1

Open a web browser and load the DSS site at [https://dss.un.org](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.
Return to [https://dss.un.org](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)*

Click on the “My Profile” and begin filling out your profile.
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 Dependents 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.