

Nature-based Solutions (NbS) Self-assessment online tool

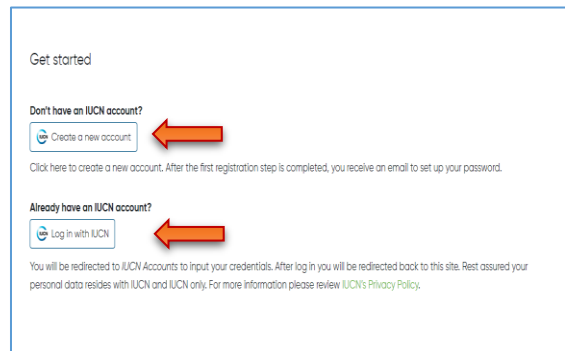
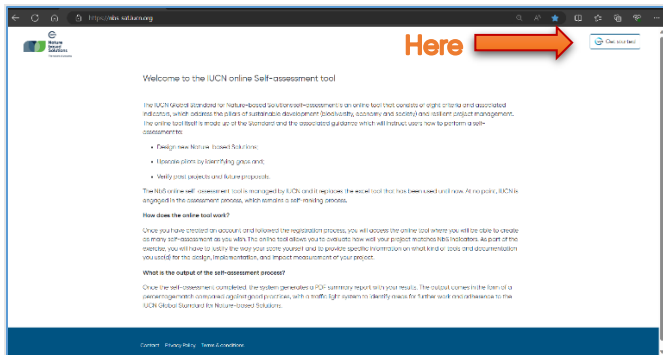
HOW TO LOG INTO THE ONLINE TOOL

Document version: 05.02.2024

Web link to the online tool	www.nbs-sat.iucn.org
Online tool version	November 30 th , 2023

Use the URL in the table above to access the NbS Self-assessment online tool welcome page. This landing page will give you introductory information regarding the self-assessment tool, its purpose and expected outcome for users. The online tool is linked to IUCN CRM and as a user, you will need to use an IUCN account to access it. Going to the next page, you can whether use an existing IUCN account or create a new one.

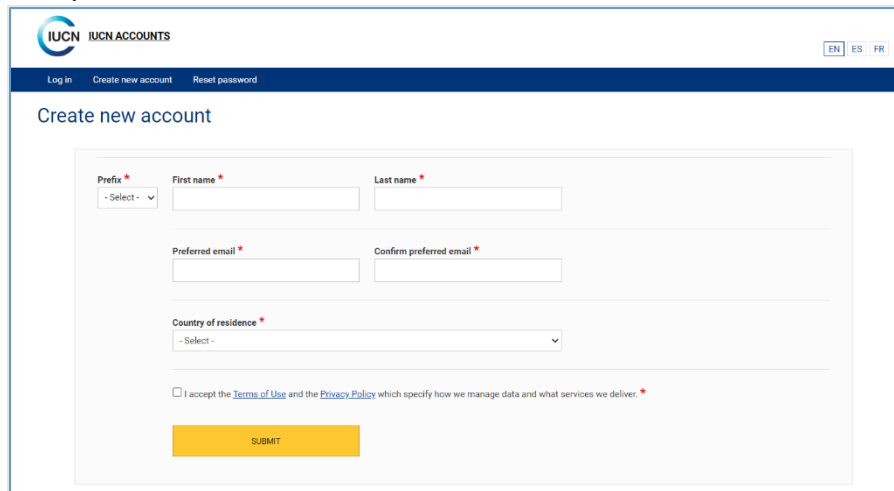
Click on “get started” at the top right of the page to access the next page. Choose the appropriate option: use your existing IUCN account or create a new one. Follow the steps described in the sections below to log into the online tool.



1. Create an IUCN account

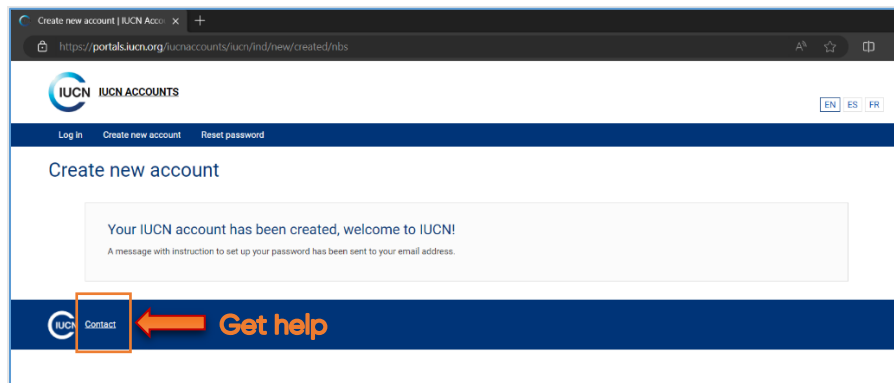
If you do not already have an IUCN account, you will have to create one to be able to login into the online tool. Setting up an IUCN account is necessary to access the online tool but has no additional requirements from you. This will allow our system to associate the self-assessment tool account to your IUCN account and to link relevant information and data. account will allow us to understand who is using our tools. To create your IUCN account, follow those steps:

- I. Click on “create my account”.
- II. Enter the requested information, accept the terms of use and the Privacy Policy and click on “Submit” to submit the form.



