
STEP 2: Creating and verifying secondary user accounts on the “EVENTS” online platform

It is reminded that NHRIs will be able to create up to five user accounts per NHRI. Only one account holder will serve as a “primary” account which **will have the authority to approve the other four secondary user accounts**.

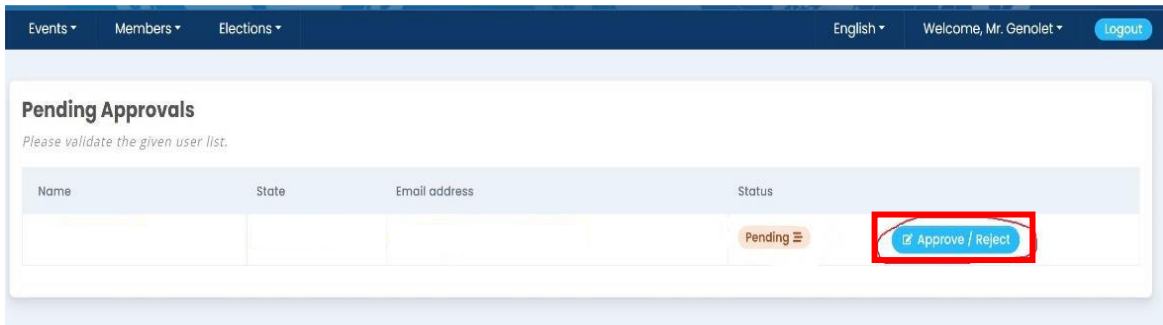
- **If you wish to create a secondary account, you may follow the same steps described above for primary user accounts.** You will receive a message “Your account must be validated by your NHRI’s primary user, who is shown below”, followed by the name of the current primary account user. **You may remind the primary account user to verify your request;**

The screenshot shows a form for creating a user account. At the top, there is a dropdown menu for "National Human Rights Institution" with the selected option being "France: Commission nationale consultative des droits de l'homme". Below this is a checkbox labeled "Could not find your organization in the list? Please enter the name of your organization below". A prominent orange message box states: "Your account must be validated by your organisation's primary user, who is shown below." Below the message, there is a section for "Current Primary User" with a small profile icon and a name field.

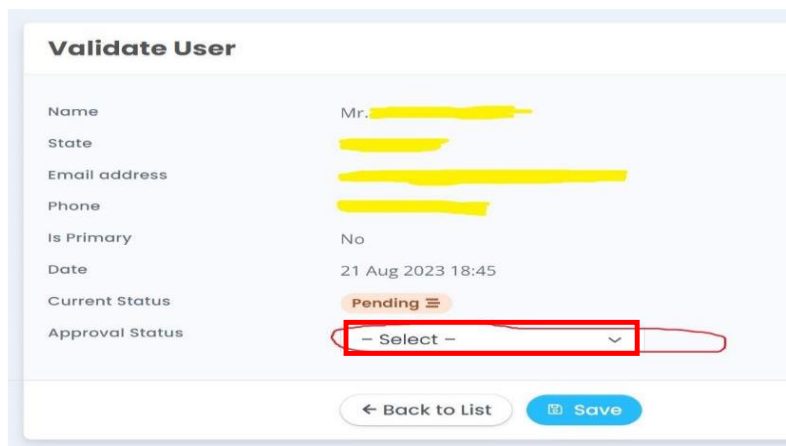
- When a new user attempts to create a secondary account, **the primary account user will receive an email notification** with the subject “OHCHR - Events - A new account must be validated for your organization”;
- At this point, the primary account user may login using the credentials chosen and will see the pending requests for verification;
- The primary account user will need to click on “**Members**” and then click on “**Pending Verifications**”:



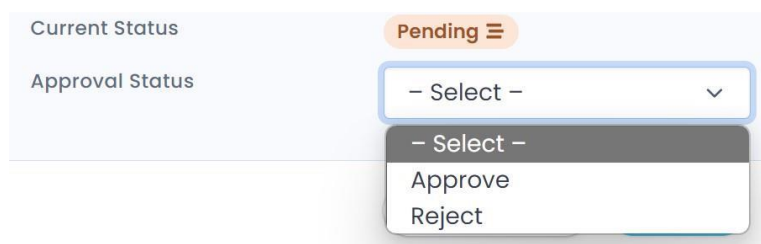
- The primary account user will then need to click on the “**Approve/Reject**” button:



