

MCR2030 Dashboard Guide:

How to sign up, as a local government

In this document

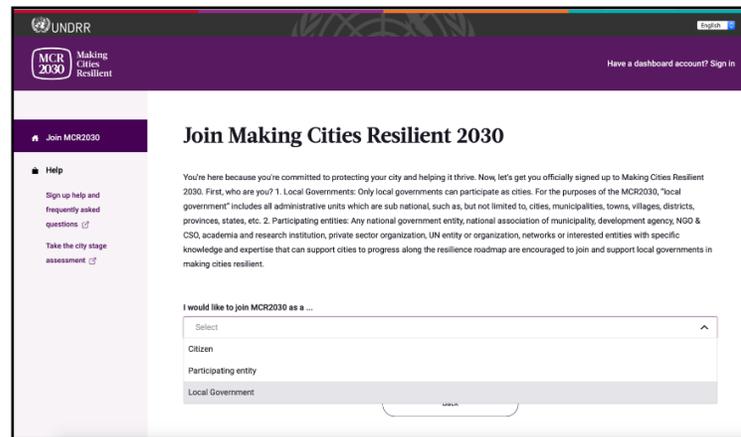
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How to sign up and create a city profile on the dashboard?

How-to video: visit <https://mcr2030.undrr.org/how-join-mcr2030-local-government>.

1. Take the **stage assessment** and find out which stage your city is on the Resilience Roadmap at <https://mcr2030.undrr.org/resilience-roadmap/stage-assessment>
2. Download a template of a letter of commitment for your stage and create your own version. Cities that participated in the MCR Campaign (2010 to 2020) and those certified with ISO37123 need to take the stage assessment, but do not need a signed letter of commitment in order to sign up to MCR2030.
3. Get your letter of commitment signed.
4. Scan or take a photo of the signed letter of commitment. Cities certified with ISO37123 should have a copy of their ISO37123 certificate instead of the signed letter of commitment.

5. In your department at your local government, decide which email address you will use to access the dashboard, or create a new one that can be shared. *Note: This email address will, by default, have the administrative role for your city and will be able to add/remove/manage your team members.*
6. Visit the **MCR2030 dashboard** landing page at <https://mcr2030dashboard.undrr.org>

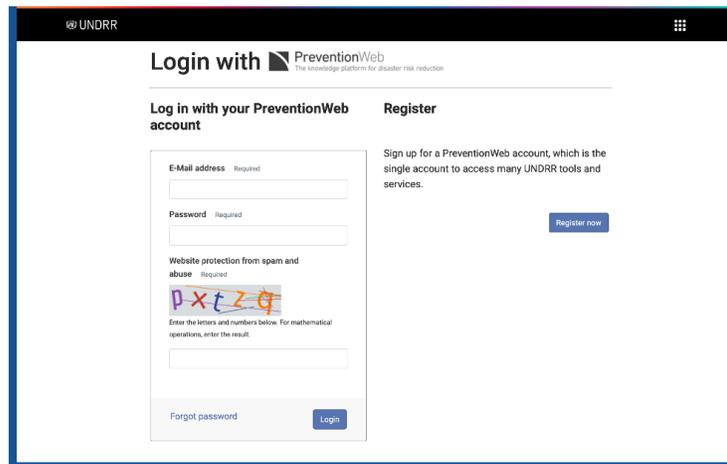


7. Select **'Local Government'** from the dropdown, then select **'Next'**.



8. Confirm if anyone from your local government already signed up to MCR2030 on behalf of your city. (Yes/No)
 - If **'Yes'**, you will not be able to proceed. (If someone from your local government has already signed up, please coordinate with the person to get access to the dashboard. Do not sign up again as this will create a duplicate profile).

