

Media accreditation for  
Journalists  
Request and Manage your  
Media Accreditations

✉ [support.accreditation@un.org](mailto:support.accreditation@un.org)

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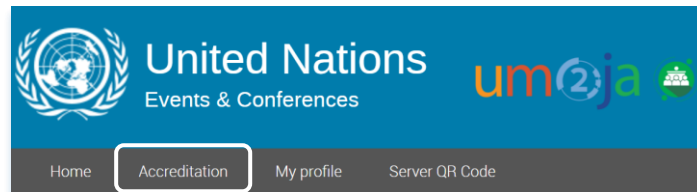
DRAFT

# REQUEST A TEMPORARY ACCREDITATION/PASS

## 1. TEMPORARY ACCREDITATION

*First, log in to IndicoUN before being able to fill out the accreditation form.*

- From the [home page](#), click on the **Accreditation** link, in the top black banner.



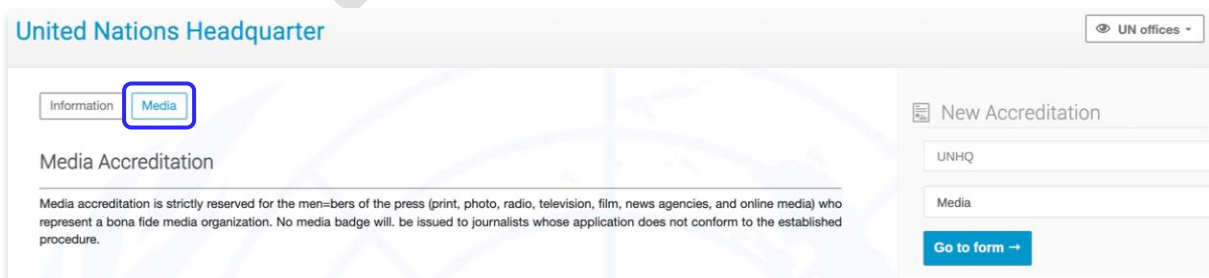
- Click on the **UN offices** to select the **Duty Station**, where your assignment is going to take place.



- By default, the duty station information is displayed under the information tab.



- Click on the **Media** tab to access the Media accreditation.



- On the right-hand side, under New Accreditation section, the representation type **Media will be automatically selected**.

United Nations Headquarter UN offices ▾

Information **Media**

### Media Accreditation

Media accreditation is strictly reserved for the members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a bona fide media organization. No media badge will be issued to journalists whose application does not conform to the established procedure.

New Accreditation

UNHQ

**Media**

**Go to form →**

- Click on **Go to form** to proceed with filling the accreditation form.

United Nations Headquarter UN offices ▾

Information **Media**

### Media Accreditation

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New Accreditation

UNHQ

Media

**Go to form →**

- Fill out the form under all the sections. Under the **Pass Details** section, select the **Temporary pass** option.
- Enter the title of the assignment in the **Assignments<sup>1</sup>** field. If you are interested in more than one assignment, click on the **+ Add** button and **Save**.

#### Pass Details

Pass/Badge \* **Temporary** Long-Term

*Temporary: Visiting journalists covering a specific events or assignments.*  
*Long-term: Journalists requiring a frequent access to the United Nations and residing in the area.*

Assignments \*

Assignment	Start Date	End Date	Action
Assignment	Start Date	End Date	✕ 📄

**+ Add**

You may enter multiple assignments.  
 Do not forget to click the **Save** button to save your assignments.

**Note:** Under the **Passport details** section, if the **Passport country of issue** is non-US, make sure to have additional documents (Document authorizing work in the host country, Document category and Document number, if applicable) be handy for the successful accreditation submission.

- All fields followed with an asterisk (\*) are mandatory. Once the form is filled out, click **Submit**.

<sup>1</sup> You may enter multiple assignments with title and date.

- A message appears on-screen in a green status bar acknowledging that the accreditation is submitted successfully and is awaiting approval<sup>2</sup>.

