Project Reporting Oversight and Monitoring Solution

Working **better together**

Manage Lobby Accounts (for INGOs only)

October 2023

Organizations, Users, Projects

In Aconex, **one 'Project' exists for every UNHCR operation**.

A small number of UNHCR users in each operation have the role of **'Partnership Manager' which enables them to invite persons** registered in Aconex into the Project. The 'Partnership Manager' will determine which UNHCR staff will participate in the Project and will **determine which Partners to invite** into the Project.

To invite a Partner into the Project, the Partnership Manager will invite the Partner's 'Organization Administrator' into the Project. **Once the Partner's Organization Administrator is in the Project, s/he may invite other Aconex users into the Project – including other persons from his/her Organization** into the Project. S/he may also invite other partners into the Project.

Every **Aconex user will be a member of one or more 'Organizations'.** Users who are in participating in a 'Project' will be able to correspond with any other person in the 'Project Directory'.

Note: UNHCR monitors who is in each of its Projects. If UNHCR ends a partnership or sees that a person has been invited into a UNHCR Project improperly or by mistake, UNHCR may either 'remove' or 'hide' persons inside the Project so that they can no longer see others in the Project Director and others cannot see them.

Remember that just because a person is in a Project doesn't mean s/he can see every document, mail or issue in the Project. S/he will only be able to **see what is in her/his Organization's document registry and only what is shared with her/his Organization by another Organization.**

International NGO's

In Aconex, UNHCR is registered as one Organization. UNHCR owns multiple projects. One person in the UNHCR Organization can be invited into multiple projects.
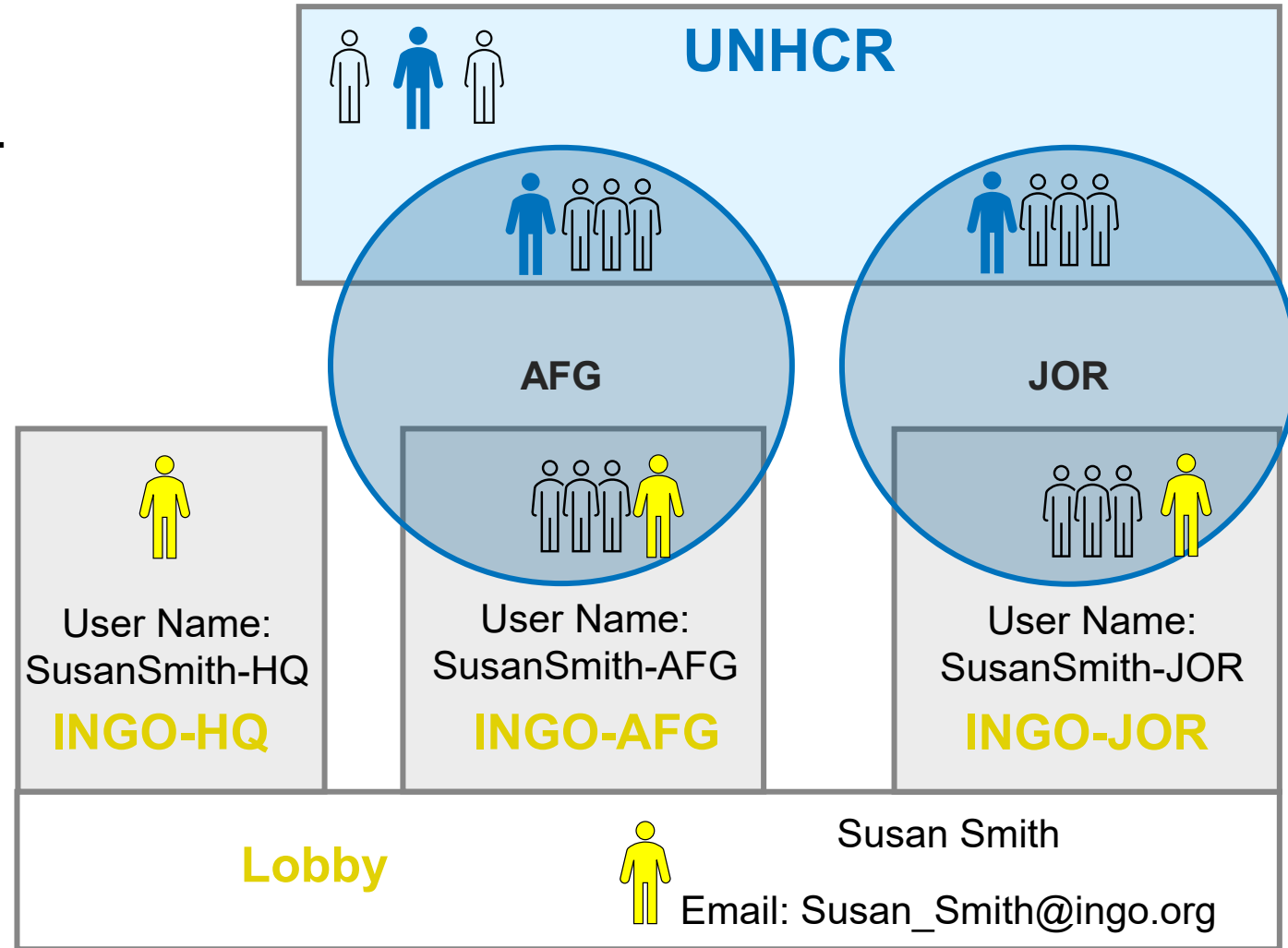
For international NGO's, however, one Organization will be created in each Country in which UNHCR and the NGO works.