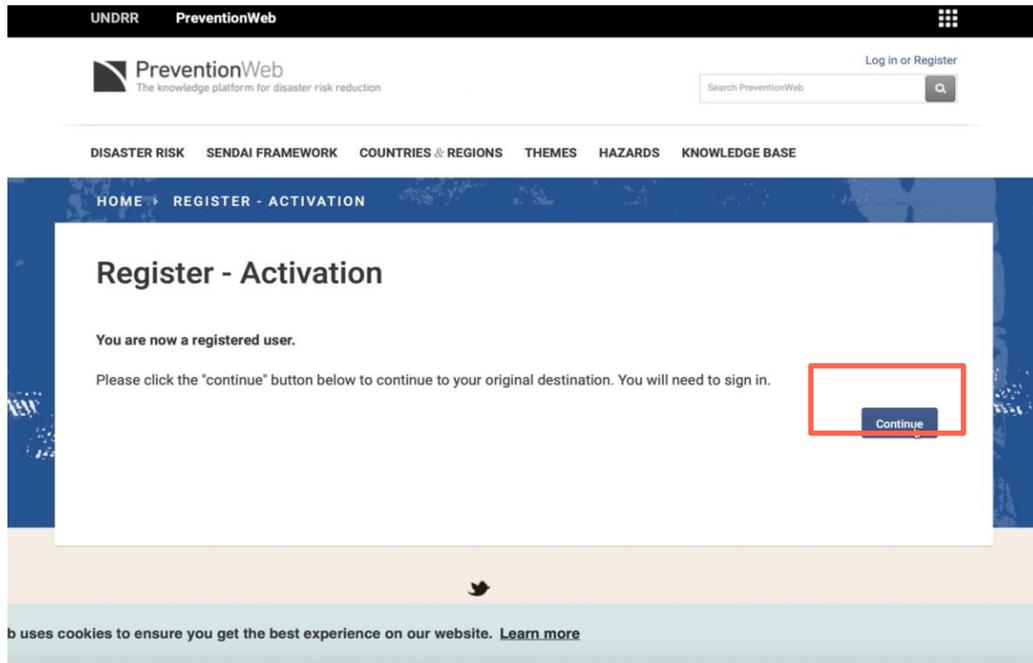
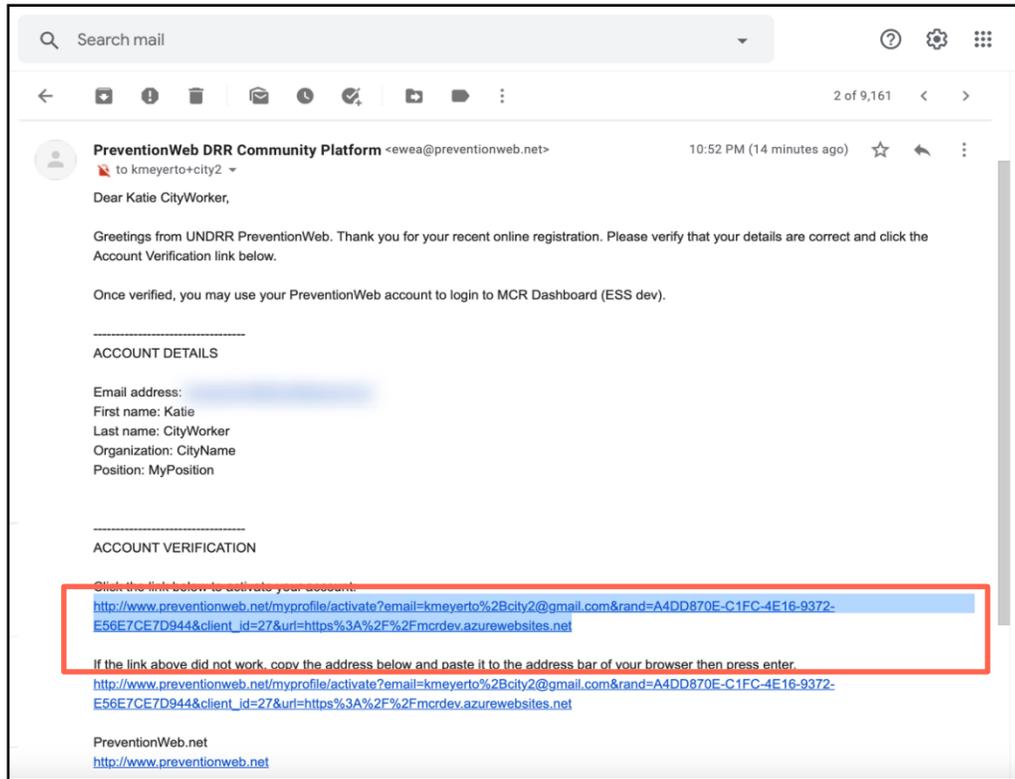
- If **'No'**, continue with next steps.

