



TRIP - REGISTRATION GUIDE

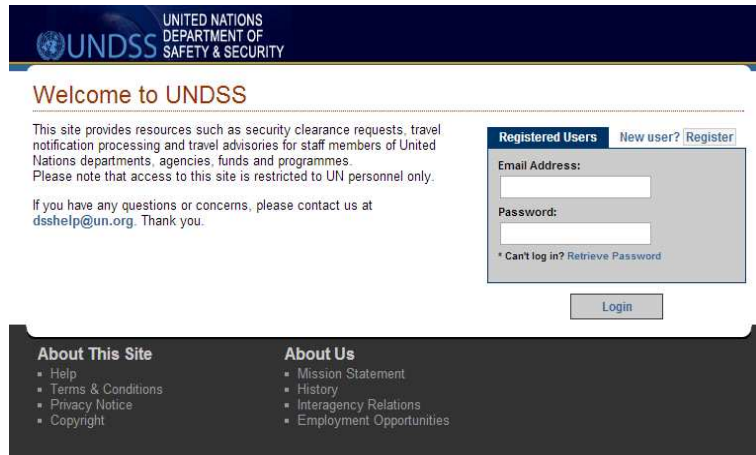
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1

Open a web browser and load the DSS site at <https://dss.un.org>.

If this is your first time accessing the site, look for the "Register" button located on the top right-hand corner.

If you have already registered, simply login and go to **Step 3**



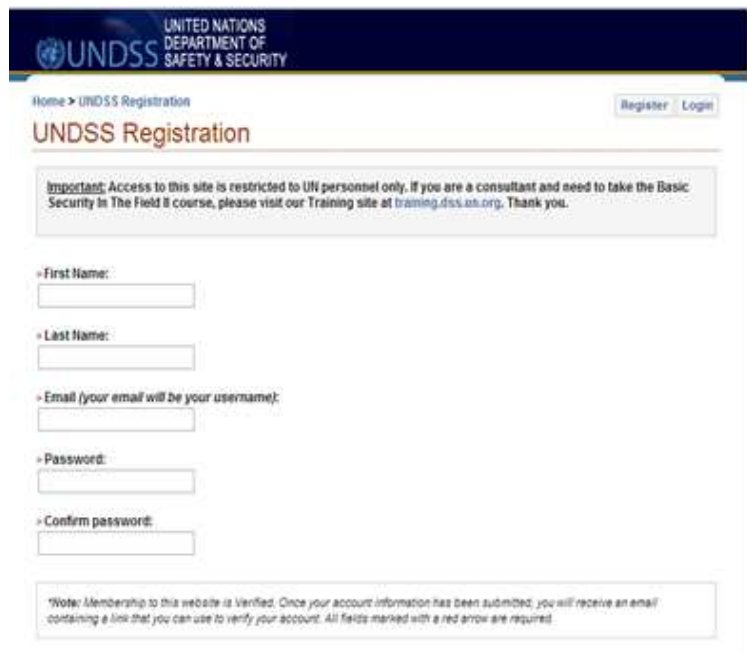
2

Fill out the form using your **UN email address** (outside email addresses, such as yahoo or hotmail will NOT work).

The system will process your information and send you a confirmation email with your username, password and verification code.

Please, note:

- You must register with a valid UN email address and a password of with at least **8 characters** in length and containing **2 non-alphanumeric characters**.
- A verification code will be sent to your email. Please, use that to log in.
- If the code has not arrived after 1 hour, please go to the homepage at dss.un.org and select the "Forgot Password" link (right below the login form). Enter your email address as your username & click on the "Send Password" button.
- If you have forgotten your password, please follow the previous step to retrieve it.
- If you are a UN sponsored traveller but do not have a UN email address, please ask your UN contact to process a security clearance on your behalf





TRIP - REGISTRATION GUIDE

UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY

3

Return to <https://dss.un.org> and Login.

Enter your email address as your **username** and type in your password.

The site will then ask for the verification code from the email. Once you enter it, your registration will be complete, and you will be able to log into the portal.

After you log in the DSS site, select **TRIP** (indicated by the red arrow)

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Home Mehret Abebe Logout

Welcome

Please make sure the information below is accurate, as we rely on it to develop your security plan.

My Info | 0 upcoming trip(s) | Destinations

Contact Info
 ☎ 1 212 9630715 (Business)
 ☎ 1 917 7712878 (Work Cell)
 abebe13@un.org

Office Location:
 DSS - FF Building
 304 East 45th Street, NY, NY 10017
 New York, United States

Address(es)
 1309 5th avenue
 New York 10029, United States (Current)

Training
 ASITP - Advanced Security in the Field
 2 Feb 2010
 BSITF - Basic Security in the Field
 14 Dec 2009
 BSITF II - Basic Security in the Field II
 19 Jun 2012

UN SECRETARIAT EMERGENCY PREPAREDNESS

What do you know about PEP-KITS?

Events & Conferences

AVIATION RISK MANAGEMENT

TRIP TOOLS

Road Safety Campaign
safety begins with you!

UPDATE YOUR PROFILE
 Keep your personal info up to date

TRIP SECURITY CLEARANCES
 Manage your trips, travel requests, request security clearance, etc.

TRAVEL ADVISORY
 Obtain specific security info on the country of your choice

BASIC SECURITY
 Obtain Basic Security training with this online course

ADVANCED SECURITY
 Improve your knowledge of security with this online course

DIRECTORY SEARCH
 Find UN security professionals all over the world

4

Click on the "My Profile" and begin filling out your profile.

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Home > TRIP > TRIP: My Profile Mehret A

TRIP: My Profile

TRIP INTRO

MY PROFILE

MY TRAVEL REQUESTS

NEW TRAVEL REQUEST

READY TO TRAVEL?
 Before you do, take a few moments to make sure your Travel Profile is correct and up-to-date



TRIP - REGISTRATION GUIDE

UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY

5

Complete the profile form.

Make sure that all mandatory (*) fields are filled out.

In addition, please fill out the Address, Phone & Mail, Documents & Trainings, Contacts and Dependants section

Once you are done select the update button

Your TRIP account should now be fully activated.

You may now fill out a security clearance request or a travel notification for yourself or for others.

PROFILE ADDRESSES & PHONES & MAIL DOCUMENTS & TRAININGS CONTACTS DEPENDANTS

Profile Details

Agency: --Not Set-- (*)	
Profile Type: --Not Set-- (*)	Duty Station Country: --Not Set-- (*)
Salutation: *	Duty Station City: *
First Name: (*)	Office Country: *
Middle Name: *	Office City: *
Last Name: (*)	Office Location: *
Gender: (*)	Office Address: *
Date Of Birth: *	Index Number: *
Nationality Present: --Not Set-- (*)	Grade: *
Nationality At Birth: --Not Set-- (*)	Functional Title: *
	Call Sign: *

NOTE: fields marked with (*) asterix are mandatory
NOTE: date format is [dd-MMM-yyyy]