For a person in the INGO's Headquarters to have full visibility into the collaboration between UNHCR and the INGO Organization in a Country, the person will need to be a **member of the INGO in the Country and he/she will need to be invited** by the INGO's Organization Admin in the Country **into the UNHCR Project.**

The person will have **one identity in the Global Directory** (one name and can maintain one email).

But for each of the Organizations s/he is a member of s/he will have a **different User Name**.

By establishing **a 'Lobby' Account, s/he will have one portal through which to enter each of the Projects** s/he is a member of.

UNHCR

AFG

JOR

User Name:
SusanSmith-HQ
INGO-HQ

User Name:
SusanSmith-AFG
INGO-AFG

User Name:
SusanSmith-JOR
INGO-JOR

Lobby

Susan Smith
Email: Susan_Smith@ingo.org

Lobby Accounts

Setting up "Lobby Accounts" for INGOs

A **Lobby account** allows you to access all your Aconex accounts / projects in one place with a single login. As an Aconex user, you can link **multiple user accounts across different regions and organizations**, all with this one account in the Lobby. Each person only needs one Lobby account. If you already have an account, there's no need to create another - you can simply **link an account / project to your existing account**.

You link all your accounts / projects in your Lobby account in 3 easy steps:
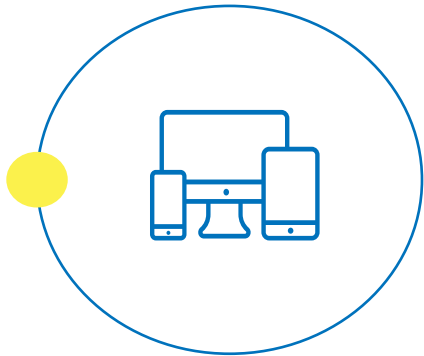
❑ **CREATE A LOBBY ACCOUNT**: A Lobby account is sometimes referred to as an "Oracle Construction and Engineering" account.
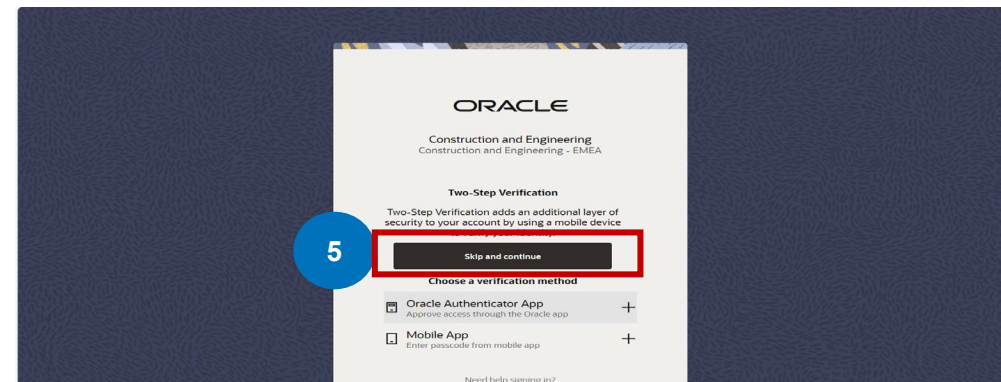
❑ **SIGN INTO YOUR LOBBY ACCOUNT**: To link your accounts / projects, you need to access your Lobby account.