✓ Accreditation Сэхар Шазад submitted successfully

**Media Accreditation details**

Full Name - Сэхар Шазад | Representation Type - Media |  
 Badge Length - Temporary | Access Start Date - 16 Dec 2021 | Access End Date - 18 Dec 2021

#23

✉

**Your accreditation is awaiting approval**  
 A manager will manually validate it.

Withdraw

💡

Access dates can be adjusted by respective managers.

- You should also receive an acknowledgment message in the account set as your primary one in Indico.UN.

Dear С. ШАЗАД,

This message is to acknowledge receipt of your accreditation for the representation type **Media** under С. ШАЗАД .

Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

**Accreditation Information**

Name:	Сэхар Шазад
Representation Type:	Media
Badge Type:	Temporary
Access Start Date:	16 Dec 2021
Access End Date:	18 Dec 2021

Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: [Manage my accreditation](#)

*This is an automated email. For inquiries, contact the .*

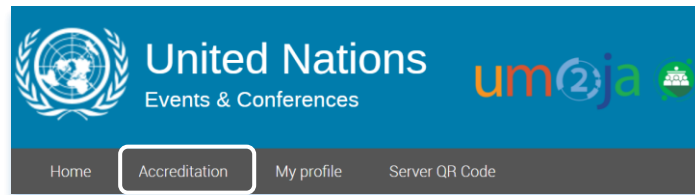
## 2. REQUEST FOR LONG-TERM MEDIA ACCREDITATION

### a. NEW MEDIA ACCREDITATION REQUEST

*First, log in to Indico.UN. before being able to complete the accreditation form.*

- From the [home page](#), click on the **Accreditation** link in the top black banner.

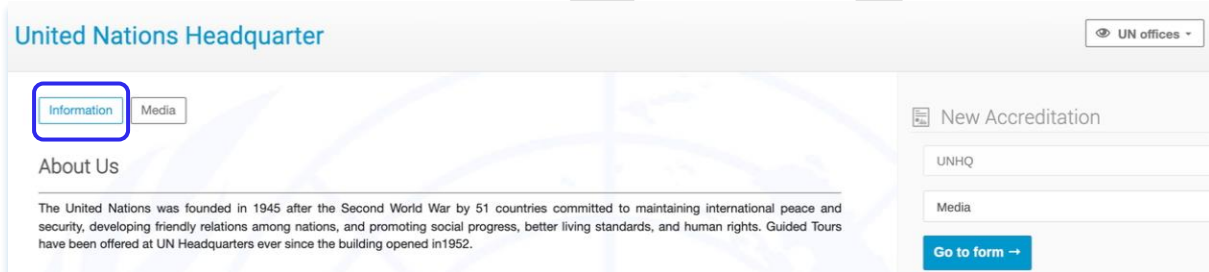
<sup>2</sup> The user (Journalist) could withdraw their accreditation at this point.



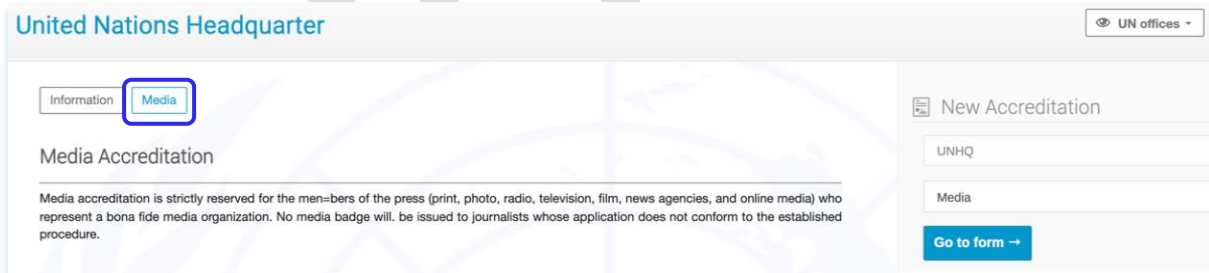
- Click on the UN offices to select the Duty Station where your assignment will take place.



