



Participant Dashboard - User's Guide

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About the User's Guide

The Participant Dashboard – User's Guide provides information about using the web interface of the Global Compact.

This guide tells the user how to work 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 Level 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

These types of contacts 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 displays the user interface for a 'Dummy Business' profile. At the top, there is a navigation bar with the United Nations Global Compact logo and the text 'United Nations Global Compact'. Below this, there are links for 'Dashboard', 'Logout', and 'Translate'. The main content area is titled 'Dummy Business' and features a horizontal menu with tabs: 'Overview', 'Getting Started', 'Contacts', 'Logo Requests', 'COPs', 'Draft COPs', 'Action Platforms', and 'Level of Engagement'. The 'Overview' tab is selected, and within it, the 'Edit your organization's profile' link is highlighted with a red circle. The profile information is organized into three columns: 'Organization Details', 'Contact Information', and 'Exclusionary Criteria'. The 'Organization Details' column lists various attributes such as Participant ID, Status, Engagement Manager, and Revenue. The 'Contact Information' column includes the Highest Level Executive and Contact Point. The 'Exclusionary Criteria' column shows 'Revenue from tobacco' and 'Revenue from landmines'. Below these is the 'Local Network USA' section, which includes a 'Contact Person' and a 'Profile'.

Organization Details	
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/
Letter of Commitment	Business_Commitment_Letter.pdf

Contact Information	
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
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	<input type="text" value="Dummy Business"/>
Website	<input type="text" value="http://www.dummybusiness.com"/>
Gov't Registration Url	<input type="text" value="http://www.dummy.gov/"/>
Employees	<input type="text" value="35"/>
Ownership	<input type="text" value="Privately Held"/>
Sector	<input type="text" value="Diversified"/>
Revenue Bracket	<input type="text" value="less than USD 50 million"/>
Precise Revenue	<input type="text" value="\$1,234,567"/>

Social Network Feed


Social Network	<input type="text"/>
Account/Handle	<input type="text"/>

CANCEL

SAVE CHANGES



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, Financial Contact, 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

[New contact](#)


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

First name

Middle name

Last name

Job title

Email

Phone

Fax

Time zone

Address

Address 2

City

State

Postal code

Country

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

CANCEL **SAVE CHANGES**


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

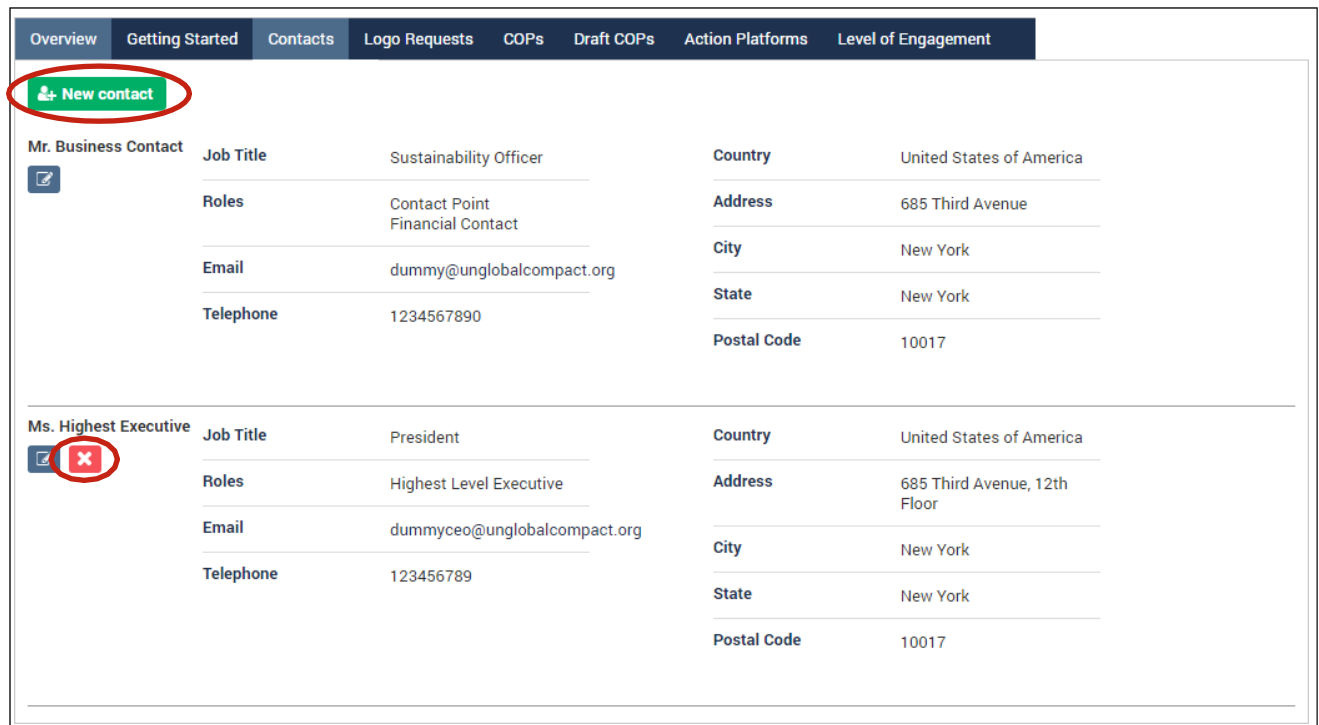
Once you have edited the information, please click the Save Changes button at the bottom of the page.