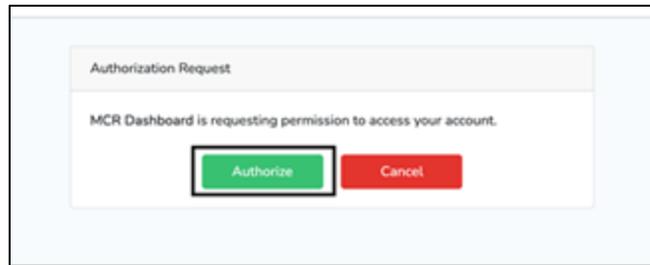


The screenshot shows the PreventionWeb login and registration page. At the top left, it says 'UNDRR' and 'PreventionWeb The knowledge platform for disaster risk reduction'. The page is divided into two main sections: 'Log in with your PreventionWeb account' and 'Register'. The 'Log in' section has three input fields: 'E-Mail address' (Required), 'Password' (Required), and a CAPTCHA image with the text 'p x t z q'. Below the CAPTCHA is a text input field for the result. There is a 'Forgot password' link and a 'Login' button. The 'Register' section has a 'Register now' button and a short paragraph explaining that signing up for a PreventionWeb account allows access to many UNDRR tools and services.

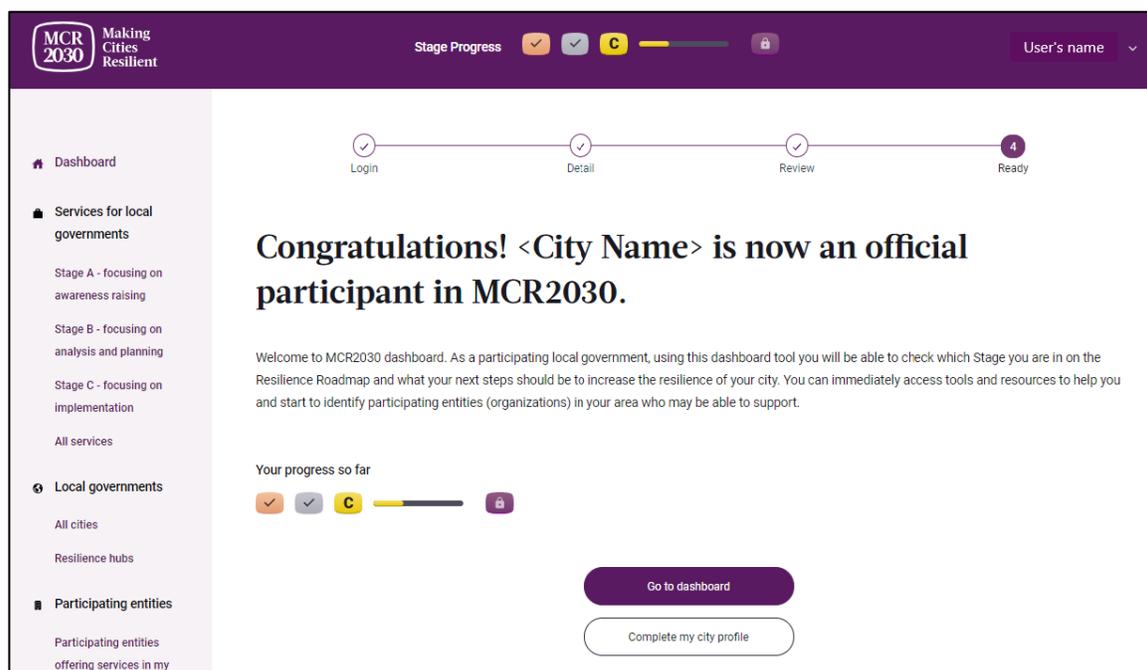
9. Login or register with **PreventionWeb**.

