MAKING CITIES RESILIENT CAMPAIGN WEBSITE MANUAL

City Information Management

UPDATED: JANUARY 2020

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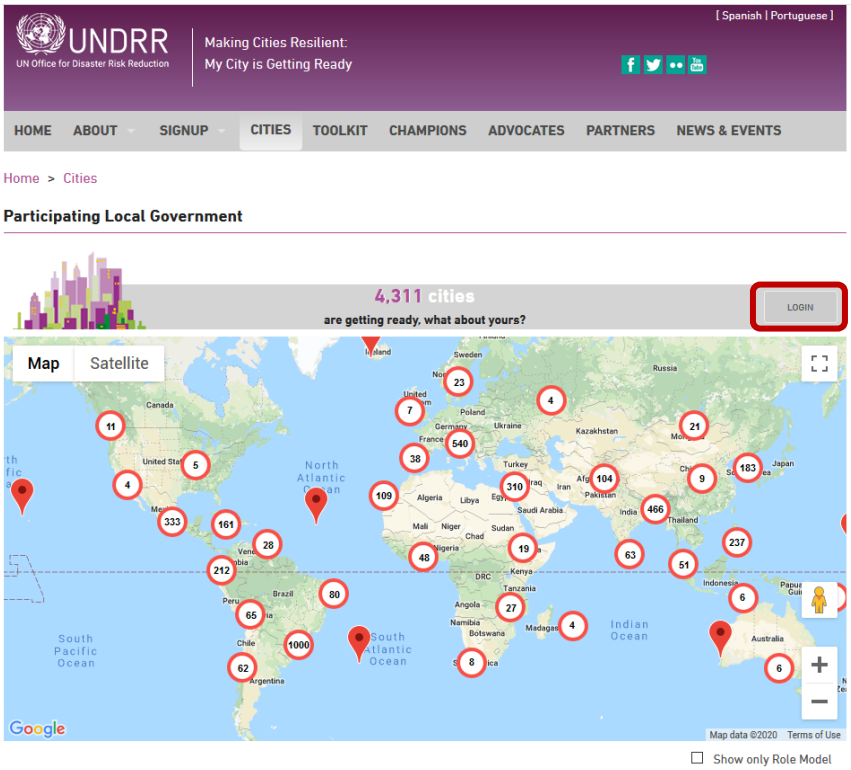
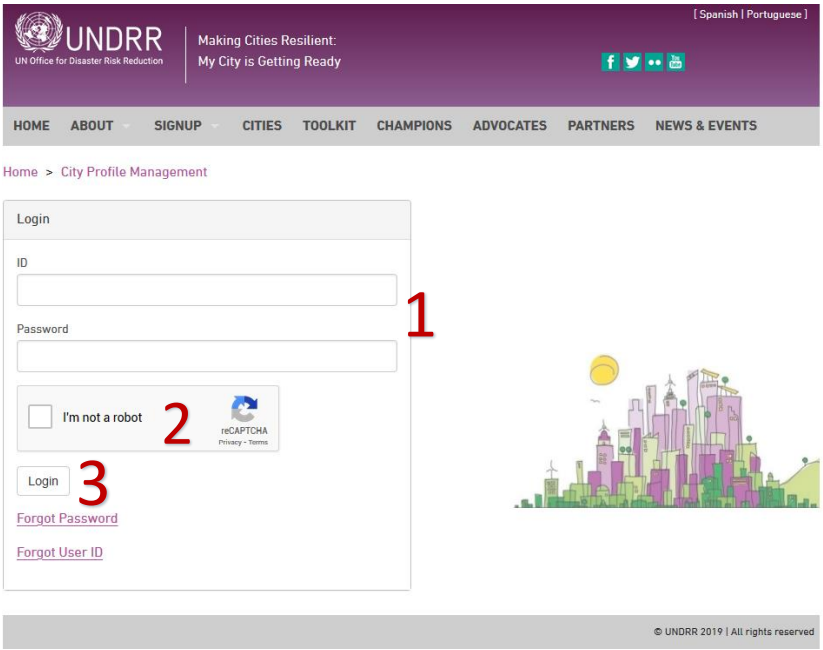
1. How to log-in to City Information Management System

