

# Accessing the UNCAC Technical Training Workshop Workspace on SNAP

## Accessing the SNAP Portal

In order to ensure that all invited participants have access to the UNCAC Workshop Workspace on the SNAP Portal the SNAP team has included some detailed login instructions as well as the sections available to participants. This area will be updated frequently until the workshop in October and all materials, discussions, presentations, agenda, photographs, participant information and more will be available for download at your convenience thereafter.

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.



Figure 1. Members Login Link

## Logging in to SNAP

On the login page please enter the following credentials.

Username : **UNDPNT\firstname.lastname**  
Password : **(password sent to your inbox)**

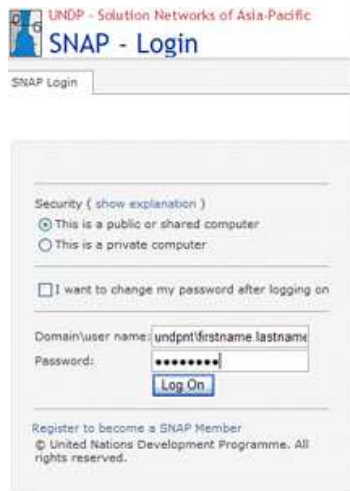


Figure 2. Enter UNDPNT\firstname.lastname as your username and the password which has been provided to you.

# About the UNCAC Technical Training Workspace

Once you have successfully logged onto the SNAP Portal please navigate to the [Technical Training on UNCAC Workspace](#) (click the link). Bookmark this location so you can return to this space easily.

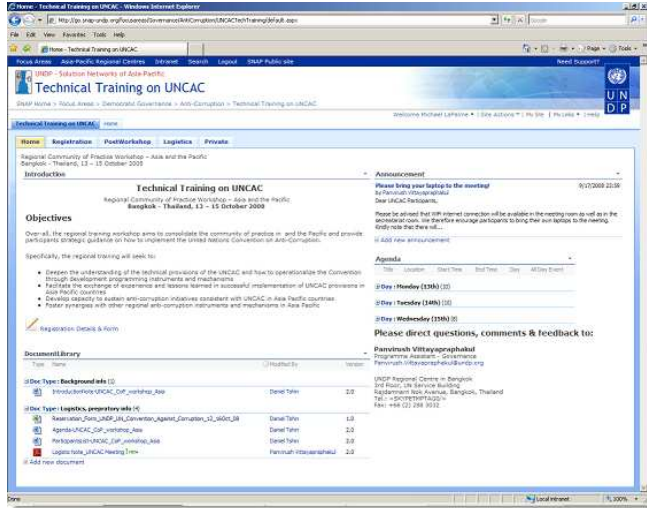


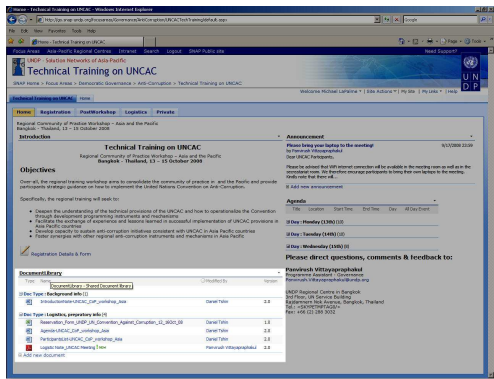
Figure 3. Technical Training on UNCAC Homepage

From this page you can access the following:

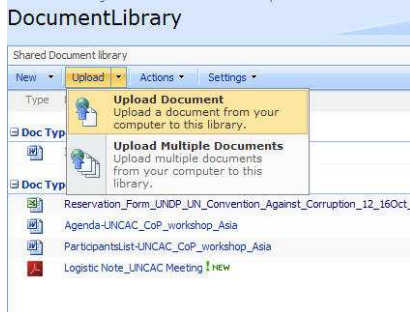
- [Document Library](#)
- [Registration Form](#)
- [Logistics Information](#)
- [Post Workshop Materials](#) (Download presentations and other materials during and after the workshop)

## Uploading a document to the Document Library

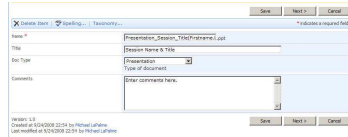
1. Log onto the SNAP Portal and navigate to the UNCAC Workshop Workspace.
2. Open the document library by clicking on [this link](#).



3. Click the upload New Document button and browse for the document you would like to upload on your computer. Save the document to the library.



4. Once it is selected save the document to the library and you will be asked to enter a couple of descriptive fields. Click ok.



5. Done

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 UNCAC Workshop Organizers  
[Snap.support@undp.org](mailto:Snap.support@undp.org)