

The Partner Reporting Portal is only available to implementing partners that have active partnerships with UNICEF.

Authorized Officers, from partner organizations, can activate access to Portal for their respective organization. Authorized Officers are identified and designated when the partner organization signs the formal partnership documents with UNICEF.

Changes to an organization's authorized officer must be processed through a formal amendment process. Before accessing the Partner Reporting Portal, partners should coordinate with UNICEF focal points to ensure their information and authorized officer information is up to date.

When an organization's account is activated on the Partner Reporting Portal, the system will automatically generate an e-mail to the authorized officers with details to access their account.

To activate your organization's account or to login for the first time, go to [www.partnerreportingportal.org](http://www.partnerreportingportal.org)

Click on the Sign In icon, and you will be directed to the login page

Click on the Sign up now icon, before moving to the sign-up now screen.

Please enter your email address and click on "Send verification code."

Go to your email account and retrieve the code. Enter the code and click verify

Once your e-mail address is verified, enter your password and information. Click on create to finalize the creation of your account and to enter the Portal

Authorized Officers are normally senior staff members within their organization. Once they have activated their organization's profile on the portal, they can assign an Administrator role to one of their key programme monitoring staff members. The administrator can manage the reporting process on the system and provide other staff in the organization with specific user rights to access the Portal.

To assign an Administrator: Click on the ID management icon in the left navigation panel to navigate to the User Management page

On this page you will be able to view and search for users that have access to your organization's profile on the Portal

Click on the New User Icon

Enter the name, e-mail address and title of the user and click Save and Continue.

Select the workspace and role of the user

Once you have completed this process, an e-mail will be sent to the user informing them of their access to the Partner Reporting Portal. The e-mail will contain detailed instructions on how to set-up login credentials.

To edit or deactivate an existing user's role

On the user page click on the drop down icon and click edit. Change the role and workspace and click Save

To delete the user's account, click on the delete icon

