

Completing a TRIP security clearance

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Completing a TRIP security clearance

All International UN Volunteers are required to obtain a security clearance from the United Nations Department of Safety and Security (UNDSS) before they travel to their duty station.

To do this you need to register with UNDSS and request a clearance through the Travel Request Information Processing (TRIP) system.

This is a two stage process

1. Registration with UNDSS - can be done at any time
2. Request security clearance - **to be done only when your travel itinerary is finalised**

Your temporary UN email address

Access to TRIP is restricted to holders of an official UN email address.

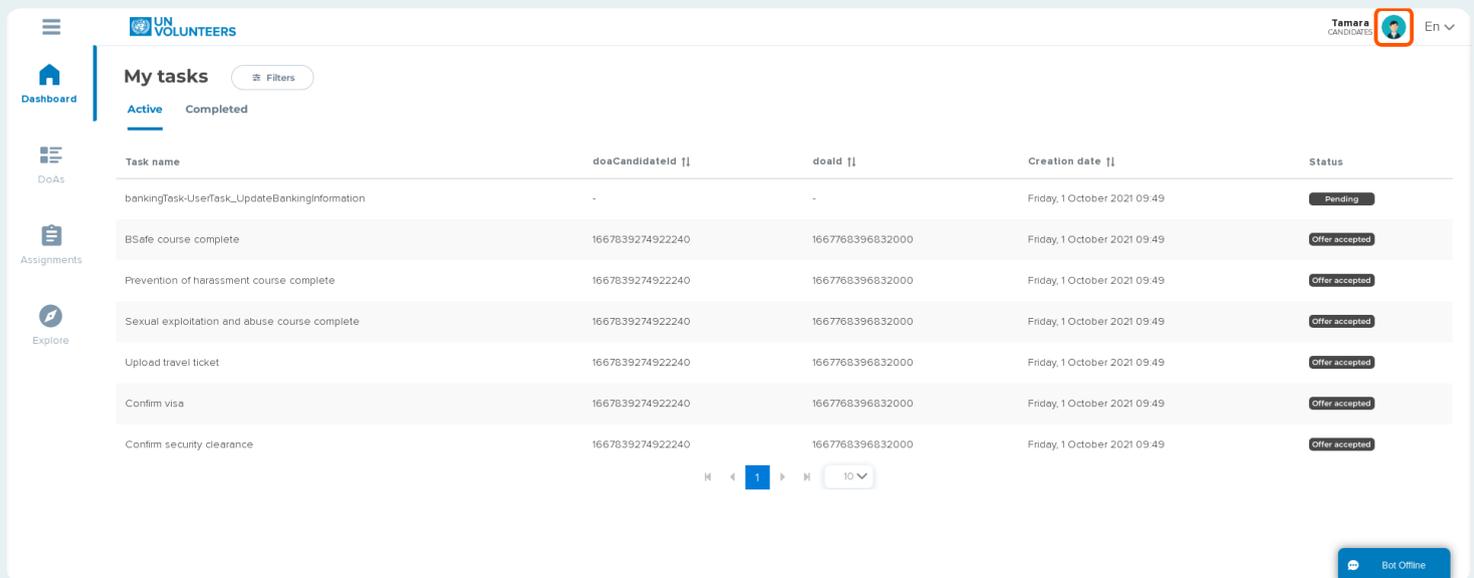
To allow you to register before your departure, we have created an email address for you to use.

The only function of this email address is to forward emails from TRIP to your UVP-registered email.

This allows you to access the TRIP system before departure only. **Do not use this email address for any other purpose.**

Let's see how to find this address in UVP.