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 (see below). You will be asked to fill in the information for the new contact, assign them the role of Contact Point, Financial Contact, and/or Highest Level Executive, and then create a username and password that will enable the person to log in to the participant dashboard. Once the information is filled in, please click the Create button at the bottom of the page.

If you want to delete a contact on your organization's contact list, please click the  symbol (see 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. Self-Service Option to Create New Contact Point

To create a new contact point, go to [login](#) page and click Create new contact point.

Login

Username

Password

Remember me

Forgot your username or password?

LOGIN

If your company is already a Participant of the UN Global Compact, and you need to create a new user to access your company's Participant Dashboard click on the button below

[Create new contact point](#)

Step 1: You will be redirected to another page where you will enter the new Contact Point's email address. Please note that the email must contain your organization's email domain.

Create a New Contact Point

Fill out your email to create a new contact point user if your organization is already a participant of the United Nations Global Compact

STEP 1

Enter your email:

Submit




Step 2: After inputting an email address, the system will ask you to verify the email that was entered. *Note:* The verification email sent will expire after 24 hours. If unable to verify before the expiration, you will have to redo the process from the beginning.

Create a New Contact Point

Verify your email to create a new contact point user if your organization is already a participant of the United Nations Global Compact

STEP 2



Verify your email

If you have an email domain associated with any UN Global Compact member, you will receive an email with instructions on how to create a contact point.

Step 3: Within the verification email, you will click on Create new contact point, and be redirected to our online system. Please input the information within the editable fields (Organization, First Name, Last Name, Job Title, Username, Password & Country)

Create a New Contact Point

Fill out your email to create a new contact point user if your organization is already a participant of the United Nations Global Compact

STEP 3

Organization
Select your organization

Role type
Contact Point

Personal info

First name

Last name

Job title

Country
Select your country




After completion of the self-service option, you will receive a confirmation email informing you that you have successfully created a new contact point. To log in, you may use the following [link](#).

STEP 4

Create a New Contact Point

You can now login into your UN Global Compact Participant Dashboard



Contact Point successfully created

A confirmation email has been sent to your e-mail address *Email Address*.

Login



5. Username and Password Recovery

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

1. Go to the [dashboard login screen](#) and click [Forgot your username or password?](#)
2. Enter the email address that you registered in the Global Compact database
3. If your email address is entered correctly and exists in our database, a message containing further instructions will be sent to your email
4. Your username and a link to reset your password will be sent to your email. Reset your password using the link provided in this email.
5. If your email address does not exist in our database and you want to access your organization's profile via the dashboard, you can either add yourself as a new Contact Point (see previous section) or 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

