

User Guide for submitting a request for the renewal of a UNESCO Chair or UNITWIN Network Agreement

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This document provides guidance on how to submit a request for the renewal of a UNESCO Chair or UNITWIN Network Agreement. For further information or technical support kindly contact the UNITWIN Programme team at unitwin@unesco.org.

Step 1: Register

- A request for the renewal of an Agreement of a UNESCO Chair or UNITWIN Network must be completed on the UNITWIN Management platform. The action can be undertaken by the Chairholder or another staff from the host institution.
- Register by completing the [Account Request Form](#). The contact information provided should be that of the person who will submit the request and act as main focal point during the renewal process.

Step 2: Access the online submission platform


- An invitation link to access the platform will be sent by email to the address indicated in the Account Request Form. Kindly check the spam inbox for this message and allow for up to 24 hours after submitting the form.
- It is advisable to open the link in an incognito window to avoid any conflict in the browser.
- Log-in using the email provided in the Account Request Form
- If the email address indicated is already associated with a Microsoft account (e.g. @outlook.com, @hotmail.com, @live.com), please enter the information and password. Otherwise, create a Microsoft account [See the end of this guide for instructions on how to create a Microsoft account]

Step 3: Complete the request

- Click on “Join us – Request form” to begin.
- Enter key information about the host institution [Section A], the Chairholder(s) and team members [Section B], and overall contribution to UNESCO’s programme and priorities [Section C].

- Complete the request for renewal in Section G, where the relevant documents are also to be uploaded:
 - Required: Progress report for the renewal of a UNESCO Chair or Unitwin Network [see template downloadable from Section G2]
 - Required: Letter of support from the host institution
 - Optional: Other documents can also be submitted, as relevant e.g. updated CV of the chairholder, letter from the National Commission or other
- Upload previously submitted progress reports in Section G1, as those will be used in the evaluation of the request for renewal.

Additional guidance notes

- Read the information button  (if available) or any instructions on each question for detailed guidance on how to best respond to the question.
- After 15 minutes of inactivity, the session will timeout automatically. **Hence, it is advisable to complete the form in multiple steps and save regularly.** If, after having clicked on SAVE button, the user is not redirected to the page “My Applications” but remains on the form, this means that there has been an error and the application has not been saved!
- To edit the application, click on ‘Edit Item’ on the top left.
- Required fields are marked with an asterisk (*). All such fields must be filled before an application can be saved or submitted. The user should respect the word limit specified in each question (if any). If the user is unable to save the Application, check for error messages in red throughout the form (e.g. mandatory field not completed; exceeded word limit)
- At any given time, click on “My Application(s)” in the left-hand menu to show the saved application thus far.

Step 4: Submit the request for renewal

- To submit the request, select YES in Section I. Submission for renewal, followed by the Save button.
- An email will be sent to the user confirming the submission of the request for renewal.

How to create a Microsoft account?

- Click on “create a Microsoft account”

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow UNESCO to use your basic profile (name and email address) in accordance with their privacy statement. UNESCO has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



- Enter an email and create a password
- Insert the requested information, and confirm the creation of the account via the security code sent directly to the email provided
- The Microsoft account is then created. User can log in with username and password.
- Proceed to **Step 3** to complete the Request Form.