Click the profile icon

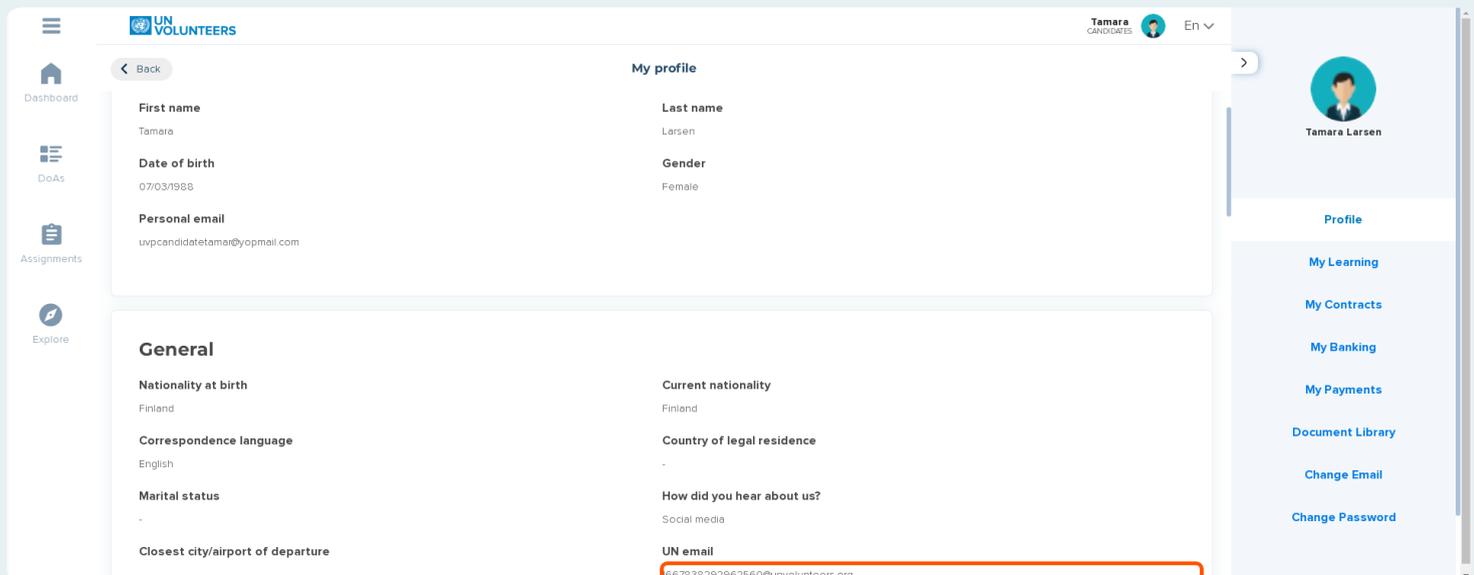


The screenshot shows the 'My tasks' page in the UN Volunteers system. The profile icon in the top right corner is highlighted with a red box. The page displays a list of tasks with columns for Task name, doaCandidateId, doaid, Creation date, and Status.

Task name	doaCandidateId []	doaid []	Creation date []	Status
bankingTask-UserTask_UpdateBankingInformation	-	-	Friday, 1 October 2021 09:49	Pending
BSafe course complete	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Prevention of harassment course complete	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Sexual exploitation and abuse course complete	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Upload travel ticket	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Confirm visa	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Confirm security clearance	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted

Your temporary email address...

is here on your profile. You'll need this to register in TRIP.



The screenshot shows the 'My profile' page in the UN Volunteers system. The 'UN email' field is highlighted with a red box. The page displays personal information such as First name, Last name, Date of birth, Gender, Personal email, Nationality at birth, Current nationality, Correspondence language, Country of legal residence, Marital status, How did you hear about us?, and Closest city/airport of departure.

Field	Value
First name	Tamara
Last name	Larsen
Date of birth	07/03/1988
Gender	Female
Personal email	uvpcandidate@tamara@yopmail.com
Nationality at birth	Finland
Current nationality	Finland
Correspondence language	English
Country of legal residence	-
Marital status	-
How did you hear about us?	Social media
Closest city/airport of departure	-
UN email	667838292962560@unvolunteers.org

Now go to UNDSS to register

When ready, you write down your temporary email address or open a new browser window and go to the [UNDSS registration page](#)

If you already have a UNDSS TRIP registration

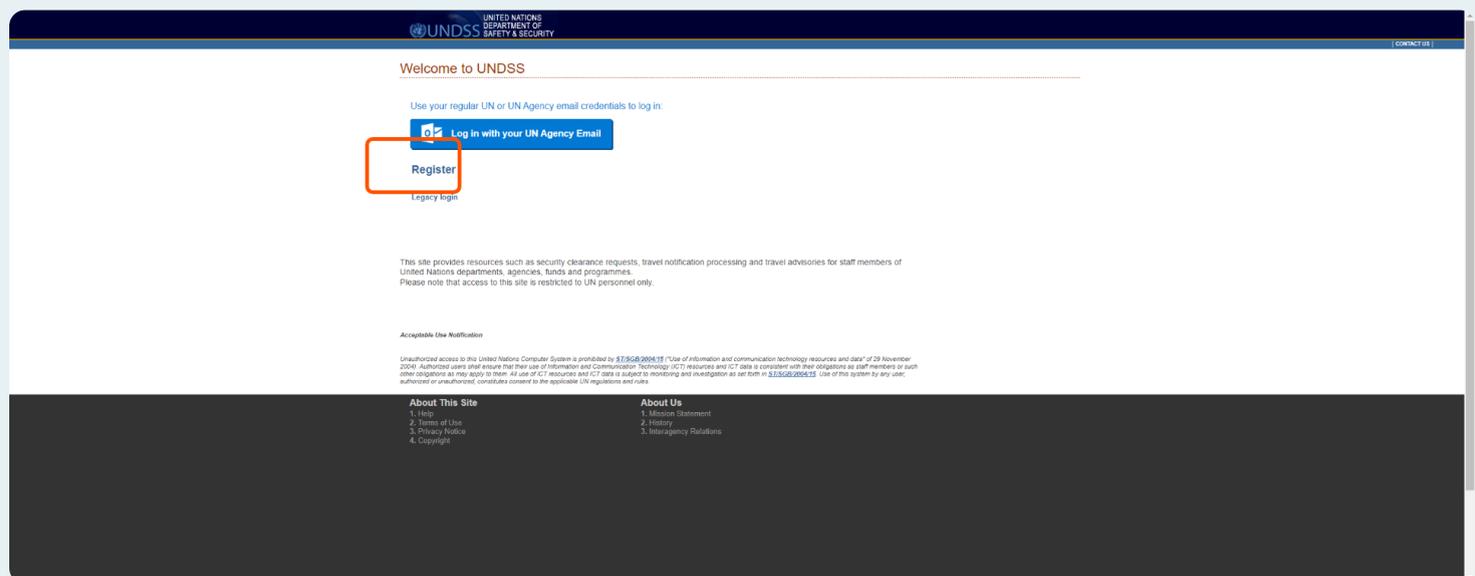
If you already have access to UNDSS TRIP due to an ongoing or prior UN contract, you can apply for the DSS TRIP clearance using your existing account.