❑ **LINK YOUR ACCOUNTS / PROJECTS**: There is no limit in how many accounts / projects you can link in your Lobby account.

Note: *The following slides provide an overview on how to perform the activities described above.*

Create Lobby Account

Create a "Lobby Account" (1/2)

After registering in Aconex (registration in Aconex is covered by a separate job aid):

1. Sign into your Aconex account and from the Setup menu, click "**Create Oracle Construction and Engineering Account**" under the User heading.

2. A screen will appear with your details. Make sure your email address is correct. Your email **will become the username of your Lobby account**, so it's important to get it right.

3. If all details are correct click "**Create Account**".

4. An **on-screen message** will confirm that your account has been created.
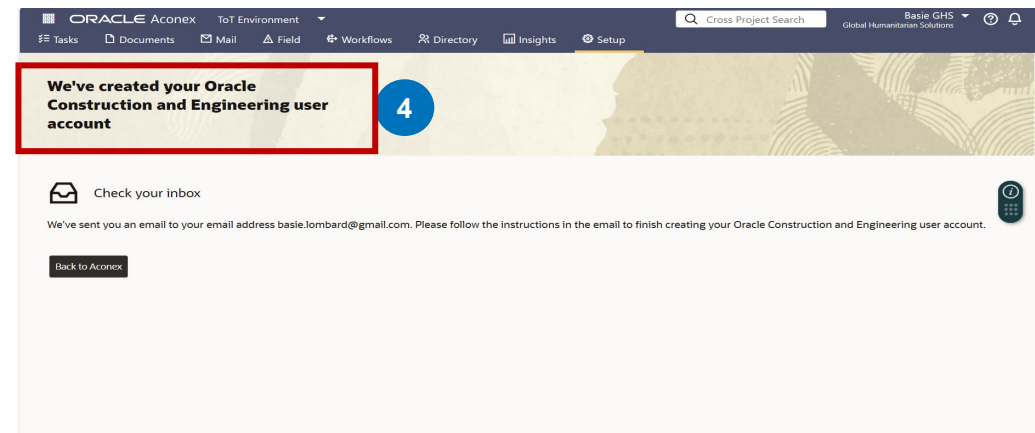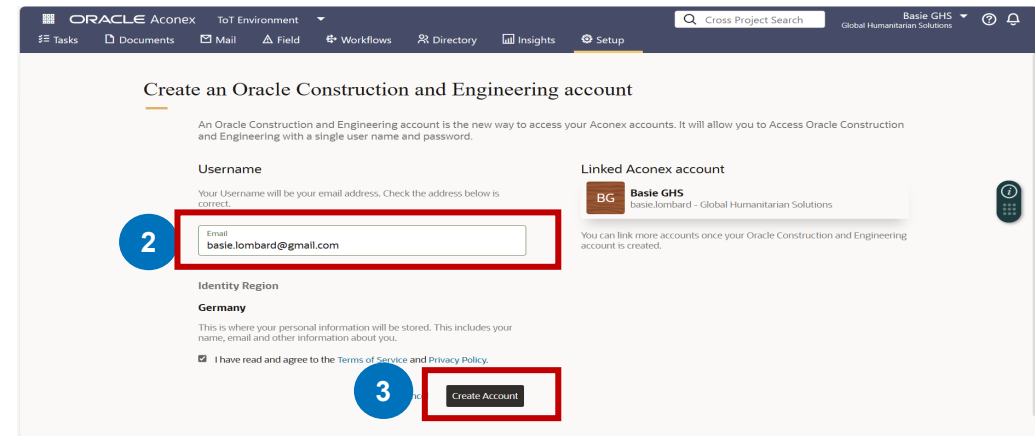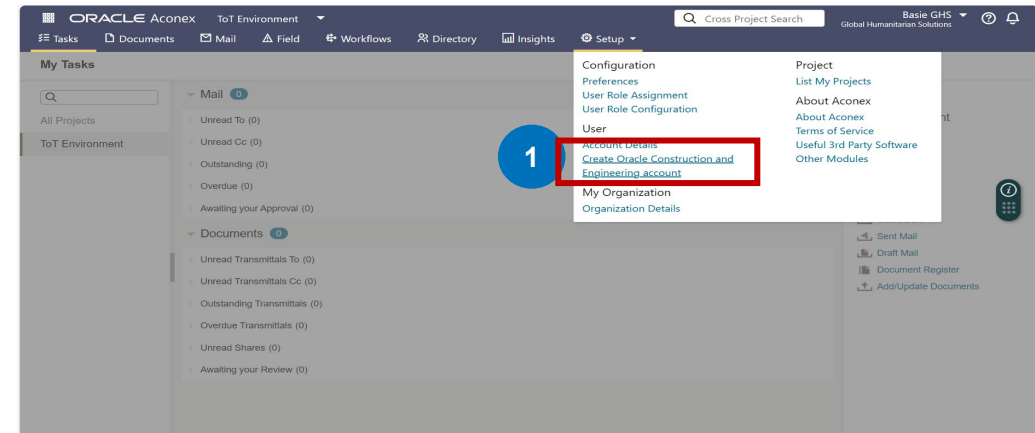
Create a "Lobby Account" (2/2)

