National Commissions Platform

April 2019

User Guide

Driving UNESCO’s Digital Transformation
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1. Introduction

This platform was created at the request by the National Commissions for the purpose of facilitating knowledge sharing and collaboration with and among the National Commissions for UNESCO.

The platform offers various contents relevant to the work of National Commissions, such as news, documents, publications, photos, videos, agendas, etc. It also allows the users to participate in online discussions with their colleagues around the world. This platform provides a unique opportunity to mobilize and consult the NatComs on specific themes concerning regional or sub-regional priorities in the context of SDGs.

The homepage is bilingual: English and French. All other pages are maintained in English but can be viewed in any other language using the “Translate” icon (top right). We hope each National Commission will contribute content to the platform, initiate thematic discussions and integrate this new tool in its daily work.

This User Guide has been prepared to get users acquainted with the platform’s functionalities. Should you have any questions or comments, do not hesitate to contact us at: natcom@unesco.org
2. Accessing the platform

The platform is accessible at: https://unesco.sharepoint.com/sites/natcom

In this window, enter your login as shown, replacing “fr” in this example by the 2-letter ISO code of your country, and click on “Next”

In the next window, enter your password for your generic UNESCO account, which resembles this: XY352@nc
3. Structure & navigation

Interactive spaces:
- Library
- Forum
- Projects
- Directory
- Multimedia

News

Announcements

Events

Useful links

You can comment or ask questions here
4. Uploading files to the Library

You can upload documents or add links to selected folders:
- Regional Meetings
- Projects
- Training

Once inside a folder, use the self-explanatory signs and icons to create subfolders and upload documents. You can also drag and drop files from another window.
5. Participating in online discussions

Select a discussion of interest and click on its title.

Read the introduction and type your reply. You can also reply to a comment by another user.
6. Sharing news on projects

Click on the icon “Projects” on the homepage

Click on the gear icon in the top right corner

Click on “News” under “Add content”
6. Sharing news on projects

Fill out the form by adding in particular a title, a headline, an image and Page Content.

Click on “Publish”, when finished.

Your news will be published within a few minutes.
7. Using Directory

Click on the icon “Directory” on the homepage

Find your contact in the database
8. Viewing and uploading multimedia

Click on the icon “Multimedia” on the homepage

Click on a folder of interest to view pictures and videos

Or create a new folder by clicking on “New” and then upload your pictures and videos as you would upload documents to the Library.
Enjoy online collaboration!

For any questions or comments, do not hesitate to contact us at:

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