

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”.

The screenshot shows the UNDRR website header with the logo and navigation menu. Below the header, there is a section titled "Participating Local Government" featuring a world map. The map is overlaid with red circles containing numbers representing the number of cities in each country. A red box highlights the "LOGIN" button in the top right corner of the map area. The text "4,311 cities are getting ready, what about yours?" is displayed above the map.

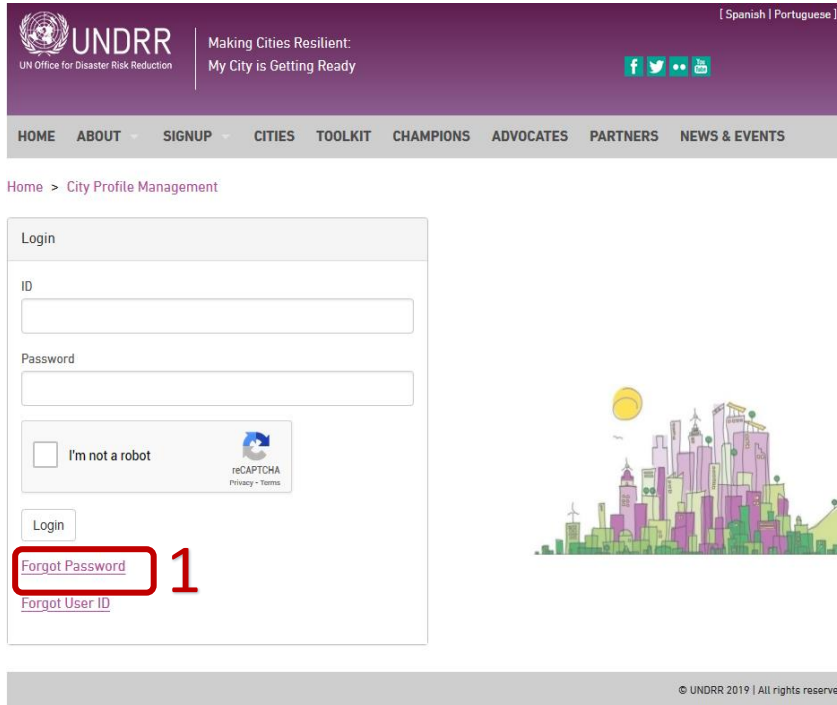
Or Go to <https://www.unisdr.org/campaign/resilientcities/hfa/login>

The screenshot shows the login page of the UNDRR website. The page has a purple header with the UNDRR logo and navigation menu. Below the header, there is a "Login" form. The form contains fields for "ID" and "Password", a checkbox for "I'm not a robot" with a reCAPTCHA icon, and a "Login" button. Red numbers 1, 2, and 3 are placed next to the ID field, the "I'm not a robot" checkbox, and the "Login" button, respectively. Below the form, there are links for "Forgot Password" and "Forgot User ID". A cityscape illustration is visible on the right side of the page.

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

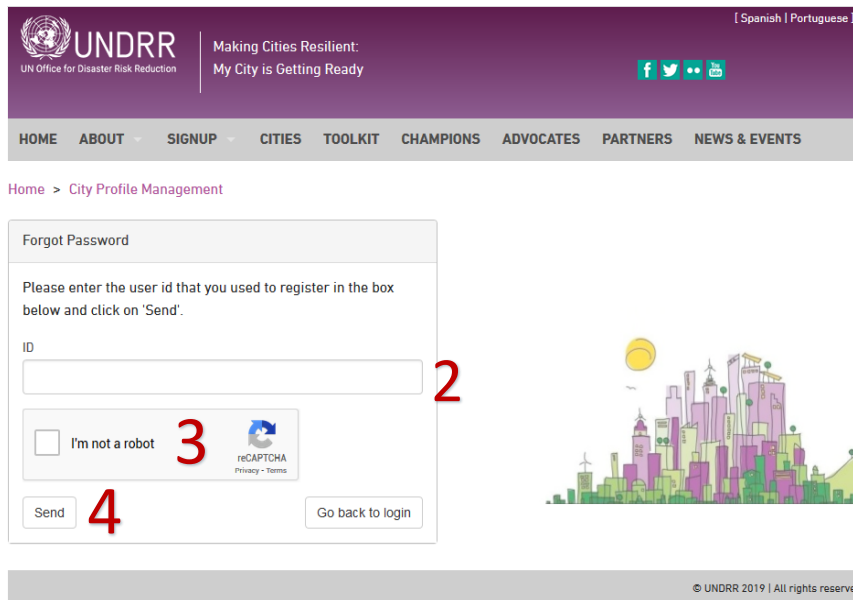
2. How to reset the password

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



The screenshot shows the UNDRR website header with the logo and navigation menu. Below the header, the breadcrumb trail reads 'Home > City Profile Management'. The main content area is titled 'Login' and contains an 'ID' input field, a 'Password' input field, an 'I'm not a robot' checkbox with a reCAPTCHA icon, and a 'Login' button. A red box highlights the 'Forgot Password' link, with a large red number '1' next to it. Below the 'Forgot Password' link is the 'Forgot User ID' link. To the right of the form is a colorful illustration of a city skyline. At the bottom of the page, the copyright notice reads '© UNDRR 2019 | All rights reserved'.

