

Login as a Partner Migrated from the UNHCR Partner Portal

Overview: Organization profiles and users that were registered and had created profiles on UNHCR’s Partner Portal have been migrated onto the UN Partner Portal. To access your account information, please follow the steps in this user guide.

NOTE: The profile questions in the UN Partner Portal includes additional information requirements that were not part of your organization’s migrated profile. Please ensure your organization updates its profile information in the UN Partner Portal to best present itself to all agencies engaged in the portal. **Without updating your profile and completing the required questions on the portal, your organization will not be able to apply for partnership opportunities on the UN Partner Portal.**

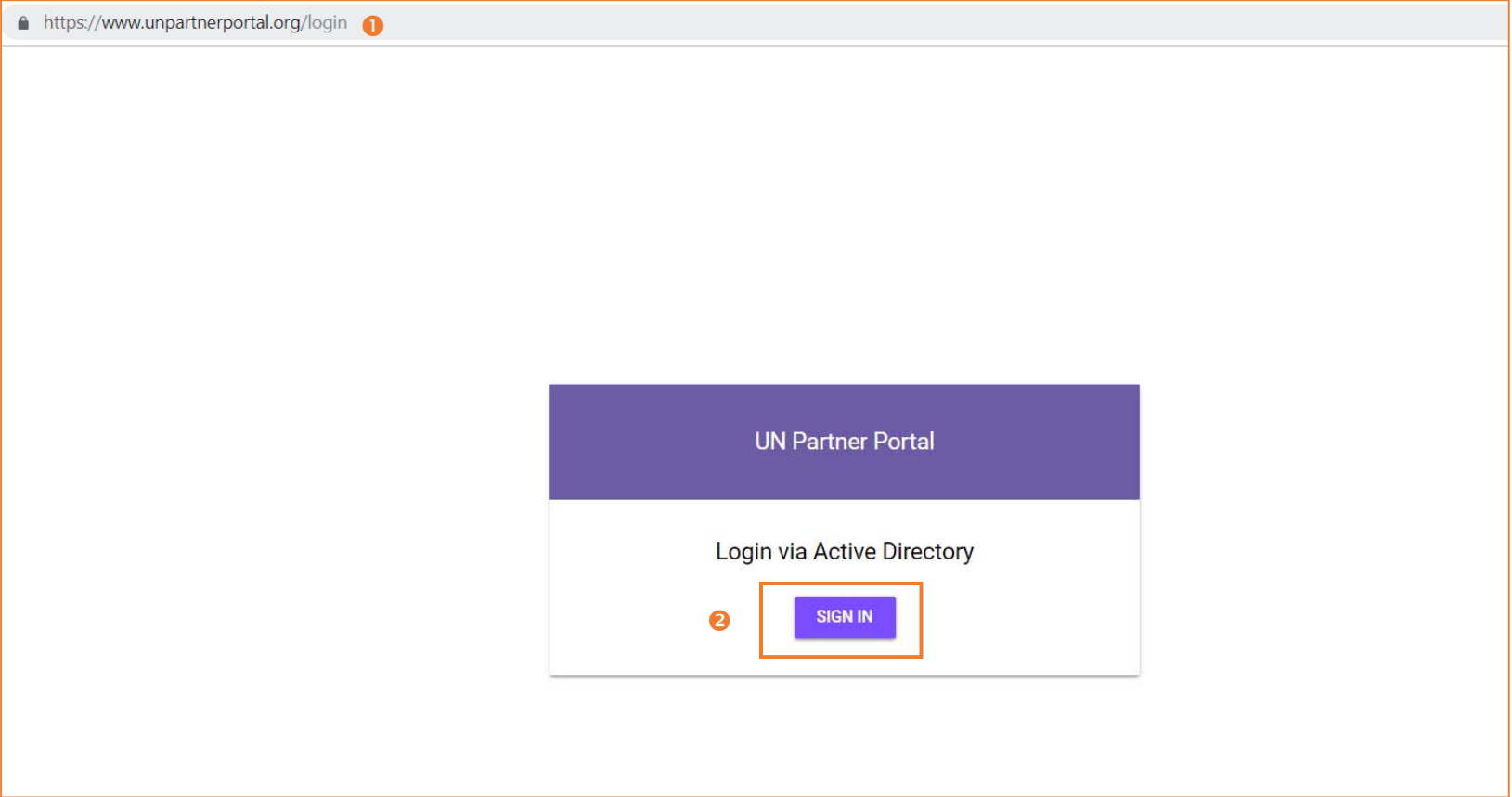
Steps	Description	Action	Notes
1	Sign In	Go to www.unpartnerportal.org (1) Once the landing page of the partner portal appears, please click on the button “SIGN IN” on the right hand side of the page (2)	