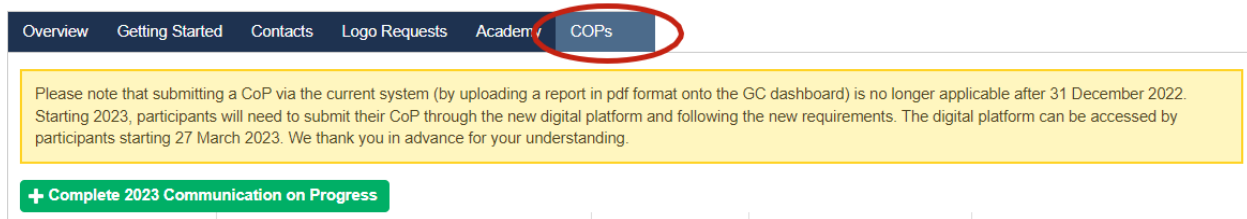
Remember me

[Forgot your username or password?](#)

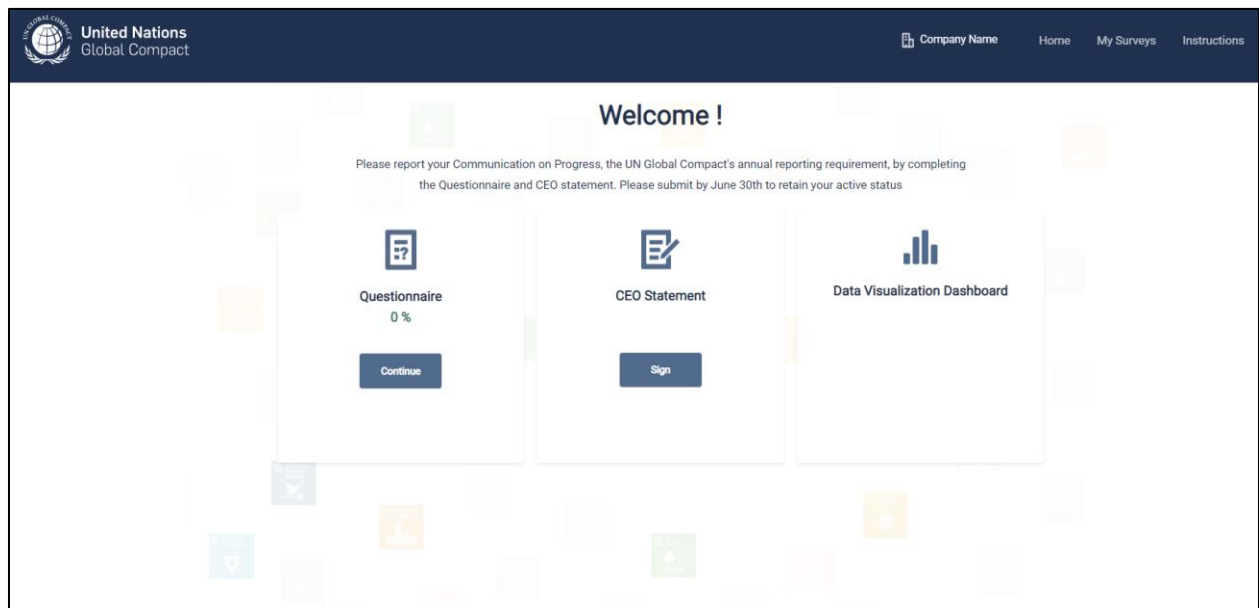


6. COP Submission

To submit a COP, click on COPs tab, then click Complete 2023 Communication on Progress.



You will then be directed 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).





7. Seek Approval for the Global Compact Logo

If you would like to seek approval for use of the Global Compact logo, please go to the Logo Requests tab and click New Logo Request.



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

More on our Logo Policy can be found at <https://unglobalcompact.org/participation/getting-started/brand-guidelines>

8. Share Participant Profile

Visitors to the profile page will be able to click on social media sharing icons that allow the profile page to be shared to social media networks including Twitter, Facebook, LinkedIn, and email. *Example:*





Social Network Feed Embed:

Participants can embed a Twitter feed to be displayed on their public profile. Participants can activate this feature by logging into their participant dashboard, clicking [Edit your organization's profile](#) in the [Overview](#) tab, and then selecting their preferred handle.

Social Network Feed

Social Network

Account/Handle