- If you already have a PreventionWeb account, **'Login'** with your account.
- If you do not have a PreventionWeb account, select **'Register now'**. Once completed, a confirmation link will be sent to your registered email address. Check your mailbox and click that confirmation link to continue with sign up to the MCR2030 dashboard. Check your spam mailbox as well. *Note: there might be a delay in receiving the confirmation email from PreventionWeb.*





10. When PreventionWeb prompts you, select '**Authorize**', linking your PreventionWeb account to the MCR2030 dashboard. This step allows you to complete sign up and use your username and password to log in.
11. Fill in the basic details about your city in English. This will allow cities and participating entities from around the world to easily read or translate your city profile. If your province or city name is not found in the limited list available, please select "Not available in list" and then type it out manually.
12. Select '**Proceed**' to review
13. Review the details you have provided and go back and edit them if necessary. Check the spelling of your city – the name of the city cannot be edited later.
14. Agree to Terms and Conditions and Privacy Policy
15. Select '**Let's Get Ready**'

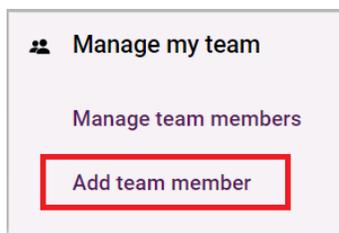


16. Congratulations! You've completed sign up. You are now an official participant in MCR2030, working toward protecting your citizens and helping your city thrive.
17. Select '**Complete my city profile**' to fill in the profile page and share more information about your city. This will help other cities and participating entities know your city better. You can include a description of your city in your own language in this section.

How to add team members

The email used to sign up your organization to MCR2030 will have the Admin role by default. Only Admin can add, delete, and manage your team members.

1. Select '**Add team member**' under Manage my team menu on the left.



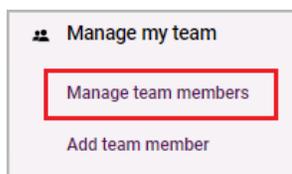
2. Enter your team member's email. Use the same email address your team member uses for PreventionWeb account.
3. Select user's role:
 - **Administrator** has access to the dashboard functions and can add/delete/manage team members.
 - **User** has access to the dashboard functions but cannot add/delete/manage team members.

The screenshot shows a web form titled "Add team member" with the main heading "Invite team member to MCR2030 dashboard for XXXX". Below the heading is a note: "Use the same email address your team member uses for PreventionWeb account." The form contains two input fields: "Enter your team member's email." with a placeholder "Enter email", and "Please enter the email again." with a placeholder "Confirm email". Below these is a section titled "Role and permissions" with a label "Select user's role." and a dropdown menu. At the bottom of the form are two buttons: a purple "Invite team member" button and a white "Back" button.

4. Click '**Invite team member**'. Your team member will receive an email with the subject 'You have been added as a team member on MCR2030'.
5. Ask your team member to sign-in to the dashboard.

How to change a team member's role

1. Select '**Manage team members**' under Manage my team menu on the left.



2. Scroll down the page. You will see a list of your team members, categorized into 'Administrator' and 'User'.

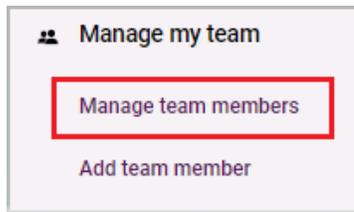
The screenshot displays two sections for user management. The top section is titled 'Administrator' and includes the instruction 'Select user name to edit permissions.' Below this is a table with two columns: 'Name Lastname 1' and 'emailaddress'. A user entry is shown with a checkmark for 'Status: Activated', a square icon for 'Created on: January 29, 2021', and a circular icon for 'Last updated on: January 29, 2021'. The bottom section is titled 'User' and also includes the instruction 'Select user name to edit permissions.' It features a similar table with columns 'Name Lastname 2' and 'emailaddress'. A user entry is shown with a checkmark for 'Status: Activated', a square icon for 'Created on: March 16, 2021', and a circular icon for 'Last updated on: March 16, 2021'.

3. Select the name of user you wish to change permission.
4. Under 'Role and permissions' section, select the new role for this user, then click 'Save changes to team member'.