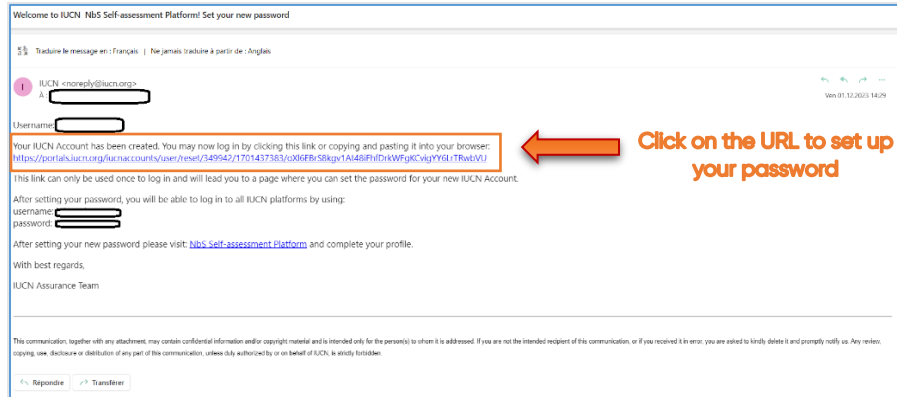
The screenshot shows the 'Create new account' page on the IUCN Accounts portal. The page has a dark blue header with the IUCN logo and 'IUCN ACCOUNTS' text. Navigation links for 'Log in', 'Create new account', and 'Reset password' are visible. The main content area contains a form with the following fields: 'Prefix' (a dropdown menu), 'First name' (text input), 'Last name' (text input), 'Preferred email' (text input), 'Confirm preferred email' (text input), and 'Country of residence' (dropdown menu). Below the form is a checkbox for accepting the 'Terms of Use' and 'Privacy Policy', and a yellow 'SUBMIT' button.

- III. Once your account has been created, you should see a page of confirmation.

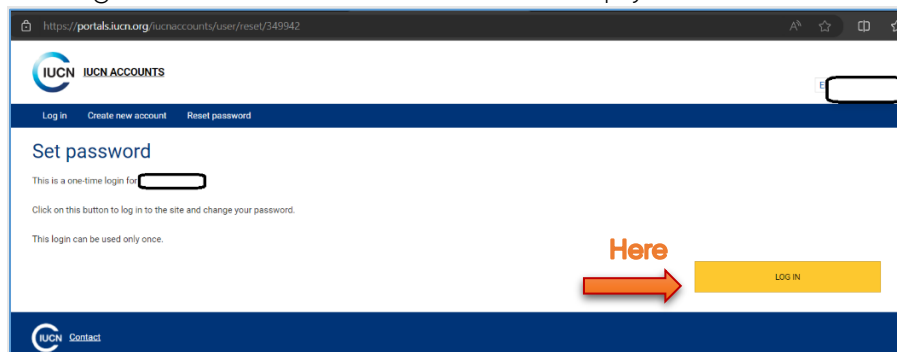


NOTE: In case you experience any troubles with the creation of an IUCN account, use the IUCN contact form at the bottom of the page to get support.

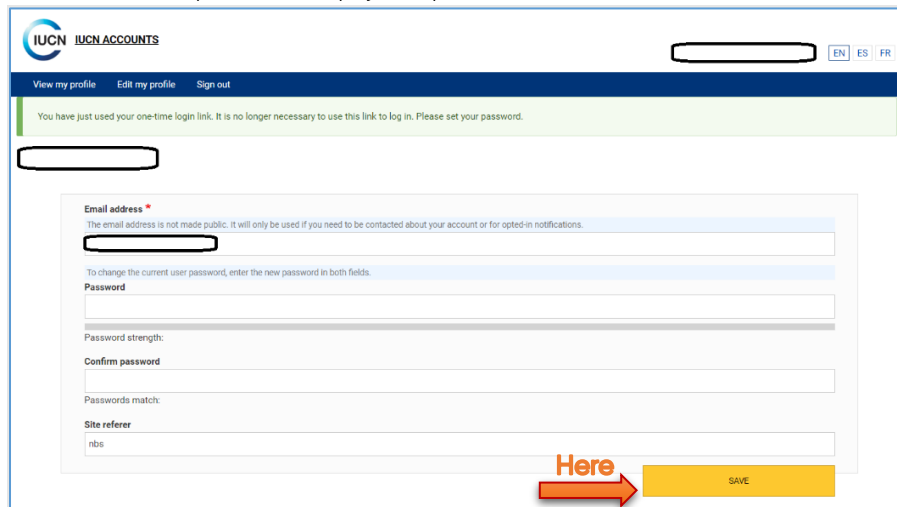
- IV. Check your mailbox, there will be an email from IUCN on the next steps to establish your account. Following the instructions in that email you will next set your password by clicking on the URL and following the instructions.