The registration via the “@unvolunteers.org” temporary email should only be used for travels prior to the assignment start date.

Once you start your assignment you should register in UNDSS using your official UN email address for all future UN business travel.

All volunteers are responsible for keeping their DSS information up to date during their assignments.

If you are a first time user, click Register.



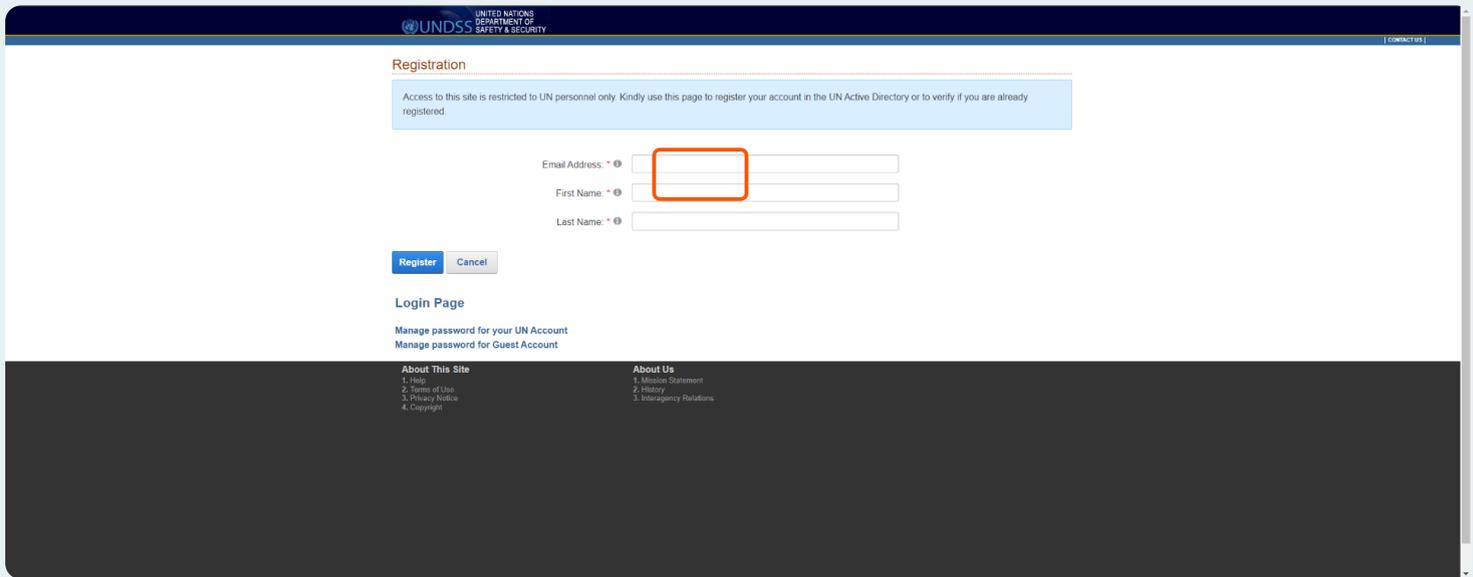
The screenshot shows the UNDSS login page. At the top, it says "Welcome to UNDSS" and "Use your regular UN or UN Agency email credentials to log in:". Below this, there are three buttons: "Log in with your UN Agency Email" (highlighted with a blue box), "Register" (highlighted with a red box), and "Legacy login". The page also includes a disclaimer: "This site provides resources such as security clearance requests, travel notification processing and travel advisories for staff members of United Nations departments, agencies, funds and programmes. Please note that access to this site is restricted to UN personnel only." and a footer with "About This Site" and "About Us" links.

Complete the UNDSS registration form

Follow the instructions provided by UNDSS to register.

Make sure you use your temporary UN email address to register. It is best to type the email address directly into the UNDSS form instead of copy and paste.

Use your temporary @unvolunteers.org address



UNITED NATIONS
DEPARTMENT OF
SAFETY & SECURITY

Registration

Access to this site is restricted to UN personnel only. Kindly use this page to register your account in the UN Active Directory or to verify if you are already registered.