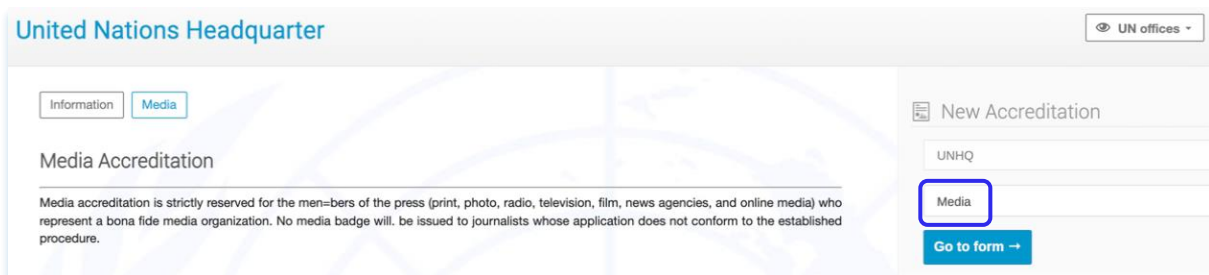
- The duty station information is displayed under the information tab by default.



- Click on the **Media** tab to access the Media accreditation.



- On the right-hand side, under *New Accreditation* section, the representation type **Media** will be automatically selected.



- Click on **Go to form** to proceed with filling the accreditation form.

- Under **Pass Details**, Select Long-term. Then fill out the form<sup>3</sup>.

**Note:** Please provide the Badge number if you had a badge in possession in the past.

- All fields followed with an asterisk (\*) are mandatory. Complete the form, then click on **Submit**.
- A message appears on-screen in a green status bar acknowledging that the accreditation was submitted successfully and is awaiting approval<sup>4</sup>.

- The requestor (Journalist) will receive an acknowledgment email from the Indico.UN system.

<sup>3</sup> Note that there will be no Assignments section for Long-term accreditation requests under Pass details.

<sup>4</sup> The requestor (Journalist) can still withdraw their accreditation request at this point of the process.

Dear С. ШАЗАД,

This message is to acknowledge receipt of your accreditation for the representation type **Media** under **С. ШАЗАД**.

Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

### Accreditation Information

Name:	Сэхар Шазад
Representation Type:	Media
Badge Type:	Long-Term
Access Start Date:	14 Dec 2021
Access End Date:	13 Apr 2022

Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: [Manage my accreditation](#)

This is an automated email. For inquiries, contact the .

- The requestor (Journalist) will receive an approval/rejection email from the Indico.UN system once the accreditation request is approved.

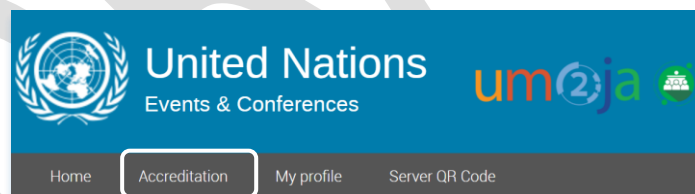
**Note:** For new accreditation requests, the access dates are set as, by default, submission date + 4 months. The default dates will change to approval date + 4 months once the accreditation manager approves the request. However, the manager can modify the dates to a specific duration if needed.

## b. RENEW YOUR MEDIA ACCREDITATION



*First, log in to Indico.UN before being able to complete the accreditation form.*

- From the [home page](#), click on the **Accreditation** link in the top black banner.



- You will land on the list of your accreditation requests.
- Under **My Accreditations**, click on the **Renew** button under the **Actions** column.