STEP 1

The screenshot shows the landing page of the UN Partner Portal at the URL <https://www.unpartnerportal.org/landing/>. The page features a blue-tinted background image of a woman carrying a baby and a man standing near stacks of UNICEF and WFP supply boxes. The navigation bar at the top includes the UN Partner Portal logo, the tagline "Working Together", and links for "Partnership Opportunities" and "Resource Library". On the right side of the navigation bar, there are "Register" and "Sign In" buttons. The "Sign In" button is highlighted with an orange box and a red circle with the number "2". The main content area contains the heading "Welcome to the UN Partner Portal" and the sub-heading "Where UN Agencies and Civil Society Partners Connect". Below this, a paragraph explains that UNHCR, UNICEF, and WFP have joined forces to develop the portal as a platform for civil society organizations to engage with the UN. At the bottom, the logos for UNHCR (The UN Refugee Agency), UNICEF (for every child), and WFP (World Food Programme) are displayed.

Steps	Description	Action	Notes
2	Sign In	Once the login page of the partner portal appears (1), please click on the button "SIGN IN" (2)	

STEP 2



Steps	Description	Action	Notes
3	Sign In	<p>You have been redirected to a federated authentication system common to UN agencies and civil society partners. (1)</p> <p>As a partner from UNHCR you need to use the lower section of the login command (2)</p> <p>Please click on "Sign up now" (3)</p>	<p>If you were already a UNHCR Partner portal user, your email has been migrated to the new UN Partner Portal, with its associated user rights. Yet, the password you had for UNHCR Partner Portal is no longer valid. In addition, with this new system, every email needs to be verified for the first sign. Therefore we need you to sign up again from scratch. (3)</p>

STEP 3

1 https://login.microsoftonline.com/unicefpartners.onmicrosoft.com/oauth2/v2.0/authorize?client_id=82815e41-6c60-40b9-b110-f743bb7bb8e2&redirect_uri=https://www.unpartnerportal.org/api/so...

2

Sign in with your social account

UNICEF Employee UNHCR Employee

WFP Employee Google

OR

Sign in with your existing account

Email Address

Password [Forgot your password?](#)

Sign in

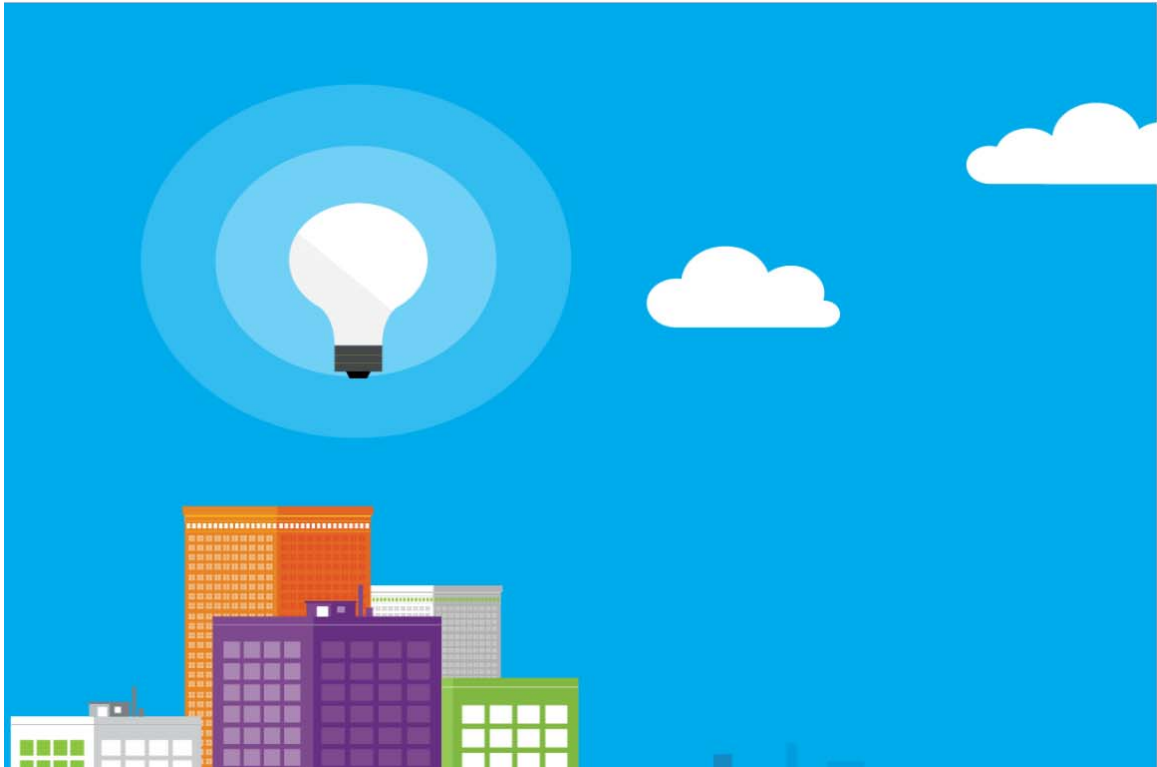
Don't have an account? [Sign up now](#)