Email Address *

First Name *

Last Name *

Login Page

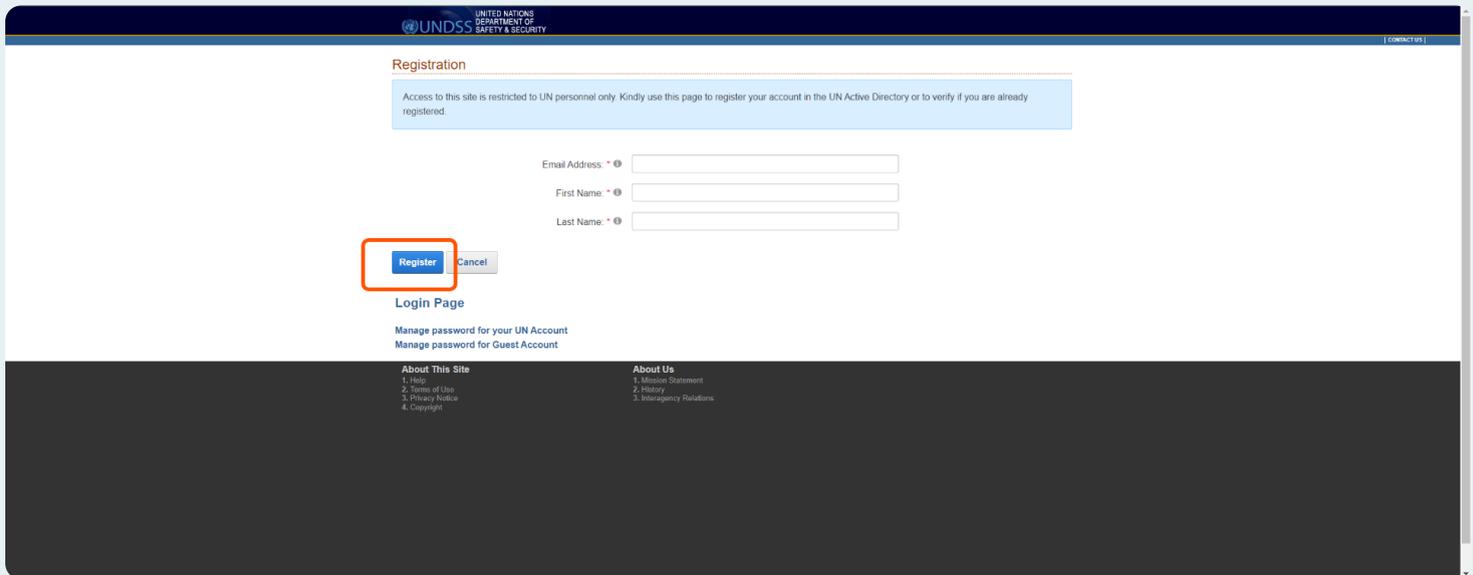
Manage password for your UN Account
Manage password for Guest Account

About This Site
1. Help
2. Terms of Use
3. Privacy Notice
4. Copyright

About Us
1. Mission Statement
2. History
3. Interagency Relations

Click Register

When you've entered your @unvolunteers.org email address, first name and last name, click Register.



UNITED NATIONS
DEPARTMENT OF
SAFETY & SECURITY

Registration

Access to this site is restricted to UN personnel only. Kindly use this page to register your account in the UN Active Directory or to verify if you are already registered.

Email Address *

First Name *

Last Name *

Login Page

Manage password for your UN Account
Manage password for Guest Account

About This Site
1. Help
2. Terms of Use
3. Privacy Notice
4. Copyright

About Us
1. Mission Statement
2. History
3. Interagency Relations

UNDSS registration verification

The verification code that is generated when you click 'Register' will be automatically forwarded to the email address you registered in your UVP profile.

Please allow up to 2 hours and check your spam folder if you do not receive this email.

Log in to your email and click the link

Log in to your email account (the one in your UVP profile), click on the “confirmation link” to proceed with your registration

This link will take you to the UNDSS registration page again, with a green highlighted note indicating you will receive another email soon.

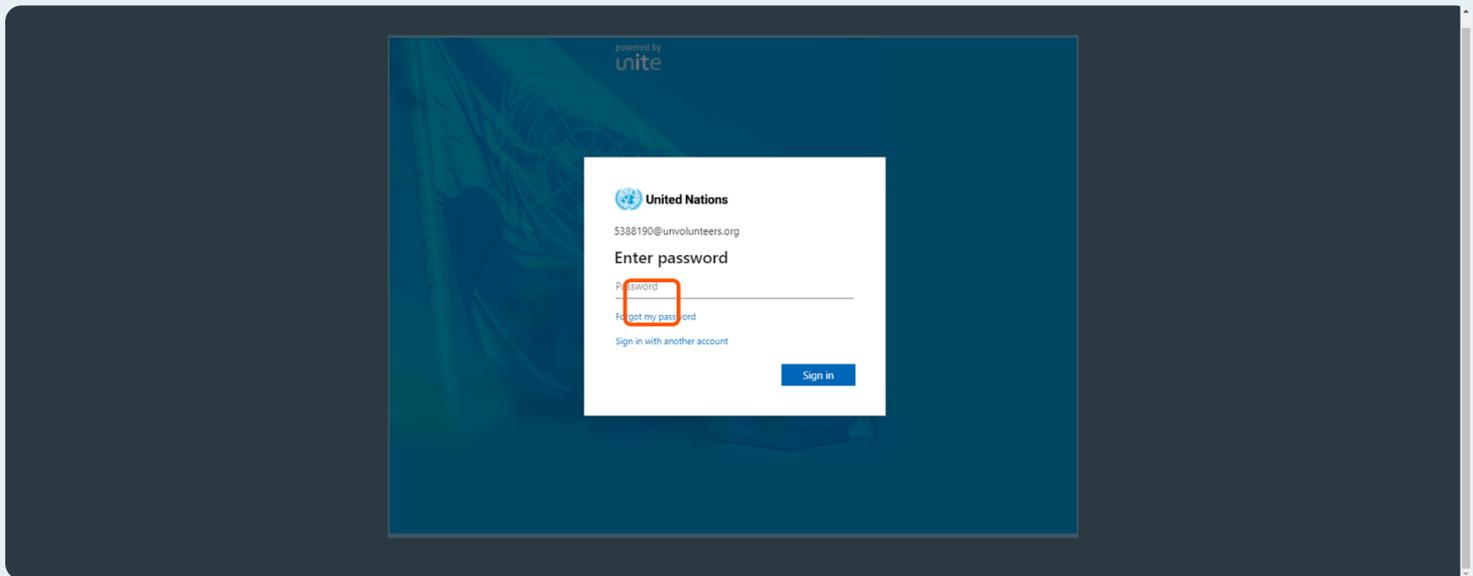
Invitation to access UN Applications with a Microsoft Account

Go to your personal inbox again to accept the invitation to access UN Applications and enable log in access.

