

Accessing the Regional Stakeholders Consultation on Cross-Border Governance Issues in Asia and the Pacific Registering for the Workshop and Uploading Documents & Presentations to the Document Library

Accessing the SNAP Portal



Please direct your browser to <http://www.snap-undp.org/>. On the lower right hand side of the page you should see the Member Login link.

Logging in to SNAP

On the login page please enter the following credentials.

Username : **UNDPNT\firstname.lastname**
Password : **as provided to you.**



Figure 1: Enter UNDPNT\firstname.lastname as your username and the password which has been provided to you.

About the Regional Stakeholders Consultation on Cross-Border Governance Issues in Asia and the Pacific Workspace

Once you have successfully logged onto the SNAP Portal please navigate to the Regional Stakeholders Consultation on Cross-Border Governance Issues in Asia and the Pacific ([click the link](#)). Bookmark this location so you can return to this space easily.



From this page you can access the following:

- [Document Library](#)
- [Registration Form](#)
- [Logistics Information](#)
- [Post Workshop Materials](#) (Download presentations and other materials during and after the workshop)

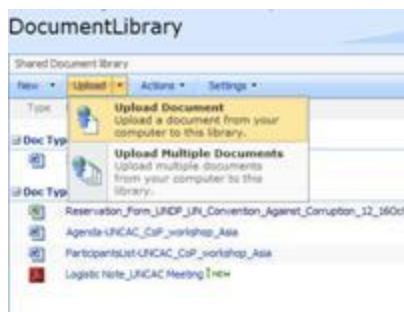
Registering for the workshop

1. On the Workspace homepage click on the Registration Link Tab.
2. Click on the [New Registration Form](#) Link
3. Enter your information and click ok to save it back to the system.
4. If you need to change any of the information you can do so via [this link](#).
5. Done.



Figure 2: Regional Stakeholders Consultation on Cross-Border Governance Issues in Asia and the Pacific Homepage

Uploading a document to the Document Library



1. Click here to login and go to the Regional Stakeholders Consultation on Cross-Border Governance Issues in Asia and the Pacific workspace.
2. Open the document library by clicking on [this link](#).
3. Click the upload **New Document** button and browse for the document you would like to upload from your computer.

4. On the next screen you will be asked to enter a couple of descriptive fields. Please enter them as completely as possible and then click **OK**.



5. The document is now uploaded to the library with categorizations specified.

Do not hesitate to contact us if you have any problems accessing the site or if you have any issues with your username and login credentials.

Best Regards,
SNAP Support Team and Workshop Organizers
Snap.support@undp.org