3

Steps	Description	Action	Notes
4	Sign In	Please enter your email address. (1) Click on "Send verification code".	You will receive an email with a verification Code to the email account you have provided.

STEP 4

https://login.microsoftonline.com/unicefpartners.onmicrosoft.com/B2C_1A_UNICEF_PARTNERS_signup_signin/api/CombinedSignInAndSignup/unified?local=signup&csrf_token=K1ZJcFJCMnlxelNtS... ☆



Verification is necessary. Please click Send button.

Email Address 1

Send verification code 2

New Password

Confirm New Password

Display Name

Given Name

Surname

Create **Cancel**

Steps	Description	Action	Notes
5	Sign In	Go to your email account and open the email titled "Microsoft on behalf of UNICEF". (1) But keep the internet page for the login open. You have been allocated a code. (2)	UNICEF holds the main account for the federated authentication process. This is why you are receiving an email on behalf of UNICEF. Rest assure, this has been You will receive an email with a verification Code to the email account you have provided.

STEP 5

UNICEF account email verification code Boîte de réception x

Microsoft on behalf of UNICEF <msonlineservicesteam@microsoftonline.com> 1

À moi ▾

🌐 anglais ▾ > français ▾ [Traduire le message](#)

Verify your email address

Thanks for verifying your _____ account!

Your code is: 701449 2

Sincerely,
UNICEF

Steps	Description	Action	Notes
6	Sign In	Go back to the login page on the internet, and type in the verification code into the field "verification code". (1) Click on the "Verify Code" Button. (2)	In the case you have not been allocated a code, or not received the email, please click on the button "Send new code". (3)

STEP 6

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

2 3

Steps	Description	Action	Notes
7	Sign In	<p>Your email has now been verified. (1)</p> <p>Continue the process creating a password and filing in your name (2)</p> <p>Click on the "CREATE" button to enter the UN Partner Portal</p>	

STEP 7

https://login.microsoftonline.com/unicefpartners.onmicrosoft.com/B2C_1A_UNICEF_PARTNERS_signup_signin/api/CombinedSignInAndSignUp/unified?local=signup&csrf_token=Qi94am1IU0N2U2pP...

E-mail address verified. You can now continue.

Email Address 1

Change e-mail

New Password 1

Confirm New Password

Display Name

Given Name

Surname

Create Cancel

Steps	Description	Action	Notes
8	Sign In	<p>If you were already accessing the UNHCR partner portal with the same user email, the system now will automatically have detected you, and you will be redirected to your Partner profile. Your user rights have been transferred as well.</p> <p>If you were not accessing the UNHCR Partner portal previously with this email, please contact the HQ administrator (for INGO's) or administrator (for NGO) of your organization. Your administrator colleagues have the rights to add new users in the system.</p>	<p>If you are part of a Country office, you will only see the information related to your country office.</p> <p>If you are part of an HQ office, you will see the information related to HQ and country offices.</p>