



Participants Dashboard – User's Guide

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About the User's Guide

The *Participants Dashboard - User's Guide* provides information about using the web interface to the Global Compact.

This guide tells the user how to work with the Dashboard to manage an organization's online profile in the Global Compact database and provides detailed instructions on how to update organization and contact information.

Please note that regular updates of contact information in the database are the responsibility of the organization's contact person.

Using the Dashboard

The Dashboard is a web-based interface that allows participants access to the data stored in the Global Compact database. The database contains information about the organization, the highest executive and one or more contact persons. The roles of the individuals Listed in the database can be the following:

- **Highest Level Executive:** only receives invitations to special events via email and official documents such as the annual stakeholder Letter and special reports via postal mail
- **Contact Point:** receives email communications including the Monthly Bulletin, COP deadlines as well as updates on news and events
- **Financial Contact:** receives invoices for the company's annual contribution to the Foundation for the Global Compact

Official contact points are assigned a personal Login and password to manage their organization's information through the dashboard.

As a contact person between your organization and the Global Compact, you can use the dashboard to do the following:

- edit your organization and contact information;
- delete or add new contacts and assign them different roles;
- submit a request to use the Global Compact endorser Logo;
- submit the annual Communication on Progress (COP)



1. Edit Organization's Information

In the Overview tab, click Edit your organization's profile (as seen below).

The screenshot shows the United Nations Global Compact user interface for a user named 'Dummy Business'. The top navigation bar includes 'Dashboard', 'Logout', and 'Translate'. The main content area has a dark blue header with the United Nations Global Compact logo and the text 'United Nations Global Compact'. Below this, there is a navigation menu with tabs: 'Overview', 'Getting Started', 'Contacts', 'Logo Requests', 'COPs', 'Draft COPs', 'Action Platforms', and 'Level of Engagement'. The 'Overview' tab is selected, and the 'Edit your organization's profile' button is circled in red. The main content area is divided into two columns. The left column is titled 'Organization Details' and contains a list of fields: Participant ID (133627), Status (Active), Engagement Manager (Ms. Claire Kells), Participant since (2018-08-28), COP Due Date (2019-08-28), Organization Type (SME), Invoice Date (2018-08-28), Parent Organization (No parent UNGC Organization was identified), Ownership (Privately Held), Revenue Bracket (less than USD 50 million), Revenue (\$1,234,567.00), Level of Engagement (Participant Level), Sector (Diversified), Employees (35), Country (United States of America), Website (http://www.dummybusiness.com), Gov't Registration Url (http://www.dummy.gov/), and Letter of Commitment (Business_Commitment_Letter.pdf). The right column is titled 'Contact Information' and contains: Highest Level Executive (Ms. Highest Executive), Contact Point (Mr. Business Contact), Exclusionary Criteria (Revenue from tobacco: No, Revenue from landmines: No), Local Network USA (Please contact your Local Network with any questions or concerns regarding your participation in the Global Compact.), Contact Person (Mr. Adam Gordon), and Profile (Local Network USA).



In the screen displayed below, the organization name, website, sector, number of employees, and other information about the organization can be updated.

Editing organization

Details

Organization name

Website

Gov't Registration Url

Employees

Ownership

Sector

Revenue Bracket

Precise Revenue


Social Network Feed

Social Network

Account/Handle





2. Edit Contact Information



To edit contact information, go to the Contacts tab and click on the  symbol in order to make changes. Please note that it is required that all organizations have a contact listing for their highest level executive and at least one person identified as your organization's official Contact Point.


Dummy Business

Overview Getting Started **Contacts** Logo Requests COPs Draft COPs Action Platforms Level of Engagement



Mr. Business Contact	Job Title	Manager	Country	United States of America
	Roles	Contact Point Financial Contact	Address	685 Third Avenue
	Email	dummy@unglobalcompact.org	City	New York
	Telephone	123456789	State	New York
			Postal Code	10017

Ms. Highest Executive	Job Title	President	Country	United States of America
 	Roles	Highest Level Executive	Address	685 Third Avenue, 12th Floor
	Email	dummyceo@unglobalcompact.org	City	New York
	Telephone	123456789	State	New York
			Postal Code	10017

After clicking the  symbol, you will see the following screen where you can make the necessary changes in your information.



Editing contact

Change password

Click here to change your password

Send password reset email

Send a reset password email to a new email address for this contact.