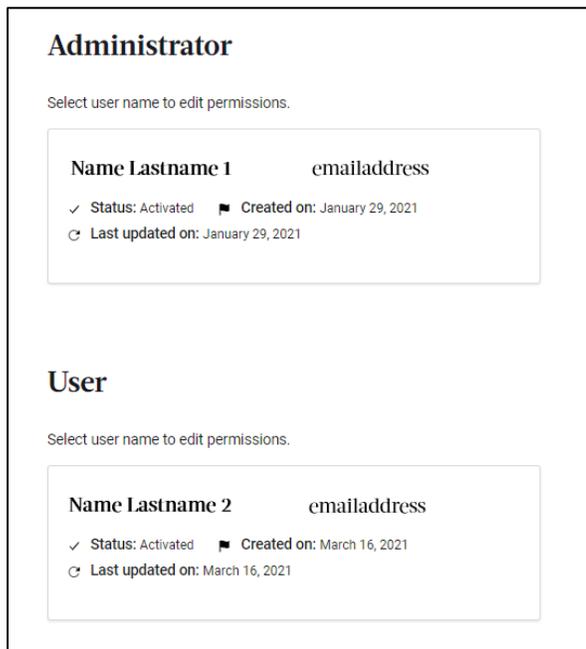
The screenshot shows the 'Role and permissions' section. It starts with the instruction 'Select user's role.' followed by a dropdown menu currently set to 'User'. Below the dropdown is a list of roles: 'User' (highlighted) and 'Administrator'. A note below the list states: 'User has access to the dashboard functions but cannot add/delete/manage team members.' At the bottom of the section are two buttons: a purple 'Save changes to team member' button and a white 'Back' button.

How to deactivate/re-activate a team member

1. Select 'Manage team members' under Manage my team menu on the left.



2. Scroll down the page. You will see a list of your team members, categorized into 'Administrator' and 'User'.



3. Select the name of user you wish to deactivate.
4. Under 'Team member basics', select '**Deactivate team member**'.

Team member basics

Username

First name

Last name

Remove the user's access to the dashboard completely? This means that when they log in to PreventionWeb, they will not be able to log in to the MCR2030 dashboard. They will lose access.

Deactivate team member

5. A confirmation window will pop up. If you are sure to remove the user, select **'Deactivate user'**, or else select 'Stay and save information' to return to the previous page.

×

Are you sure you want to de-activate <user's email address>

Select 'Stay and save information' if you do not wish to remove this user. If you are sure to remove this user, select 'Deactivate user'. This user will no longer be able to access the MCR2030 dashboard.

Stay and save information

Deactivate user

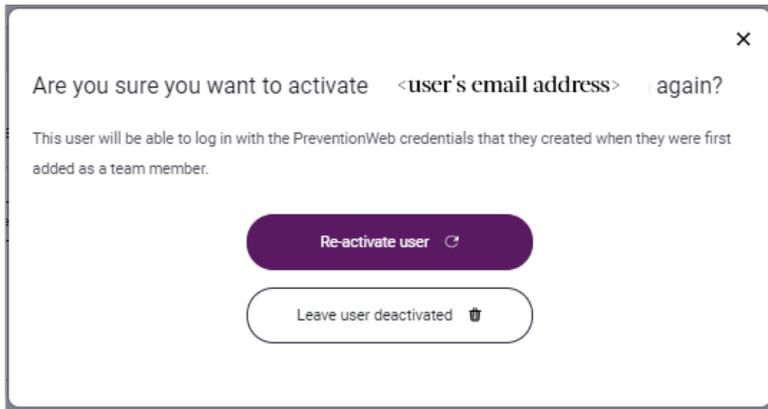
Note: deactivated user will still appear in your team, with "X **Status: Not active yet**".

User

Select user name to edit permissions.

Name	Lastname 2	emailaddress
<div style="border: 2px solid red; padding: 2px; display: inline-block;"> × Status: Not active yet </div>	■ Created on: March 16, 2021	🕒 Last updated on: March 16, 2021

- To reactivate your team member, simply click the user's name. Then, select **'Activate team member'**. A window will pop-up. If you are sure to reactive user, select **'Re-activate user'**. Or else click 'leave user deactivated' and return to the previous page.



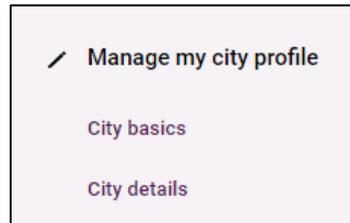
Frequently asked questions

- **Once I've signed up, how do I sign-in to the dashboard as a local government?**
 - Select "Have an account? Sign in" here: <http://mcr2030dashboard.undrr.org/>



- Can I edit my profile after signing up?

- Yes, you can. Select City Basics and City Details in the menu on the left side.