Go to https://www.unisdr.org/campaign/resilientcities/cities and Click **“Log In”.**



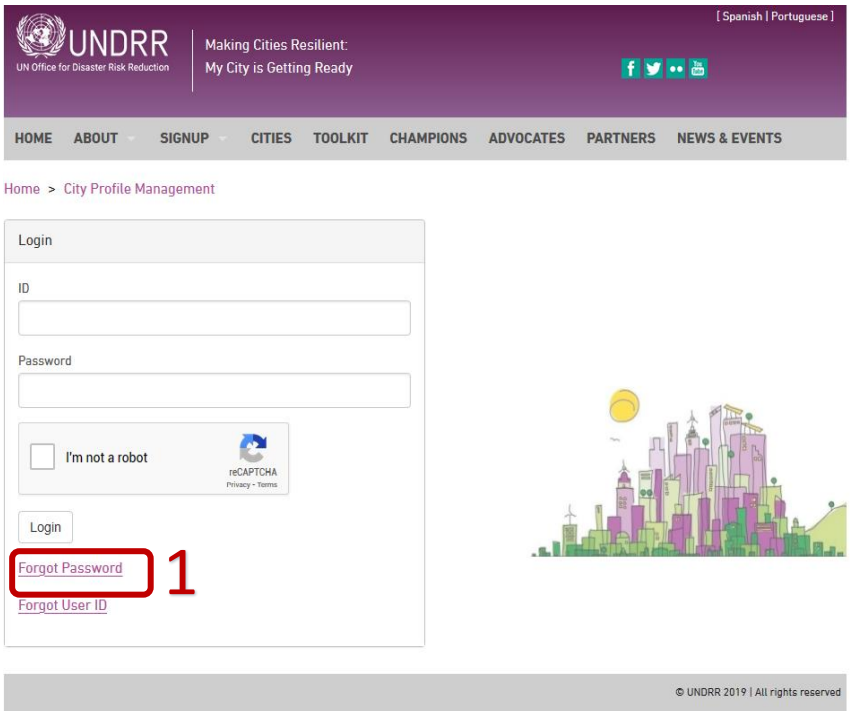
Or Go to https://www.unisdr.org/campaign/resilientcities/hfa/login



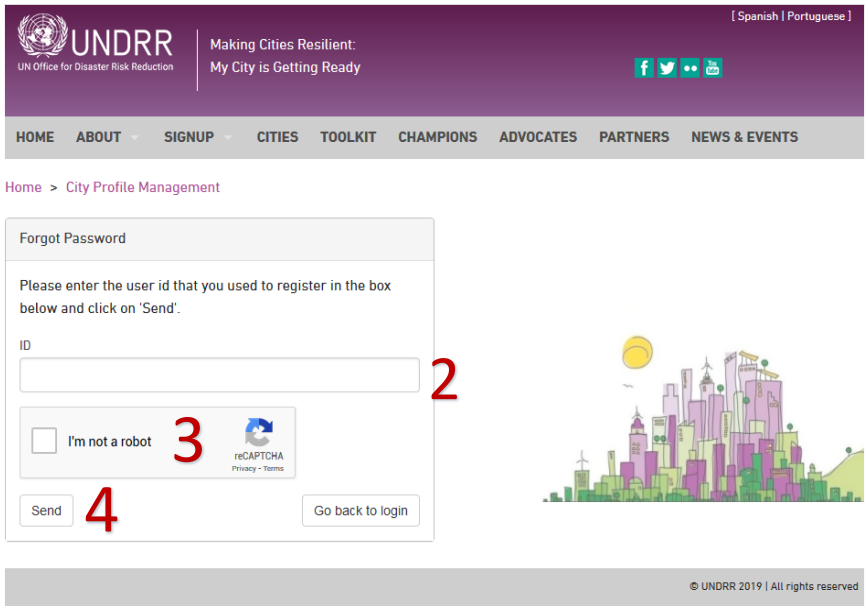
1. Enter your **ID** and **Password.**
2. Check the box **“I’m not a robot”.**
3. Click **“Login”.**