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



The screenshot shows the UNDRR website header and navigation menu. Below the header, the breadcrumb trail reads 'Home > City Profile Management'. The main content area is titled 'Forgot Password' and contains the instruction: 'Please enter the user id that you used to register in the box below and click on 'Send''. Below this is an 'ID' input field, an 'I'm not a robot' checkbox with a reCAPTCHA icon, and a 'Send' button. A red box highlights the 'Send' button, with a large red number '4' next to it. To the right of the form is a colorful illustration of a city skyline. At the bottom of the page, the copyright notice reads '© UNDRR 2019 | All rights reserved'.

2. Enter your **ID**.

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

4. Click **"Send"**.

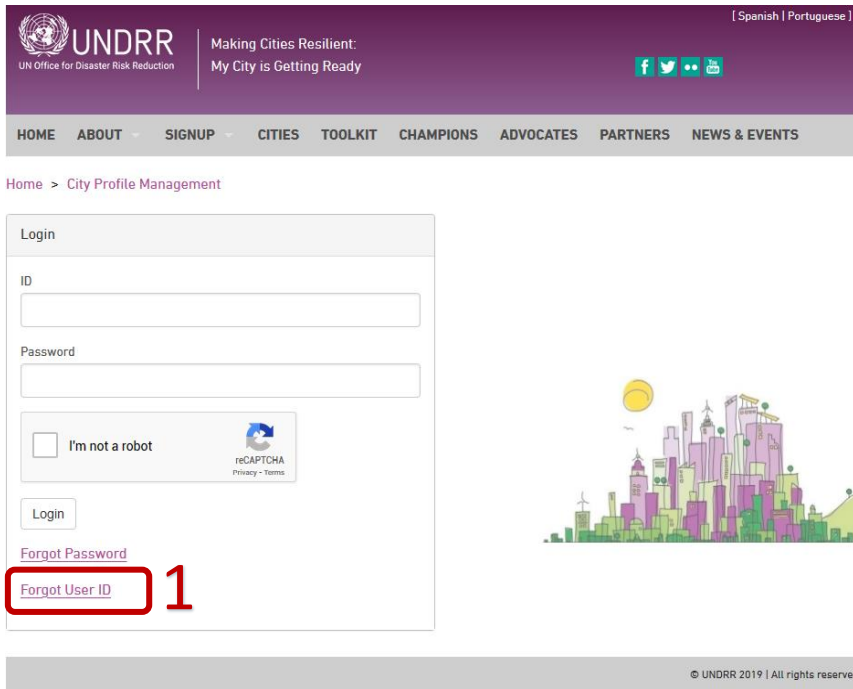
An auto-generated email will be sent to your email address. Please check the spam mailbox as well.

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](#).