SEND PASSWORD RESET EMAIL

Details

Prefix	<input type="text" value="Mr."/>
First name	<input type="text" value="Business"/>
Middle name	<input type="text"/>
Last name	<input type="text" value="Contact"/>
Job title	<input type="text" value="Sustainability Officer"/>
Email	<input type="text" value="dummy@unglobalcompact.org"/>
Phone	<input type="text" value="1234567890"/>
Fax	<input type="text"/>
Time zone	<input type="text" value="(GMT+00:00) UTC"/>
Address	<input type="text" value="885 Third Avenue"/>
Address 2	<input type="text" value="12th Floor"/>
City	<input type="text" value="New York"/>
State	<input type="text" value="New York"/>
Postal code	<input type="text" value="10017"/>
Country	<input type="text" value="United States of America"/>

Roles

- Contact Point**
Receives email communications including the Monthly Bulletin, COP deadlines as well as updates on news and events.
- Financial Contact**
Receives the invoice for your company's initial contribution to The Foundation for the Global Compact.

Username

Username

Please make sure that your email address is accurate to ensure continuous communication with the UN Global Compact Office.


CANCEL

SAVE CHANGES


Once you have edited the information, please click the Save changes button at the bottom of the page.

3. Add or Delete a Contact Person

If you would like to add a contact person to your profile, please go to Contacts tab and click New Contact. You will be asked to fill in the information for the new contact, assign them the role of Contact Person, and then select the username and password that will enable the person to login to the organization's profile. Once the information is filled in, please click the Create button at the bottom of the page.

In case your organization has more than one contact person and you want to delete one contact, please click the  symbol (see visual reference below).



Overview	Getting Started	Contacts	Logo Requests	COPs	Draft COPs	Action Platforms	Level of Engagement
+ New contact							
Mr. Business Contact							
	Job Title	Sustainability Officer			Country	United States of America	
	Roles	Contact Point Financial Contact			Address	685 Third Avenue	
	Email	dummy@unglobalcompact.org			City	New York	
	Telephone	1234567890			State	New York	
				Postal Code	10017		
Ms. Highest Executive							
 	Job Title	President			Country	United States of America	
	Roles	Highest Level Executive			Address	685 Third Avenue, 12th Floor	
	Email	dummyceo@unglobalcompact.org			City	New York	
	Telephone	123456789			State	New York	
				Postal Code	10017		

4. Seek Approval for the Global Compact Logo

If you would like to seek approval for use of the Global Compact logo, please go to Logo Requests tab and click New Logo Request. More information on our Logo Policy can be found at <http://www.unglobalcompact.org/participation/getting-started/brand-guidelines>.



Overview	Getting Started	Contacts	Logo Requests	COPs	Draft COPs	Action Platforms	Level of Engagement
+ New Logo Request							
Last updated on		Purpose		Status		Days since last update	Actions

After you complete the request form and upload a sample of desired use, you will receive response from the Global Compact Office in approximately three working days.

5. Username and Password Recovery

To recover a forgotten username and/or password, please follow the steps below:

1. Go to the login screen at <http://www.unglobalcompact.org/login> and click on **Forgot your username or password?**
2. Enter the email address that you registered in the Global Compact database
3. If your e-mail address is entered correctly and it exists in our database, a message notifies you that further instructions will be sent to you by e-mail
4. Your username and a link to a reset password page are sent to your email address. Reset your password using the link provided in the reset password email notification
5. If your e-mail address does not exist in our database and you want to access your organization's profile, contact the Global Compact Office, at info@unglobalcompact.org

United Nations
Global Compact

Dashboard | Select Language | ▼

You need to sign in before continuing.

Login

Username

Password

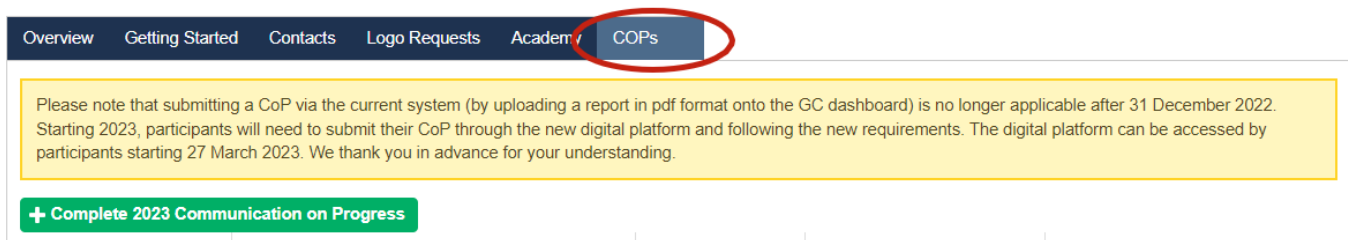
Remember me

[Forgot your username or password?](#)



6. COP Submission

To submit a COP, click on '**COPs**' in the header navigation and then click on "Complete 2023 Communication on Progress".



You will then be redirected to the digital platform homepage, where you will see both requirements: the **Questionnaire** and **CEO Statement of Continued Support**. The homepage will also host the **Data Visualization Dashboard**, which will become available at the end of the universal submission period (30 June).