2. How to reset the password

To change your password, go to: https://www.unisdr.org/campaign/resilientcities/hfa/login



1. Click **"Forgot Password".**



2. Enter your **ID.**

3. Check the box **"I'm not a robot".**

4. Click **"Send".**

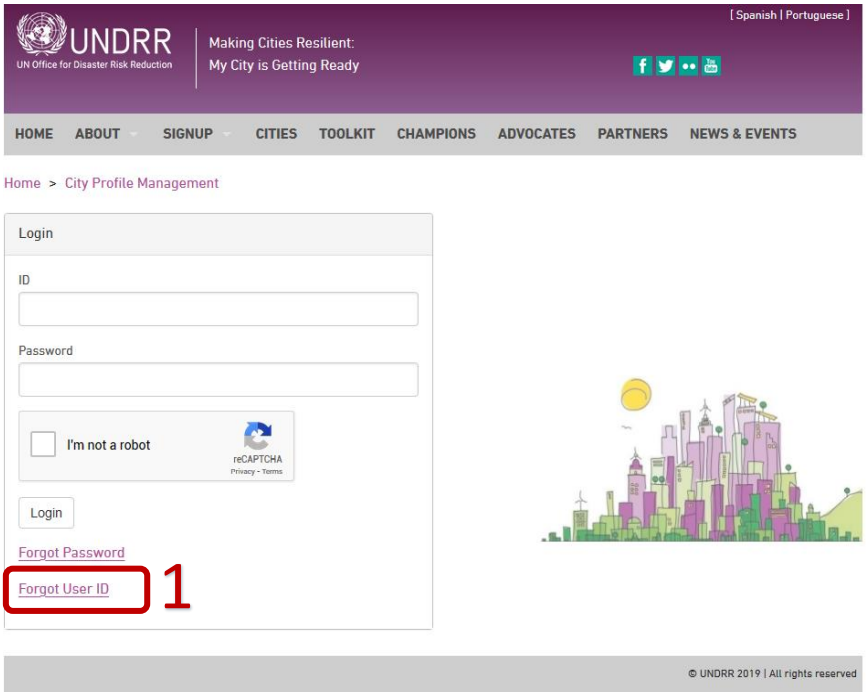
An auto-generated email will be sent to your email address. Please check the spam mailbox as well.

Follow the instruction in the email to reset password.

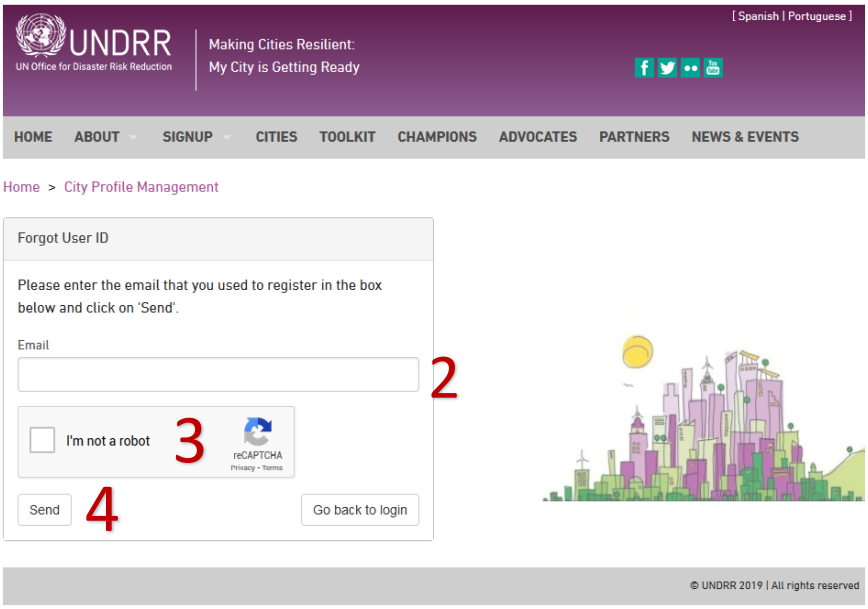
Remarks: *If you do not remember the registered email address or need to update the registered email address, please reach out to the MCR Focal Points in your region.*

3. How to retrieve your log-in ID

To retrieve your log-in ID, go to: https://www.unisdr.org/campaign/resilientcities/hfa/login.