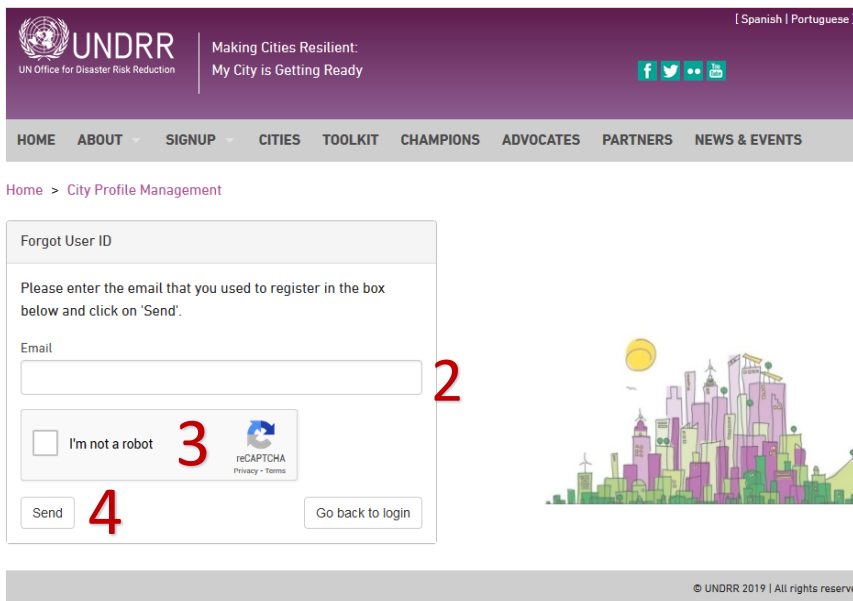
3. How to retrieve your log-in ID

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



The screenshot shows the UNDRR website header with the logo and navigation menu. Below the header, there is a breadcrumb trail: Home > City Profile Management. The main content area is titled 'Login' and contains a form with fields for 'ID' and 'Password'. Below these fields is a checkbox labeled 'I'm not a robot' with a reCAPTCHA icon. A 'Login' button is present. At the bottom of the form, there are two links: 'Forgot Password' and 'Forgot User ID'. The 'Forgot User ID' link is highlighted with a red box and the number 1.

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



The screenshot shows the UNDRR website header and navigation menu. Below the header, there is a breadcrumb trail: Home > City Profile Management. The main content area is titled 'Forgot User ID' and contains a form with the following text: 'Please enter the email that you used to register in the box below and click on 'Send''. Below this text is an 'Email' input field. Below the input field is a checkbox labeled 'I'm not a robot' with a reCAPTCHA icon. At the bottom of the form, there are two buttons: 'Send' and 'Go back to login'. The 'Email' input field is highlighted with a red box and the number 2. The 'I'm not a robot' checkbox is highlighted with a red box and the number 3. The 'Send' button is highlighted with a red box and the number 4.

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.

The screenshot shows the UNDRR website interface for updating a Local Government Profile. The page has a purple header with the UNDRR logo and navigation menu. The main content area is titled 'Local Government Profile' and contains several form sections. A red box labeled '1' highlights the 'Local Government Profile' tab. A large red box labeled '2' encompasses the main form fields: 'Local Government / City Name' (with a 'Test Town' input), 'State / Province' (with a 'State Test' input), 'Website' (with 'http://www.state.org' and a note to enter the webpage), and 'Size' (with '80 sq km' and a '2010' year input). Below these are sections for 'Campaign Related Events' (with a 'Submit your events' button) and 'Preferred language' (with 'English' selected). At the bottom, there is a 'Last update: 18 April 2012' notice and a 'View live profile on the Resilient Cities website' link. A yellow footer box contains instructions to submit information as soon as mandatory fields are filled. At the bottom of the page, a red box labeled '3' highlights the 'Preview this form' button, and a blue box labeled '4' highlights the 'Submit for Approval' button.

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.

The screenshot displays the UNDRR website's 'City Profile Management' section. At the top, the UNDRR logo and tagline 'Making Cities Resilient: My City is Getting Ready' are visible, along with social media icons and a language selector for Spanish and Portuguese. A navigation menu includes links for HOME, ABOUT, SIGNUP, CITIES, TOOLKIT, CHAMPIONS, ADVOCATES, PARTNERS, and NEWS & EVENTS. The breadcrumb trail shows 'Home > City Profile Management'. The main heading is 'Focal Point Details', with a 'Welcome - Local Focal Point | Logout' message on the right. A red box highlights the 'Focal Point Details' tab, with a red '1' next to it. Below the tabs, the 'Local Government Profile' section is titled 'City / Local Government Signing up'. It contains several form fields: 'Country' (Australia), 'Local Government / City Name' (Test Town), 'State / Province' (State Test), 'Postcode' (0), and 'Local government type' (City). A large red '2' is placed over these fields. Below this is the 'Login Details' section, which includes a 'User Id' field (lgsat-testtown-0) and a 'Change Password' button highlighted with a red box. The 'Preferred language' section shows 'English'. At the bottom, the text 'Last update: 03 January 2020' is displayed. A large red '3' is positioned next to a 'Save Changes' button at the bottom right.

UNDRR
UN Office for Disaster Risk Reduction

Making Cities Resilient:
My City is Getting Ready

[Spanish | Portuguese]

HOME ABOUT SIGNUP CITIES TOOLKIT CHAMPIONS ADVOCATES PARTNERS NEWS & EVENTS

Home > City Profile Management

Focal Point Details Welcome - Local Focal Point | Logout

Focal Point Details Local Government Profile

City / Local Government Signing up

Country
Australia

Local Government / City Name
Test Town

State / Province
State Test

Postcode
0

Local government type
City

Login Details

User Id
lgsat-testtown-0

Change Password

Preferred language
English

Last update: 03 January 2020

3 Save Changes