Enter your temporary password

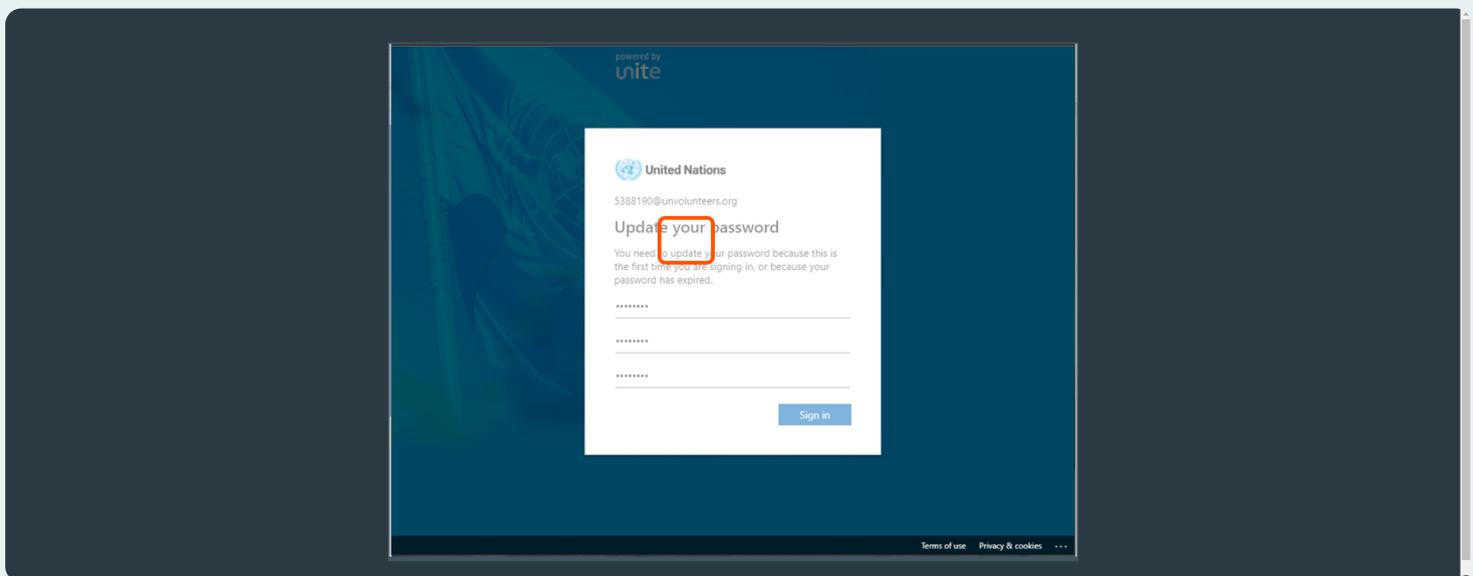
Once you click the invitation, it will take you to unite Microsoft page to enter your @unvolunteers.org email address and password.

This password was sent to you from no_reply@unv.org with “Security Clearance” subject line when you accepted the offer letter.



Personalise your password

Once you correctly entered the temporary password, the system will ask you to change your password with a more personalized one. Click sign-in once you enter your new password.