5. You will receive an email. Click on "**Set Password**".

6. You will be prompted to **change your password**. Your password need to conform to the following guidelines:
   - 8 characters
   - 2 letters
   - 1 uppercase letter
   - 1 lowercase letter
   - 2 numbers

7. Select "**Reset Password**".

8. You will receive a pop-up message **confirming** that your Lobby account has been created successfully.

Log into your Lobby Account

Log into your Lobby Account (1/2)

1. Navigate to the Lobby sign-in screen. Use the URL https://constructionandengineering.oraclecloud.com/ if you have multiple projects. Enter your "**Username**" (usually your work email address) into the username field

2. Click "**Next**".

3. Enter your "**Password**"

4. Click on "**Sign In**".

5. Tip! If your organization has configured Single Sign-On (SSO) for the Lobby, you will be presented with the sign-in screen for your corporate network. If not, click on "**Skip and Continue**".
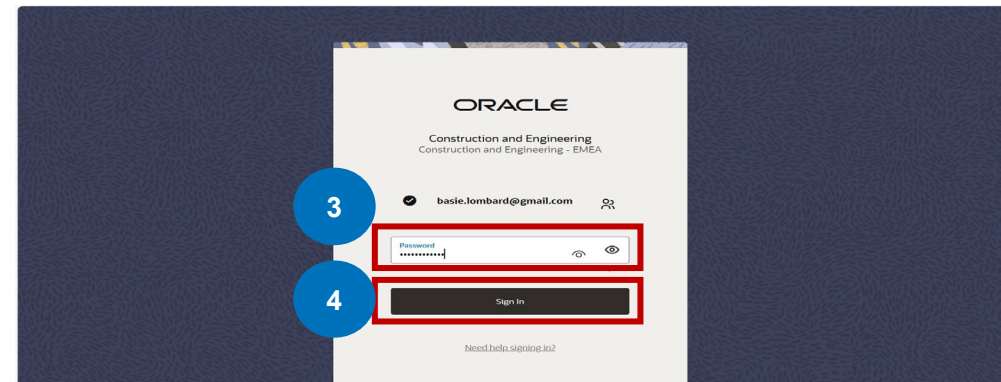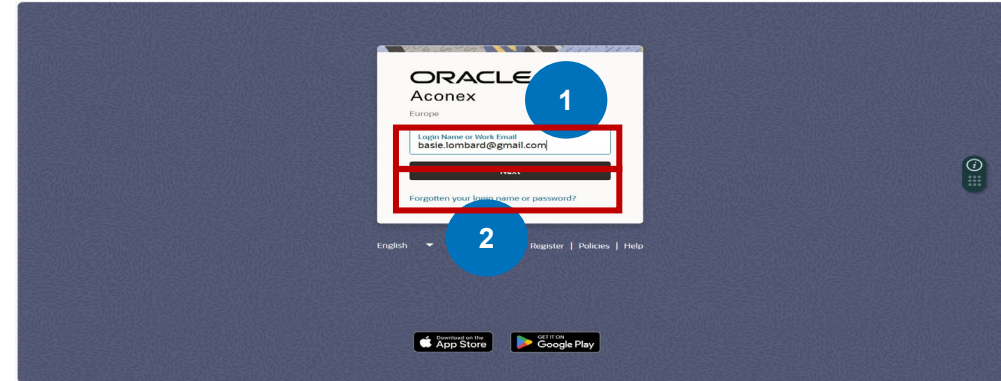
Log into your Lobby Account (2/2)