- The primary account user will need to click on “Select” to view the drop-down list next to the item “**Approval Status**”:



- Finally, the primary account holder will need to click on “Approve” or “Reject” option and click on “**Save**”:

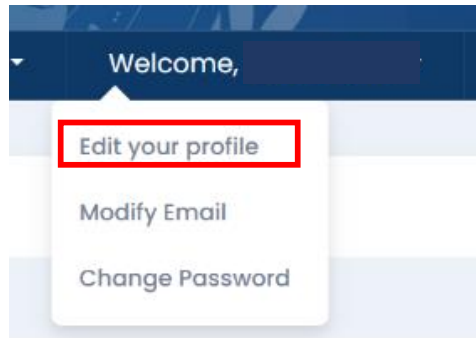


- Once the secondary user account is approved, **the secondary account user may login using the credentials chosen when they had requested to create the account.**

STEP 3: Editing your profile on the “EVENTS” online platform

All primary and secondary account users can change their profile information at any time. Please find below some steps related to editing your profile.

- Go to your welcome screen and under your name click on “**Edit your profile**”:



- Change your information and click on “Save”:

A screenshot of a 'Your Profile' form. It contains several input fields: 'Name' (two fields), 'Email address', 'Phone', 'NGO' (with 'organization' text), and 'Current Primary User' (with a user icon). At the bottom, there are two buttons: 'x Close' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

- You can also change your email by clicking on “Modify Email”. Insert your new email and click on “Save”:

A screenshot of a 'Modify Email' form. It contains two input fields: 'Current email address' and 'Email'. At the bottom, there are two buttons: 'x Close' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

- You will receive a **confirmation email on your new email address**. Click on the email link and type the password to confirm your new email;
- You can also **change your password** when logged in by clicking on “Change Password”:

Change Password

Password

ⓘ Create Strong Password - Password should be at least 8 character long containing at least, one number, one special character and one capital letter.

Confirm Password

[× Close](#) [Change Password](#)

- Enter the password two times (“Confirm Password”) while observing the password complexity requirements:

ⓘ Create Strong Password - Password should be at least 8 character long containing at least, one number, one special character and one capital letter.

- Click on “**Change Password**”.

STEP 4: Deactivating a user account on the “EVENTS” platform

If a **secondary user account needs to be deactivated** due to staff turnover or for other reasons, the primary account user may “revoke” the approval status of the secondary user account by undertaking the following steps:

- The primary account user will need to login into their account and click on “**Members**” and then choose “**Members list**”;
- The primary account user will then need to click on “**Edit**” next to the name of the relevant secondary account user:

Name	Phone	Email address	Status	
[REDACTED]	[REDACTED]	[REDACTED]	Approved ✓	Edit
[REDACTED]	[REDACTED]	[REDACTED]	Approved ✓	Edit

- The primary account user will then click on “Select” next to “**Approval Status**”, click on “**Revoke**”, and click on “**Save**”:

Validate User

Name	[REDACTED]
State	Switzerland
Email address	[REDACTED]
Phone	[REDACTED]
Is Primary	No
Date	28 Mar 2024 10:54
Current Status	Approved ✓
Approval Status	- Select - - Select - Revoke

← Back to List Save

- Once the secondary account user is deactivated, **the primary account user can still reactivate the relevant account at a later stage**, as the platform will retain the entry of the deactivated account under the “Members list” where the status will appear as “**Revoked**”:

Members list

Name	Phone	Email address	Status	
[REDACTED]	[REDACTED]	[REDACTED]	Approved ✓	Edit
[REDACTED]	[REDACTED]	[REDACTED]	Revoked ⚠	Edit

- **If the primary user account needs to be deactivated**, the NHRI is requested to direct the relevant request to ohchr-events-it-support@un.org .