- How many people can manage a city profile?

- As many as you want. Follow the instruction on how to add team members in this guide.

- I have a PreventionWeb account, but when I try to sign-in to the dashboard, I get this weird sign up screen. What's going on?

- Even if you have a PreventionWeb account, you still need to complete the sign up as a city to have access to the dashboard.

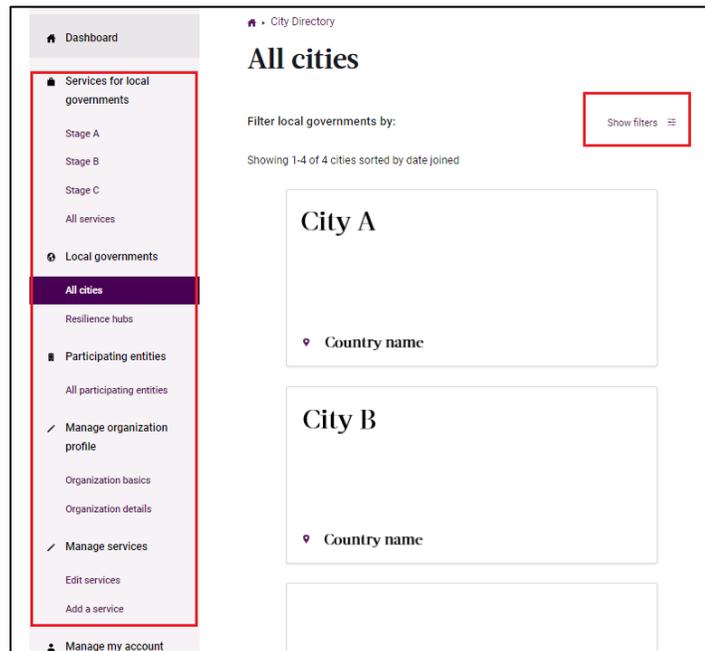
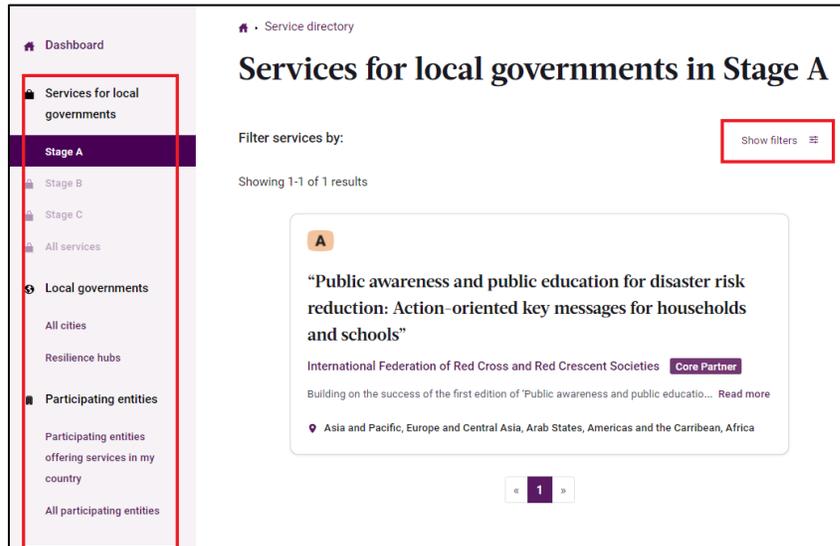
- What can I do on the dashboard?

- You can see where you are on the resilience roadmap and the milestones your city should achieve to further strengthen resilience;
- You can find a list of services provided by MCR2030 participating entities for your stage;
- You can find participating entities located in your country;
- You can share your city's achievements to other cities and track your progress along the resilience roadmap (You can move from your current stage to the next stage);
- You can view other city's achievements and tips from other cities working on the same stage as you.
- You can list your services to other cities;
- You can interact with other cities and participating entities;
- And many more.

Note: Some of these features are ready for your use now. Some will be added in the coming months.

- How do I find other cities, participating entities, or services?

- Use the directories from the menu on the left of the screen. Select "Show filters" on the right of the screen.



- Where can I find my MCR2030 enrolment certificate?

- To download your certificate of participation in MCR2030, please navigate to the City Basics page.