1. Click **"Forgot User ID".**



2. Enter your **registered email address**.

3. Check the box **"I'm not a robot".**

4. Click **"Send".**

The User ID will be sent to the registered email address.

Remarks: *If you do not remember the registered email address or need to update the registered email address, please reach out to the MCR Focal Points in your region.*

4. How to update Local Government (City) Profile & Focal Point Details

➔ Go to https://www.unisdr.org/campaign/resilientcities/cities
Or https://www.unisdr.org/campaign/resilientcities/hfa/login

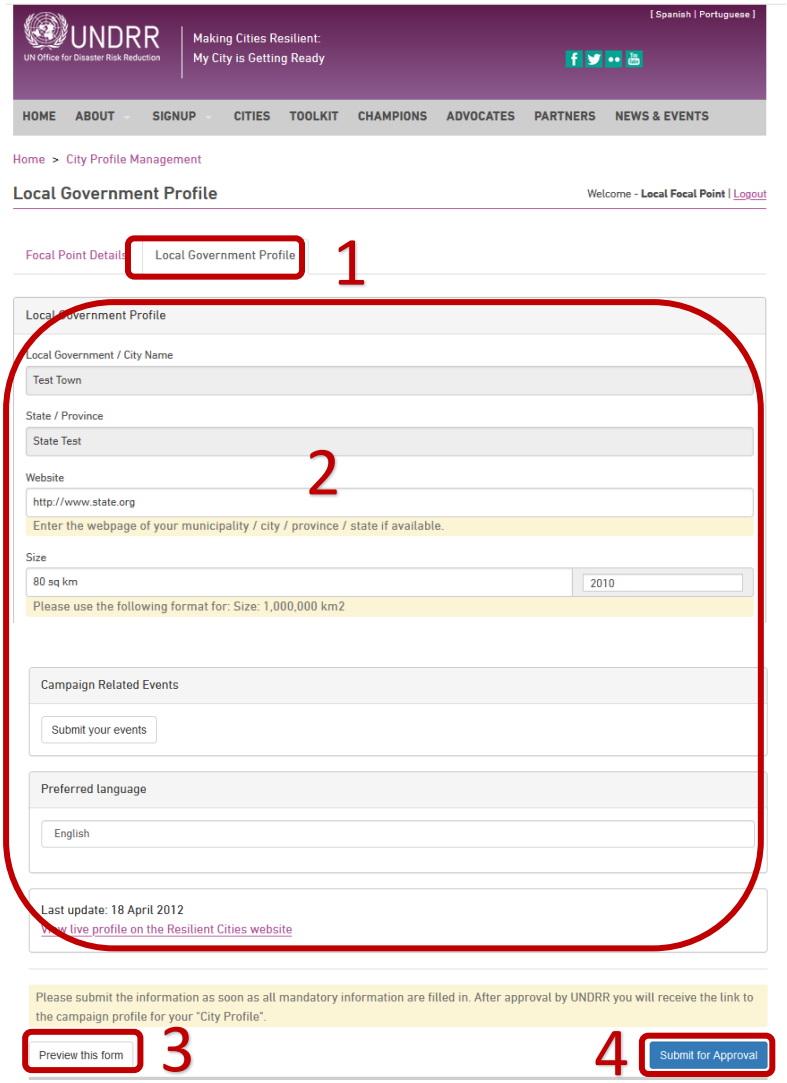
➔ **Login** with your ID & password.