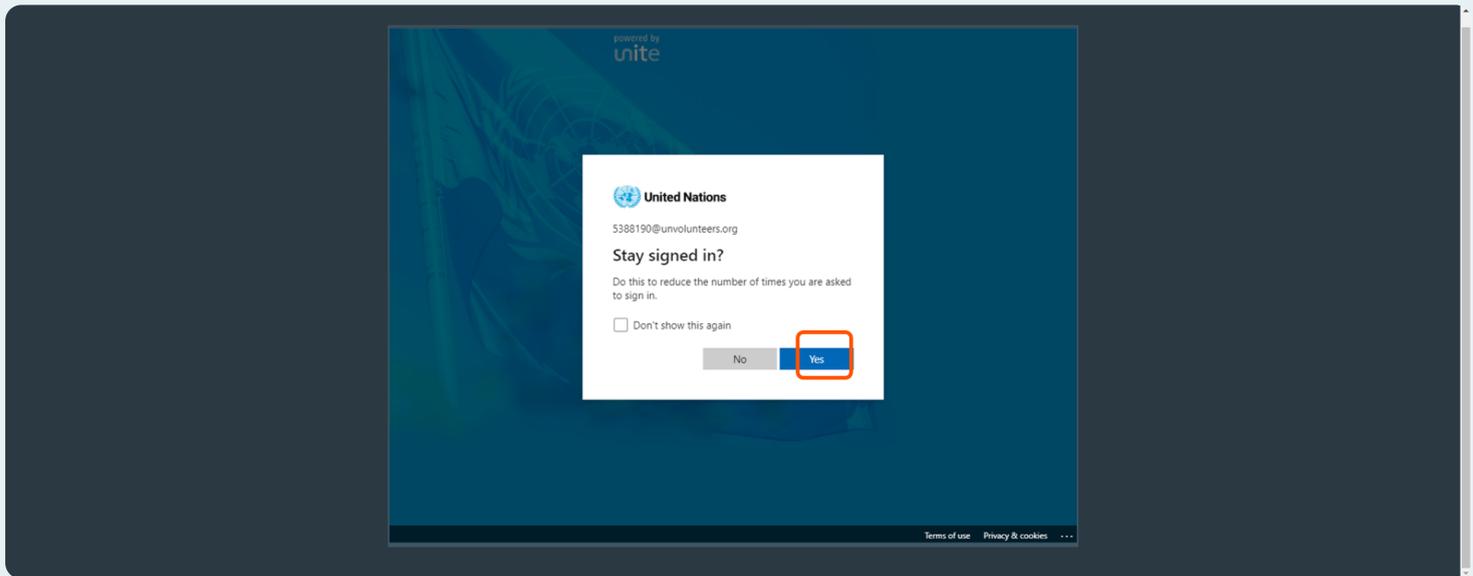


IMPORTANT: Don't forget this password!

Please keep this password somewhere safe, as you will not be able to use the “forgot my password” option and you will need it next time you want to log in UNDSS. The loss of password may cause serious delays for your contract generation.

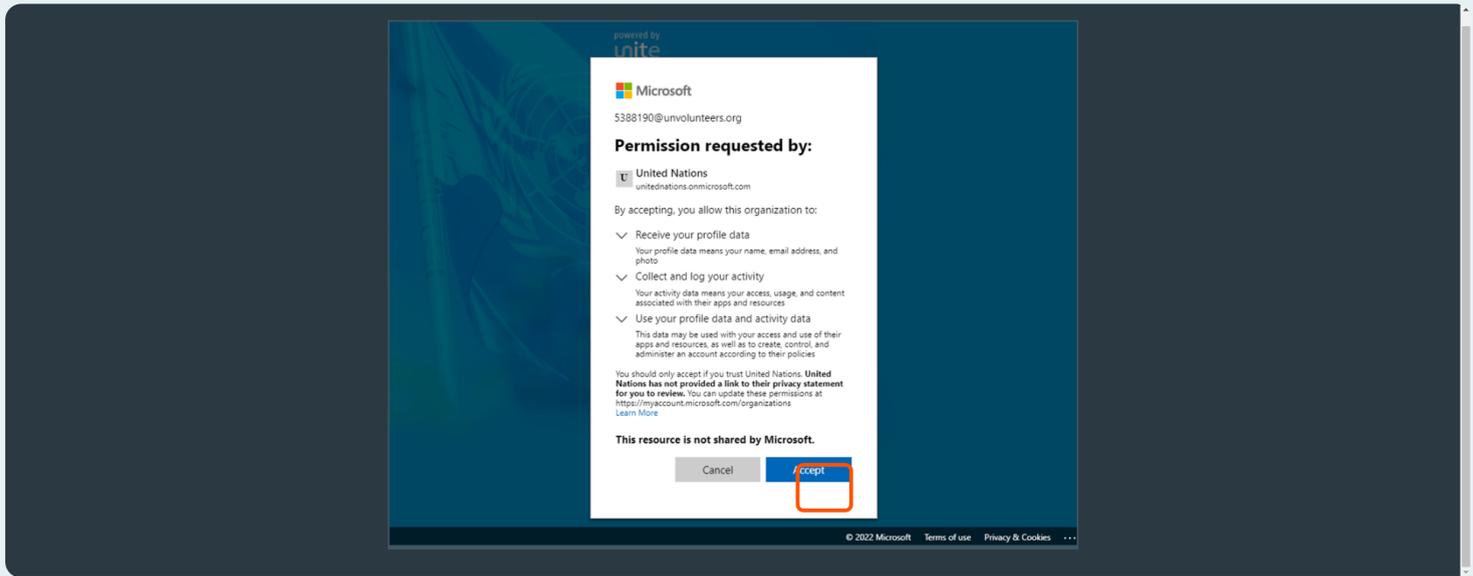
Choose 'yes'

To confirm you want to stay signed in.



Click accept

You need to accept the permission request by United Nations. This will finalize your registration and forward you to the home page of “Office of Information and Communications Technology” (unite.un.org).