- Can I invite other cities to join MCR2030?

- Yes, you can help strengthen and protect your whole region by inviting other cities to join.
- Select 'Dashboard' on the left menu bar. Then scroll down the page to the section *"Strengthen your region: invite other local governments to join"*. Input an email address of the local government you want to invite, then click 'invite to join MCR2030'. A draft invitation email will pop up. You can customize the message and send to your selected recipients.



- I found a bug or a glitch in the dashboard. What do I do?

- The dashboard is being developed iteratively, over the course of nine months, with more improvements to come. You may stumble on some bugs. Please help report bugs using this form: <https://forms.gle/XB7qFehBizCfy3vP9>

- I have a design suggestion, or something else I want to see on the dashboard. Who do I send this to?

- Please share your thoughts in this Google survey (<https://forms.gle/KEHZ2rqwhKoU3rEFA>).

- **How do I sign out?**



- Select your name in the top right, then select Sign Out

Glossary

- **City or local government:** administrative unit which are sub national, such as, but not limited to, cities, municipalities, towns, villages, districts, provinces, states, etc.
- **Participating entity:** Another name for partner, including Core Partners, Supporting Entities and Specialist Service Providers (SSPs)
 - **Core Partners:** include C40 Cities, ICLEI – Local Government for Sustainability, International Federation of Red Cross and Red Crescent Societies (IFRC), Japan International Cooperation Agency (JICA), Resilient Cities Network (R-Cities), United Cities and Local Governments (UCLG), United Nations Human Settlements Programme (UN-HABITAT), United Nations Office for Disaster Risk Reduction (UNDRR), United Nations Office for Project Services (UNOPS), The World Bank Group, and World Council on City Data (WCCD).
 - **'Supporting Entities' or Gratis technical expertise-providing entities** are non-commercial entities with expertise in specialized areas in the regions that have mandates or activities aligned with MCR2030 and can provide specific gratis technical inputs in fields that support cities to move through the 12 thematic areas in support of MCR2030 and along the resilience roadmap. This includes national government development agencies, non-governmental organizations (NGOs), civil society organizations (CSOs), academia and research institutions, media, as well as national governments, national associations of municipalities, and others.
 - **Specialist Service Providers (SSPs)** are the entities, including but not limited to the private sector, that can offer technical one-to-one advice and support cities in the formulation and implementation of the resilience actions. SSPs may charge a fee for their services and are expected to be engaged by the cities and local governments through the cities or local government's procurement processes.

- **Dashboard:** A closed online workspace only accessible by cities participating in the MCR2030 and participating entities (organizations) who want to provide tools, knowledge products, technical assistance and consultancy services that can help local governments improve resilience. The MCR2030 dashboard displays these services in a directory in which a city can view a catalogue of services and look for a potential partner or service provider to support their work in disaster risk reduction and resilience building. The dashboard was launched at the end of January 2021. New features will continue to be added to enhance your experience on the dashboard and to accommodate a growing number of new cities, participating entities and available services.
- **Service:** Something that an organization can offer to cities, related to DRR and resilience. For example, training, workshop, a grant, consulting services, tools and methodologies, etc. All services must contribute to at least one of the 12 thematic areas of support provided under MCR2030.
- **MCR2030 thematic areas of support:** Thematic areas of support under MCR2030 are divided into 12 categories, spreading across the three stages of resilience roadmap.
 - 1) Awareness raising on DRR and resilience (Stage A)
 - 2) Improving risk analysis (Stage B)
 - 3) Improving diagnostic skills for planning (Stage B)
 - 4) Improving strategies and plans (Stage B)
 - 5) Increasing access to finance (Stage C)
 - 6) Ensuring resilient infrastructure (Stage C)
 - 7) Adopting nature-based solutions (Stage C)
 - 8) Integrating climate risk into strategies and plans (Stage C)
 - 9) Ensuring inclusion (Stage C)
 - 10) Enabling national-local linkages (Vertical Links)(Cross-cutting)
 - 11) Strengthening partnership within the city (Horizontal Links)(Cross-cutting)
 - 12) Promoting city-to-city learning (Cross-cutting)
- **PreventionWeb account:** The username and password you need to have in order to sign-up and log in to the MCR2030 dashboard. You can also use it on preventionweb.net, to access other UNDRR web services.