How to join MCR2030 and access the dashboard

Dashboard how-to guide for national governments

Ver. 25 November 2021
National government

National government here refers to the national government office responsible for the work on disaster risk management, urban development, and local governments. It can be the Sendai Framework focal agency, ministries in charge of urban development, climate agenda, Prime Minister's office, or any national government entity with key responsibility to support local governments in strengthening resilience and sustainable development.

National governments are supporting entities of MCR2030 and have a critical role to play in accelerating and institutionalizing local disaster risk reduction and resilience agenda for the country. They will have a special MCR2030 dashboard page to view the country progress and enhance communication with their local governments participating in MCR2030.
Content

MCR2030 sign-up steps for national governments:

1. Create a PreventionWeb account
2. Create an MCR2030 dashboard account for your national government office
3. Complete detailed profiles
4. List your guidance and services (see details in a separate how-to guide for participating entities)

Note:

➢ You will need a registration code to join and have a privilege access to a country page. Please contact MCR2030 secretariat in your region to obtain the code before proceeding with the sign-up.
Create a PreventionWeb account
Decide who will create the dashboard account for your organization

- This can be anyone from your organization
- This person will, by default, have the dashboard administrative role for your organization and will be able to add more team members later once the dashboard account is created
- All team members can help to edit the organization's profile, add your services, search for cities and use all other features of the dashboard (See dashboard 'how-to add/manage team' guide for details)

Tips:
➢ If someone from your organization 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
Create a PreventionWeb Account

1) Go to [https://www.preventionweb.net/user/register](https://www.preventionweb.net/user/register) and click ‘Register’

Note:

- PreventionWeb is a global knowledge sharing platform for disaster risk reduction and resilience. You can use the same PreventionWeb account to access all UNDRR-related portals
- If you already have the PreventionWeb account, please proceed to creating the dashboard account
2) Fill in your information, check the box ‘I’m not a robot’, then click ‘Create New Account’
If successful, the system will send further instructions to your email address.
3) **Check your mailbox, then click the link in your email** to set up your PreventionWeb password and activate your account.

![Account details](image)

**Tips:**
- Check your spam mailbox as well
- There might be a delay in receiving the confirmation email from PreventionWeb. If you experience this problem, please contact [MCR2030-global@un.org](mailto:MCR2030-global@un.org)
4) Click ‘Log in’ to proceed
5) Complete your account details

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.
6) Set up your password and ‘save’

Password must be:
- At least 12 characters
- With uppercase letters
- With lowercase letters
- With numbers
- With punctuation marks
- Password cannot contain words that can be found in dictionaries of any languages or based on simple patterns such as “aaabbb”, “qwerty”, “zyxwvuts”, “123321”, etc.
If successful, the system will show that the user has been registered successfully. Now you are ready to move to next steps.
Create the MCR2030 dashboard account for your national government office
1. Visit the MCR2030 dashboard at: https://mcr2030dashboard.undrr.org/

**Tips:**

➢ You can view the MCR2030 dashboard in other language by clicking the language drop down option in the top right-hand corner. More languages will be added.
2. Select ‘**Participating entity**’ from the dropdown under ‘**I would like to join MCR2030 as a**’.

3. Select ‘**Next**’
4. Confirm if anyone from your office already signed up to MCR2030 on behalf of your national government office (Yes/No).

- If ‘Yes’, you will not be able to proceed. (If someone from your government office 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
5. Select ‘Next’ to proceed.
6. Login with your PreventionWeb account

- Use your PreventionWeb credentials to log in

Note:
- If you don’t yet have the PreventionWeb account, see instruction on how to register in previous section
- If you are not automatically redirected to the MCR2030 dashboard, please manually enter this dashboard URL to get reconnected → https://mcr2030dashboard.undrr.org/
7. After successfully login to your PreventionWeb account, an Authorization Request window from PreventionWeb will pop up. Select ‘Authorize’, allowing MCR2030 access. (You may also be automatically redirected to the dashboard).
8. Fill in the basic information of your government profile in English

Tips:
- This section is called ‘Organization Basics’. You will be asked to provide more information in the ‘Organization Details’ section later.
- Complete the information in the order of appearance otherwise it may result in an error that blocks you from completing the sign-up.
- Please enter details in English for easier browsing by other dashboard users. You can enter the text in your local language in another section.
8.1 About your national government office

- Fill in the name of your organization

- Select 'Supporting Entity' for ‘My organization is joining MCR2030 as a …’
8.1 About your national government office (continued)

- From the drop-down menu, select ‘National government office (in charge of disaster risk management and urban development)’

Tips:

➢ ‘National government office’ is a special user category created for national government offices in charge of disaster risk management, urban development, local governments, or those with responsibility to support the advancement of local resilience. Select this user type will allow you to access the dashboard with ability to oversee the progress of all local governments in your country. Selecting other type of organization will not lead you to the correct dashboard.
8.1 About your national government office (continued)

• Enter the registration code here.

Were you emailed a code? If so, please enter it here. (Codes are required only for the Core Partners and national government offices in charge of disaster risk management & urban development).

Tips:

➢ The code is required for users joining as the national government office as it will allow you to view the dashboard from the national government view.

➢ To obtain a code, please contact the MCR2030 Secretariat in your region (see email in the last slide).
8.1 About your organization (continued)

From the drop-down menus:

- **Select the country** in which your organization is based [REQUIRED]
- **Select your state / province** (the list depends on the country selected) [REQUIRED]
- **Select the city** in which your organization is based [REQUIRED]

**Tips:**
- If your state/province or city name is not appearing on the list, select ‘Not in the list’, and manually enter the name in the blank box.
- Answer the questions in order: Select Country → State/Province → City.
- Based on your selection of the organization location above, the system will automatically pre-select the answers to the next 2 question on “What region and country does your organization offer services to local governments?” Please check the accuracy before proceeding.
8.2 More about your organization

- Fill in the year your organization was founded

What year was your organization founded?