**My Accreditations** UN offices ▾

[Customize Columns](#)

Show **15** entries Search:

Requested to	Submitted Date	Status	Representation Type	Pass/Badge	Start Date	End Date	Action
UNHQ	Today at 20:00	New Requests	Media	Long-Term	14 Dec 2021	13 Apr 2022	<a href="#">Withdraw</a>
UNHQ	Today at 19:36	New Requests	Media	Temporary	16 Dec 2021	18 Dec 2021	<a href="#">Withdraw</a>
UNOG	5 Aug 2021 at 14:15	Approved	Media	Long-Term	12 Aug 2021	10 Dec 2021	<a href="#">Renew</a>

Showing 1 to 3 of 3 entries Previous **1** Next

Access dates can be adjusted by respective managers.

**New Accreditation**

Select UN office

Media

[Go to form →](#)

- Update your accreditation information, including the latest documents, when necessary.
- Then, click on **Submit**.
- A message appears on-screen in a green status bar acknowledging that the request for accreditation renewal was submitted successfully<sup>5</sup>.

✓ Accreditation applied for renewal successfully

**Media Accreditation details** #25

Full Name - Сəхар Шəзад | Representation Type - Media |  
 Badge Length - Long-Term | Access Start Date - 11 Dec 2021 | Access End Date - 11 Dec 2022

You have requested a renewal of your previous accreditation [Withdraw](#)

Access dates can be adjusted by respective managers.

- You should also receive an acknowledgment message in the account set as your primary one in Indico.UN.

<sup>5</sup> The requestor (Journalist) could still withdraw their request at this point of the process.

Dear C. IIIA3A.II

This message is to acknowledge receipt of your accreditation for the representation type **Media** under C. IIIA3A.II .

Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

**Accreditation Information**

Name:	Сохар Шазар
Representation Type:	Media
Badge Type:	Long-Term
Access Start Date:	14 Apr 2022
Access End Date:	14 Apr 2023

Note: Access dates can be adjusted by respective managers.


To manage your accreditation follow this link: [Manage my accreditation](#)

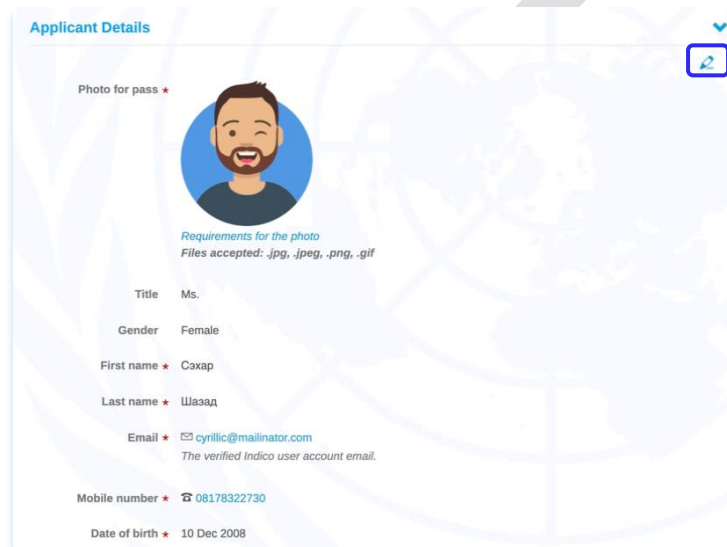
*This is an automated email. For inquiries, contact the .*

- The requestor (Journalist) will receive an approval/rejection email from the Indico.UN system once the accreditation manager processes the request.

DRAFT


### 3. MODIFY YOUR ACCREDITATION REQUESTS

- Click on the **Accreditation** menu, in the top black bar, to see the entire list of your accreditations, under **My Accreditations**.
- Click on the request you would like to modify, under the **Requested to** column.
- A summary of your accreditation opens. Click on the pencil icon  to modify any section or field.



**Applicant Details**

Photo for pass \*



Requirements for the photo  
Files accepted: .jpg, .jpeg, .png, .gif

Title Ms.