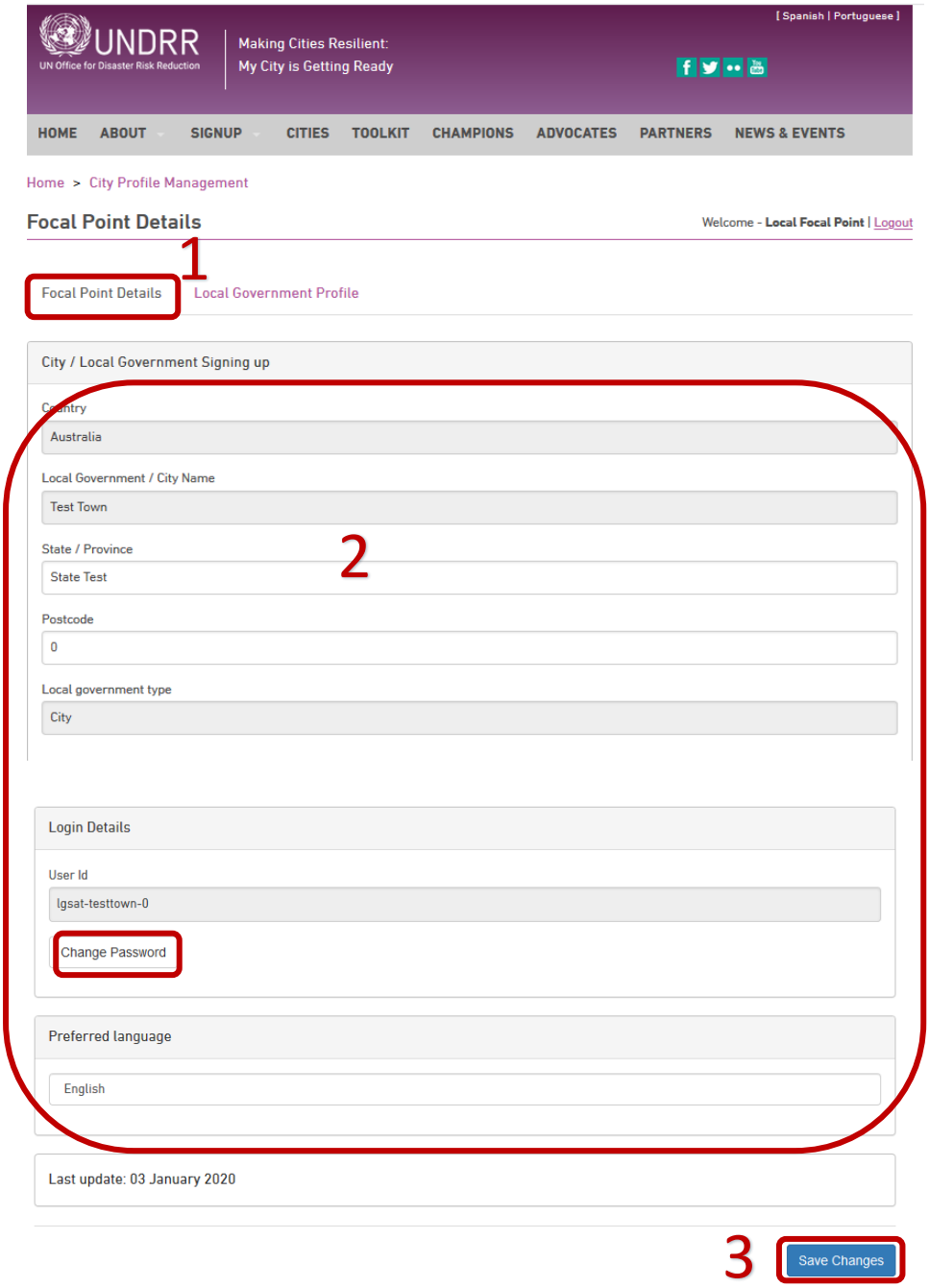
➔ Once you are logged in, you can update the **Local Government Profile & Focal Point Details.**

4.1 Add/Update Local Government Profile

1) Click the **"Local Government Profile"** tab on the top
2) **Add/update information** of your local government/city in the provided boxes.
3) Once you have updated the information, you can preview the city profile by clicking **"Preview this form"**
4) In order to complete the changes please click **"Submit for Approval"** at the end of the page.

   An email will then be sent to UNDRR for approval. Once the information is approved, the update will be reflected on your city profile page on the website.



4.2 Add/Update Focal Point Details

1) Click the **"Focal Point Details"** tab on the top
2) Add/edit the focal point details or change the account password by clicking **"Change Password"** under **Focal Point Details tab.**
3) Once you have updated the information click **"Save Changes"**. All changes will be updated immediately.