6. When prompted with the following "The Application aconex_eu1_oidc would like to access your profile & email", click on "**Allow**"

7. Once successfully signed in, you will be directed to **your list of projects** or the instance for the URL you used.
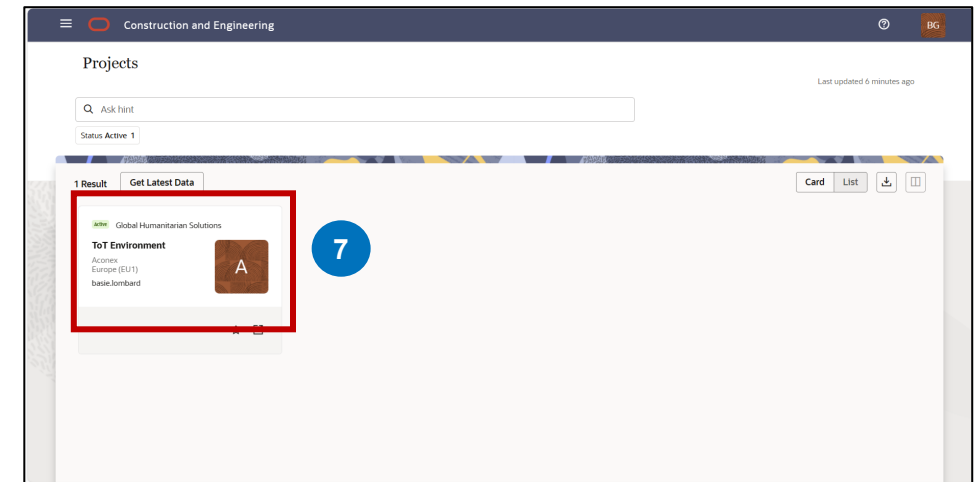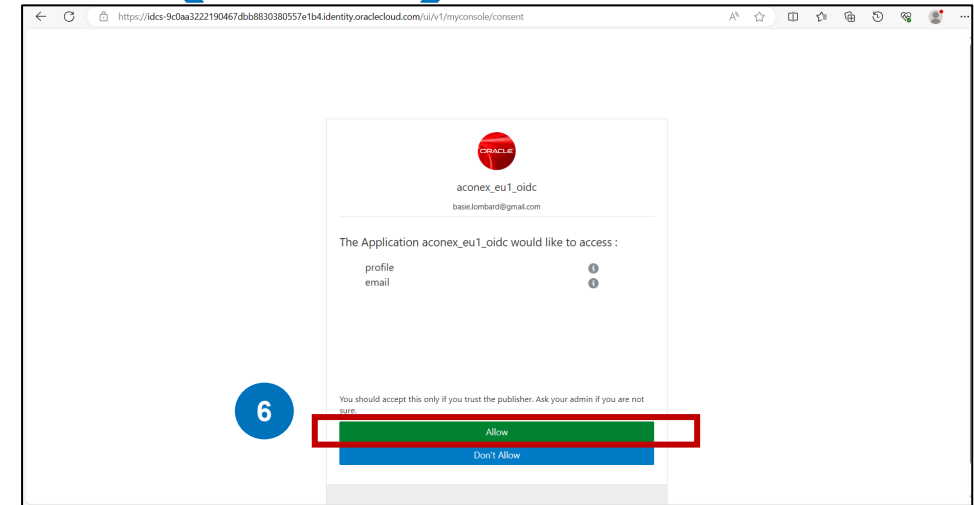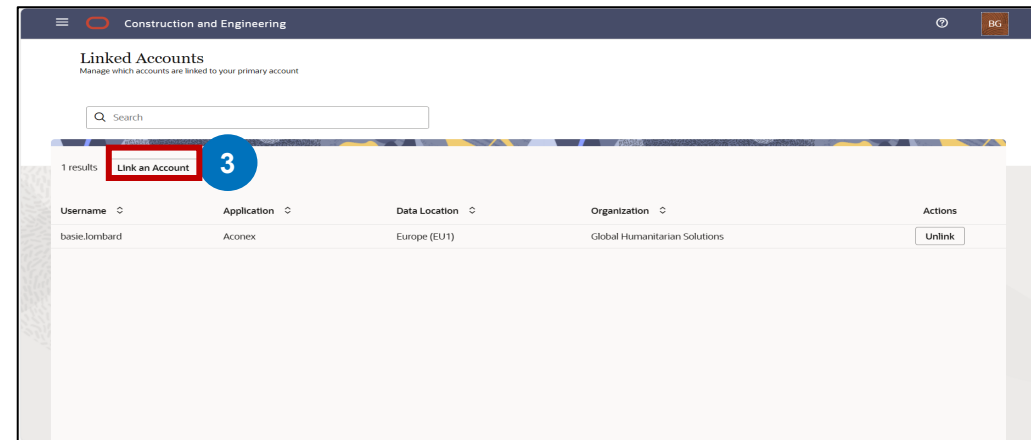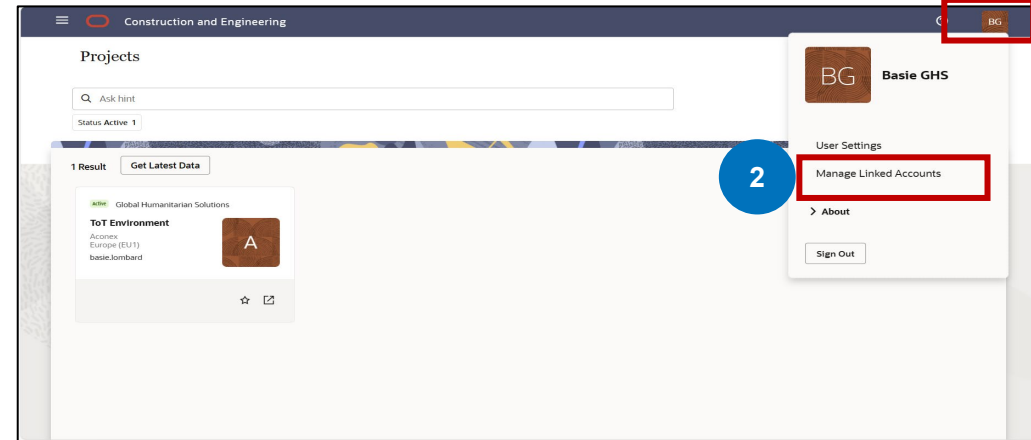
Link your Accounts / Projects