Gender Female

First name \* Caxap

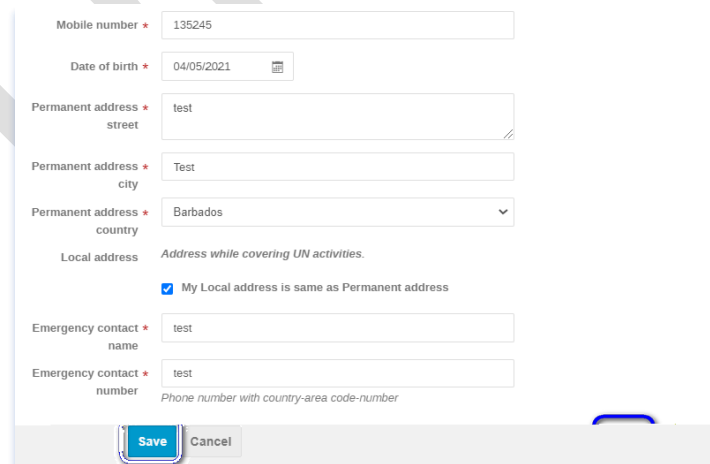
Last name \* Шазад

Email \* [cyrillic@mailinator.com](mailto:cyrillic@mailinator.com)  
The verified Indico user account email.

Mobile number \* [08178322730](tel:08178322730)

Date of birth \* 10 Dec 2008

- When finished, click **Save**.



Mobile number \* 135245

Date of birth \* 04/05/2021

Permanent address \*  
street test

Permanent address \*  
city Test

Permanent address \*  
country Barbados

Local address Address while covering UN activities.

My Local address is same as Permanent address

Emergency contact \*  
name test

Emergency contact \*  
number test  
Phone number with country-area code-number

**Save** Cancel

---END---

- A message appears on-screen in a green status bar confirming that the information was successfully updated.

✓ Successfully updated section "Applicant Details"

- The requestor will receive an email from the Indico.UN system to confirm the information update.

Dear С. ШАЗАД,

Your accreditation has been modified.

Modified Section: Applicant Details

Please note that this accreditation requires manual approval by the Secretariat. You will receive an additional email notification when your accreditation process is complete.

**Accreditation Information**

Name:	Сэхар Шлаан
Representation Type:	Media
Badge Type:	Long-Term
Access Start Date:	14 Apr 2022
Access End Date:	14 Apr 2023

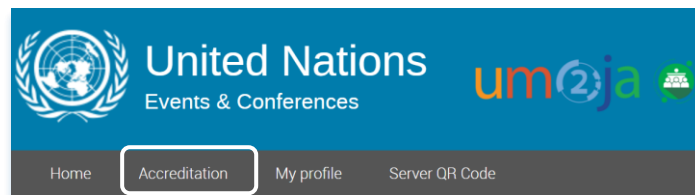
Note: Access dates can be adjusted by respective managers.

To manage your accreditation follow this link: [Manage my accreditation](#)

---END---

#### 4. CHECK THE STATUS OF YOUR ACCREDITATION REQUEST

- Log in to Indico.UN and click on the **Accreditation** link, in the top black bar.



- See the status of your accreditations under the **Status** column.

**My Accreditations**

[Customize Columns](#)

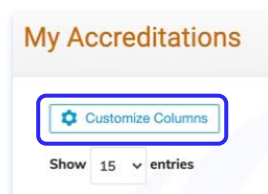
Show 15 entries Search:

Requested to	Submitted Date	Status	Representation Type	Pass/Badge	Start Date	End Date	Action
UNHQ	Today at 20:09	Renewal Requested	Media	Long-Term	14 Apr 2022	14 Apr 2023	<a href="#">Withdraw</a>
UNOG	Today at 20:05	Renewal Requested	Media	Long-Term	11 Dec 2021	11 Dec 2022	<a href="#">Withdraw</a>
UNHQ	Today at 20:00	Approved	Media	Long-Term	14 Dec 2021	13 Apr 2022	<a href="#">Withdraw</a>
UNHQ	Today at 19:36	New Requests	Media	Temporary	16 Dec 2021	18 Dec 2021	<a href="#">Withdraw</a>
UNOG	5 Aug 2021 at 14:15	Approved	Media	Long-Term	12 Aug 2021	10 Dec 2021	<a href="#">Withdraw</a>