- V. Once you clicked on the link, you will be redirected to a login page. Click on "Log in". This is a one time action to set up your account.



- VI. Follow the steps to set up your password and click on "save".

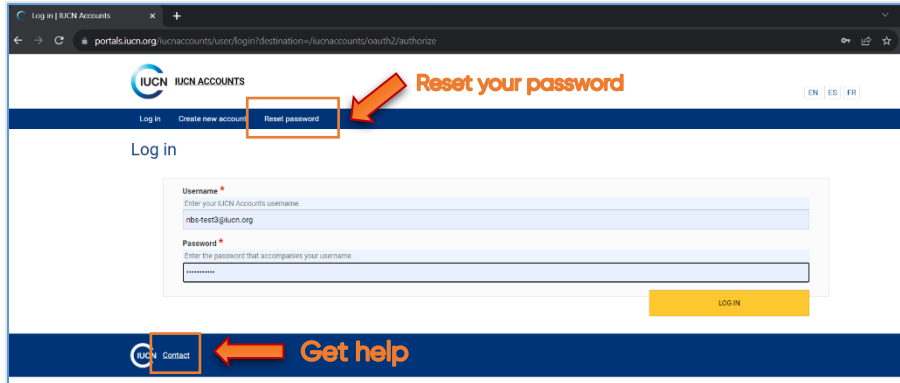


- VII. You will then be redirected to the NbS Self-assessment online tool landing page. Click on "get started" and follow instructions under the next section: 2. Connect with an existing IUCN account.

2. Connect with an existing IUCN account

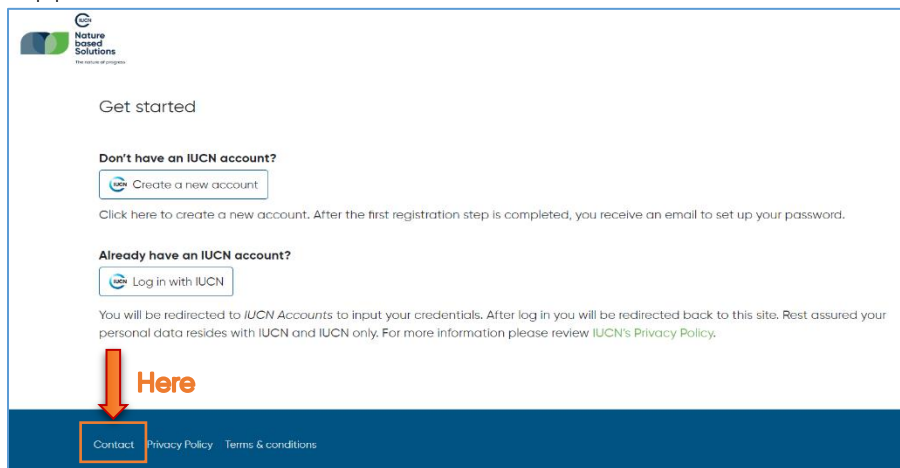
If you already have an IUCN account, please follow steps listed below:

- I. Click on “Log in with IUCN”.
- II. Enter your IUCN account credentials (Username and Password) and click on “Log in”.



If you forgot your password, please click on “reset my password” and follow the given steps as explained by the system.

NOTE: In case you experience any troubles with the access to your IUCN account, use the IUCN contact form at the bottom of the page to get support.



3. First connection with an ICUN account: profile creation requirement

Connecting for the first time with your IUCN account into the online tool, you will be asked to fill your profile before being able to start any self-assessment. Consult the section “My account” of this document if you have any doubts about how to answer the registration form fields. To be able to “save” the registration form, you will need to complete the mandatory fields (highlighted with a red star). Gathering those data are crucial for IUCN to improve the online tool by understanding who the users are and adapt support material to help you with your assessment process.

If a mandatory field is left empty, the system will display this field in red and not allow the form to be published or submitted without that field completed.

The screenshot shows a web browser window with the URL `nbs-sa.iucn.org/user/26/edit?destination=/user`. The page features a dark blue sidebar on the left with navigation links: Homepage, My Account, New Assessment, My self-assessments, Support, and Log Out. The main content area is titled 'Organisation details' and contains several form fields, each with a red asterisk indicating it is mandatory:

- Formal name of your organisation ***: A text input field.
- Country/Territory ***: A dropdown menu with 'Switzerland' selected.
- City/town ***: A text input field.
- Website**: A text input field with a checked checkbox for 'None'.
- N° of employees globally ***: A dropdown menu with '- Select a value -' selected.
- Organisation Type ***: A dropdown menu.

A red banner at the top of the form area contains the text 'Fill out the required fields to complete your profile.' with an orange arrow pointing to the 'Formal name of your organisation' field.