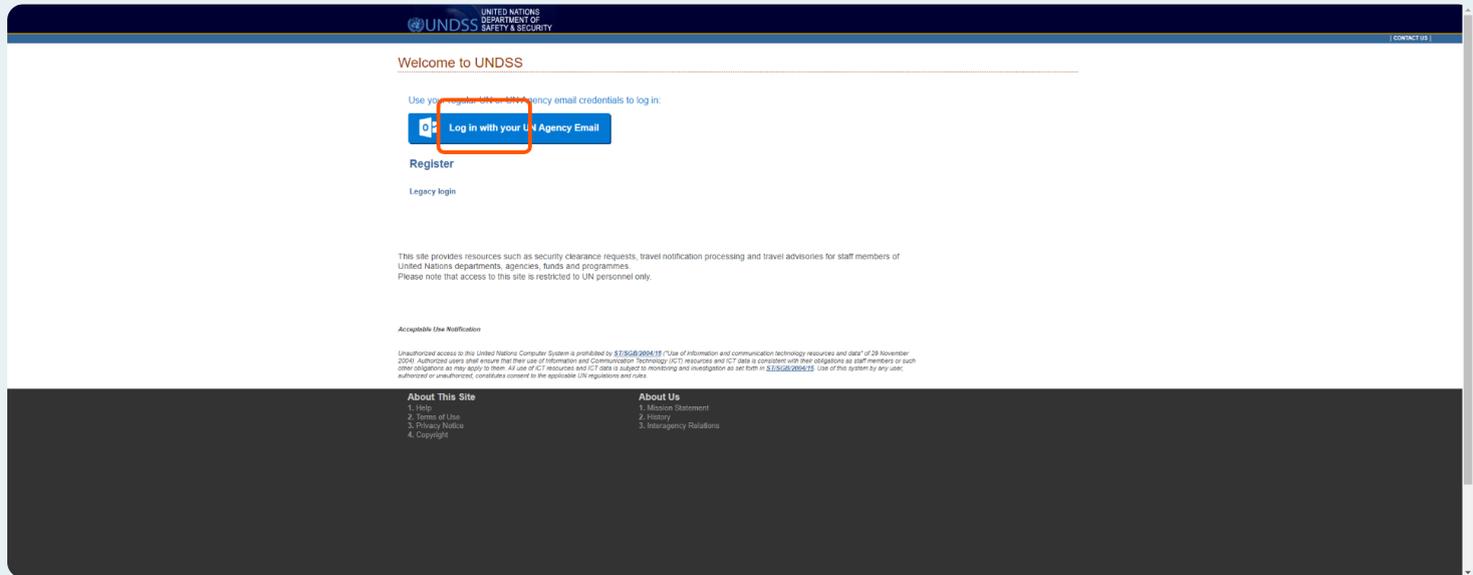
Now go back to Welcome to UNDSS page

After seeing this page, you can go back to Welcome to UNDSS page:

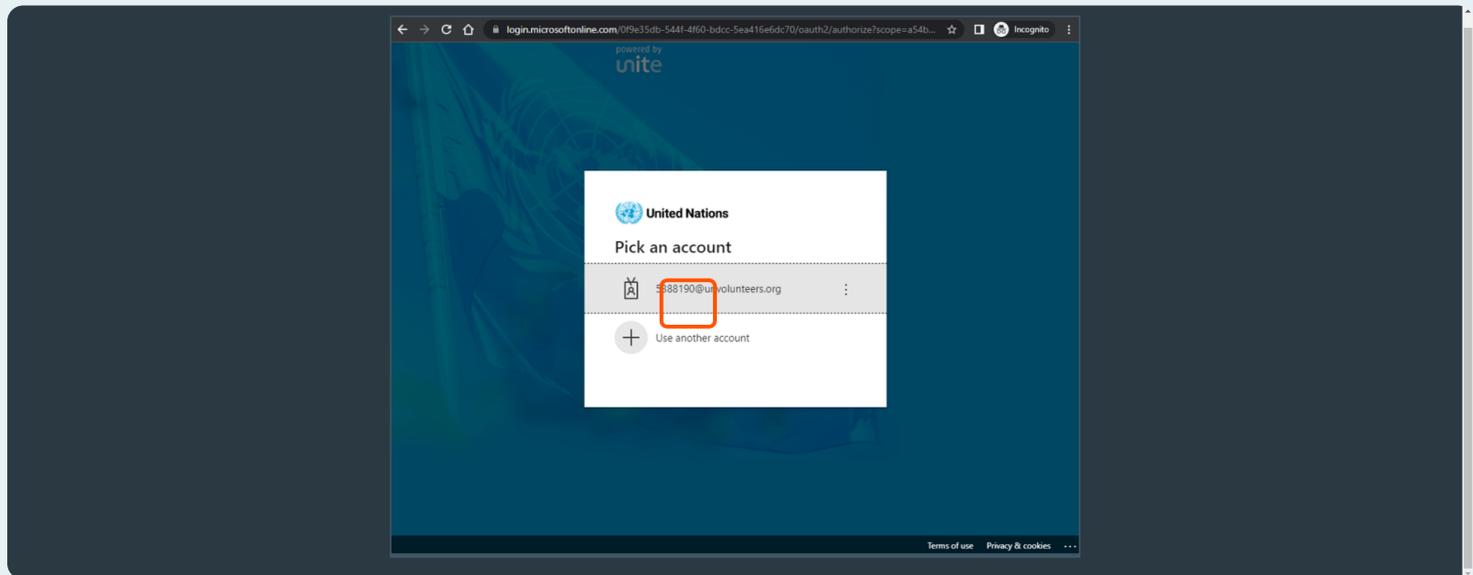
<https://dss.un.org/Welcome-to-UNDSS>

Click 'log in with your UN Agency Email'

It will ask you to choose your Microsoft account to login.