Showing 1 to 5 of 5 entries [Previous](#) 1 [Next](#)

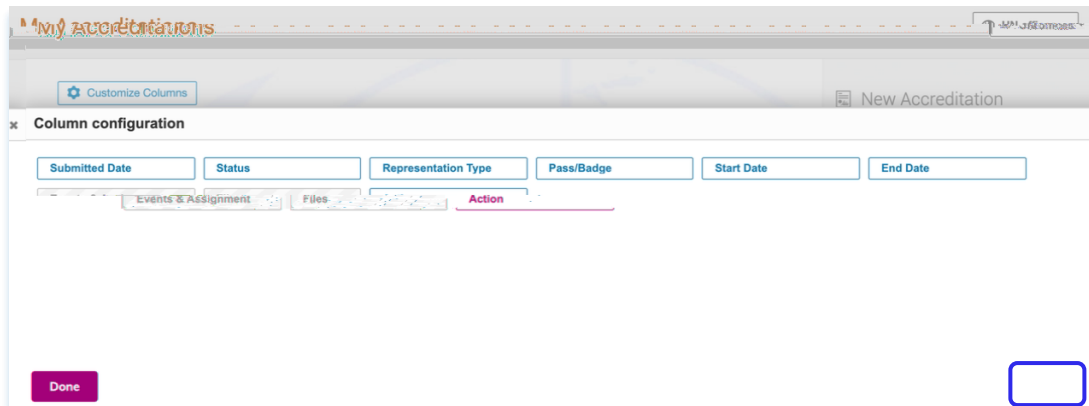
#### 5. CUSTOMIZE YOUR ACCREDITATION PAGE

- Under **My Accreditations**, you can customize the default displayed columns.
- Click on the **Customize Columns** button. Enable/Disable the columns you would like to display.



---END---

- Click on **Done**.



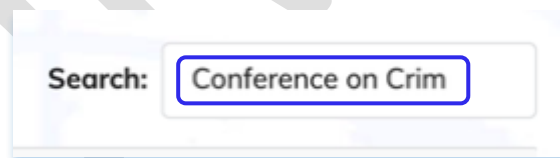
## 6. SEARCH

- Under **My Accreditations**, you can use the search box to find any accreditation request.
- Type the text in the search box and click **Enter**.

Search by

- First Name
- Last Name
- Dates (format : dd/mm/yyyy)
- Status
- Events
- Displayed columns

- Click on the **x** to clear the search and then press **Enter**.



## 7. WITHDRAW YOUR ACCREDITATION

- You can withdraw your accreditation at any stage except when it is already **Rejected**.
- Under **My Accreditations**, there is a **Withdraw** button under the **Action** column.

---END---

### My Accreditations

Customize Columns

Show 15 entries Search: Press enter to search

Requested to	Submitted Date	Status	Representation Type	Pass/Badge	Start Date	End Date	Events & Assignment	Action
UNHQ	Today at 20:09	Renewal Requested	Media	Long-Term	14 Apr 2022	14 Apr 2023	Conference...	Withdraw
UNOG	Today at 20:05	Renewal Requested	Media	Long-Term	11 Dec 2021	11 Dec 2022	Test Print...	Withdraw
UNHQ	Today at 20:00	Approved	Media	Long-Term	14 Dec 2021	13 Apr 2022	Conference...	Withdraw
UNHQ	Today at 19:36	New Requests	Media	Temporary	16 Dec 2021	18 Dec 2021	Conference...	Withdraw
UNOG	5 Aug 2021 at 14:15	Approved	Media	Long-Term	12 Aug 2021	10 Dec 2021	Test Print...	Withdraw

- The system will prompt you to submit a reason and then click on **Withdraw**.
- A message will be displayed after the withdrawal of the request.

✓ Accreditation Сэхар Шазад successfully withdrawn

Customize Columns

Show 15 entries Search: Press enter to search

---END---