- Enter your organization’s website

If your organization has a website, please enter it here. Include http:// at the beginning.

- Enter your organization's second website, if there is any.

Do you have a second website or link that is relevant to cities? Add the address here.
8.3 Your organization’s areas of experience

- From the drop-down menu, select the areas of expertise your organization has in working with cities [REQUIRED]

- Awareness raising on disaster risk reduction and resilience
- Improving risk analysis
- Diagnostic skills for planning
- Improving strategies and plans
- Increasing access to finance
- Resilient infrastructure
- Nature-based solutions
- Integrating climate risk into strategies and plans
- Ensuring inclusion
- Enabling national-local linkages
- Enabling horizontal linkages, multi-sectoral and multi-stakeholder engagement
- City-to-city learning
9. Select ‘Proceed to Review’
10. Review the details you have entered.

10.1 If you want to make any change, click ‘edit my details’
10.2 If you confirm the details,

- Check the boxes at the bottom of the page to **agree** to all privacy policy and terms and conditions.
- Then click ‘**Join**’.

**Tips:**
- To view privacy policy & terms and conditions: [https://mcr2030.undrr.org/terms-and-conditions](https://mcr2030.undrr.org/terms-and-conditions)
Congratulations! Your national government office has now joined MCR2030 and can access the online dashboard.

Click here to continue to complete your organization profile (recommended)

Click here to view your dashboard
Complete detailed profile
**Tips: Why completing the organization details is necessary?**

- **This section is called ‘Organization Details’.** It allows organizations to provide more information about the organization and what support they can give MCR2030 cities.

- **Providing your organization details helps cities understand more about your national government office and increases a chance of interactions between the national-local governments.**

- **You can also access this section from the left menu bar under ‘manage organization profile’.**
1. Organization Description - Fill in the detail information of your organization profile

Organisation description

In English, please tell us about your organization's efforts and approach to resilience so far, and what you're working on now.

Enter description here

Want to share your description in another language? Please include a translation here.

Enter translation here

Does your organization have a second official name different from XX in another language? If so, please enter it here.

Enter translation here

- Describe the organization's efforts and approach to resilience [REQUIRED]
- Describe the organization's efforts and approach to resilience in a language of your choice (e.g., your local language)
- Insert your organization's second official name (e.g., in your local language, if there is any)
- Upload your organization logo
1. Organization Description (continued)

- Add a quote that you want to highlight on your national government office profile. This could be a quote from your national leader, head of your offices, etc., that sets the direction of disaster risk reduction and resilience approach [REQUIRED]

- Provide information who the quote is from (name, department, date/year)
2. Organization Multi-Hazard approach

From the list of answers, select the hazards that your organization has experience in helping cities with (multiple selections allowed)

- Flood
- Earthquake
- Drought
- Cyclone
- Tsunami
- Wildfire
- Landslide
- Volcano
- Storm Surge
- NBC-Nuclear, Biological, Chemical
- Technical Disaster
- Insect Infestation
- Tornado
- Avalanche
- Cold Wave
- Epidemic and pandemic
- No specific hazard. We cover multiple hazards in our tools and approaches
3. Once completed, select ‘Save organization profile’

Tips:
➢ If you would like to edit the organization details, go to ‘manage organization profile’ in the left menu bar and select ‘organization details’
Using dashboard for the first time
When logging in as a national government user, you will be taken to the dashboard landing page where you can find important information on your cities' progress on resilience.

The left-hand side menu groups different actions that the user can exert.

The top-right side will show the first and last name of the person logged in. Here you can click to edit your personal information.

The middle part contains an overview of MCR2030 cities and useful information specific to your country.
You can download a report with a list of cities in your country that has joined MCR2030 and have access to the dashboard.

You can download social media package highlighting your national government’s support on local resilience.

You can view how many of your cities are in which stage of the resilience roadmap and how many have become the resilience hubs.

You can view who are the resilience hubs in your region.

You can send emails to your local governments and invite them to join MCR2030 and access the dashboard.
You can view who have joined MCR2030 and can provide support to the cities in your country.
Quick overview: What can national governments do on the dashboard?

• National governments can use the MCR2030 dashboard to oversee the progress of their cities on resilience
• National governments can see how many cities have joined MCR2030 and have access to the dashboard
• National governments can see where on the resilience roadmap their cities are
• National governments can add services and guidance that their cities can use to progress on resilience
• National governments can see which participating entities can provide support to cities in their countries
• National governments can search for services available for their cities by relevant stages, themes, service providers, type of services, etc. and contact the service providers for collaboration
• National governments can view insights and experience shared by their cities
• National governments can search their cities and participating entities and contact them
• .... and many more
See more how-to guides for national governments at:

https://mcr2030.undrr.org/dashboard-guide/national-government
For inquiries:

• Visit MCR2030 website  http://mcr2030.undrr.org/join
• Contact MCR2030 Secretariats
  ▪ Africa  mcr2030-africa@un.org
  ▪ Americas & the Caribbean  mcr2030-amc@un.org
  ▪ Arab States  mcr2030-arabstates@un.org
  ▪ Asia-Pacific  mcr2030-ap@un.org
  ▪ Europe and Central Asia  mcr2030-eca@un.org
  ▪ Global Secretariat  mcr2030-global@un.org