Link your accounts / projects (1/2)

1. Click on your **initials** in the top right of your screen.

2. Select "**Manage Linked Accounts**" from the user menu in the top right of the screen.

3. Choose "**Link an Account**".

4. You will see a **dropdown menu** with available Aconex instances.
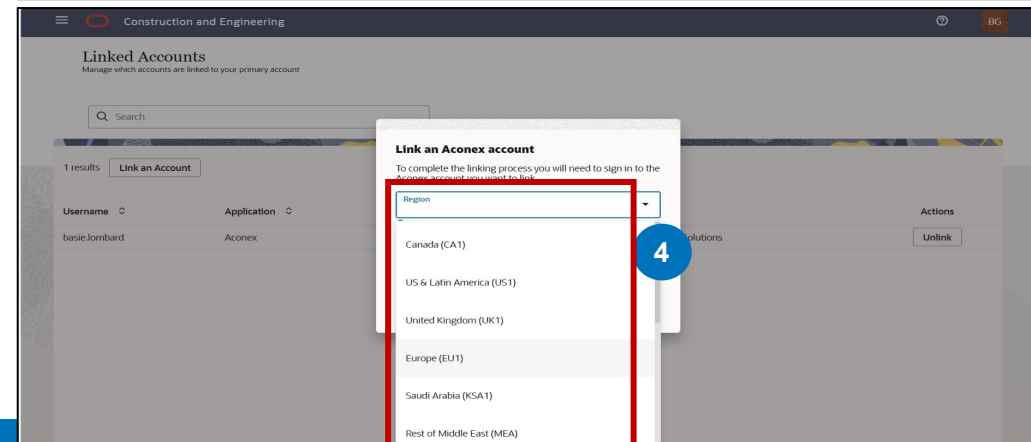
Link your accounts / projects (2/2)

5. Select the instance (or project location) your Aconex account is on. Select "**Europe (EU1)**".

6. Enter your "**Work Email Address**" and "**Password**" for the account.

7. Click on "**Log in**".

8. Your Aconex account is now linked, and you will now see your linked Projects list.

Logging in

Log in each time through the Lobby

1. Log into Aconex though the Lobby in the future to be able to see each Project you are in.
https://constructionandengineering.oraclecloud.com/

2. Click on any project to enter it.

Card view

List view

Thank You