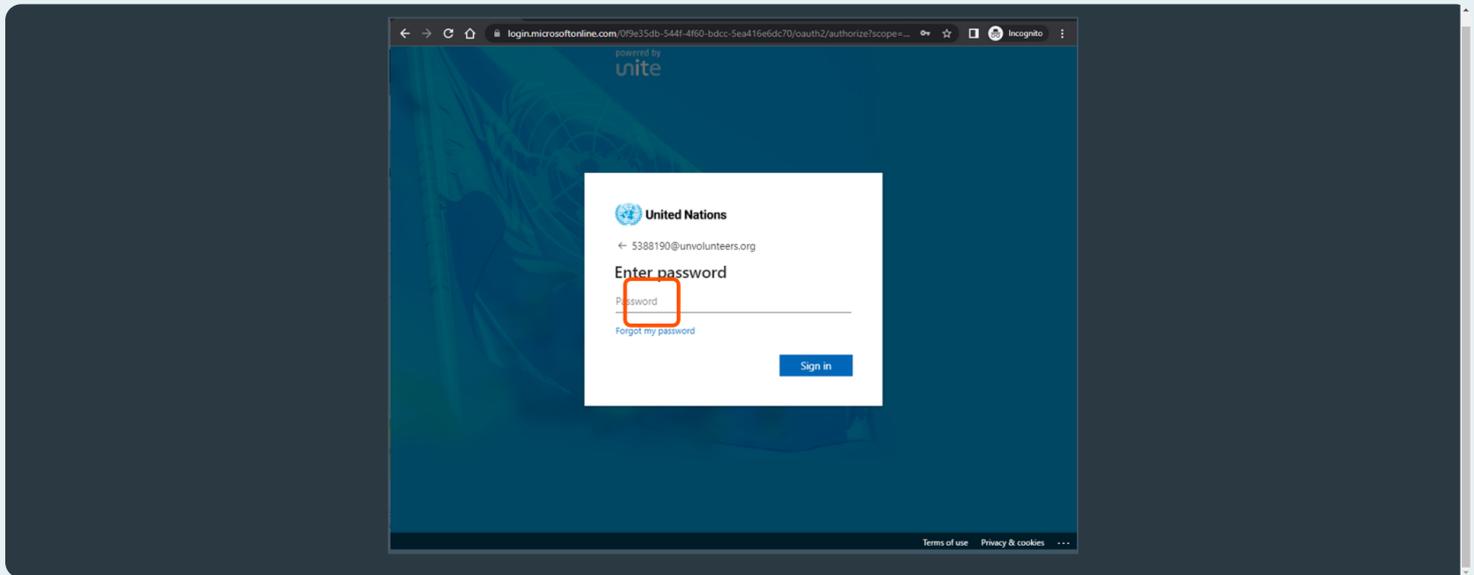


Select your @unvolunteers.org account



Enter your new password

The one you updated during the previous steps.



You are now registered.

Congratulations! Now you should see the UNDSS page.

You can update your profile, upload your BSAFE certificate, check travel advisories, explore the resources and enter your security clearances using the buttons at the bottom.

Important: enter your host entity in your profile

In your profile information in TRIP, please put your host entity under the 'Agency' field.

Do not put UNV unless you are serving with UNV.

If you need to log in again

If you are logged out and need to complete your security clearance.

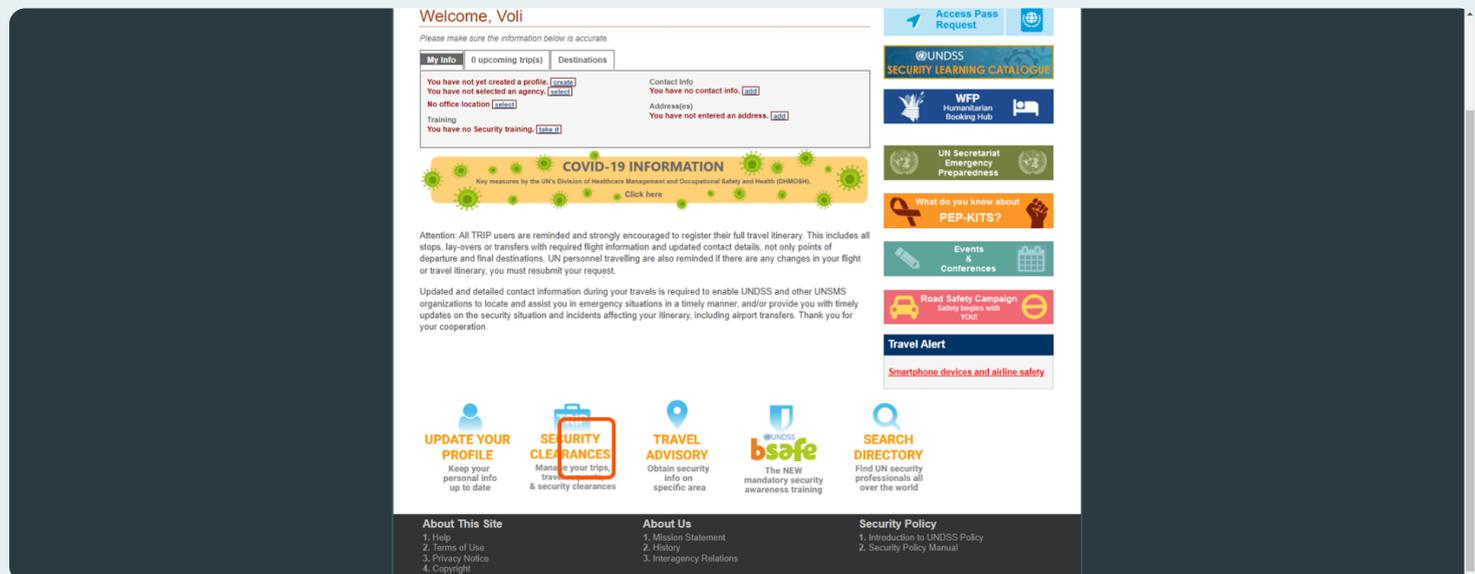
Go to the TRIP site.

<https://trip.dss.un.org/dssweb/WelcometoUNDSS.aspx>

And follow the previous steps in this guide to log in.

Click here to start your security clearance

When you have your travel itinerary confirmed, you can apply for security clearance. Usually this is the last thing you will do before you travel.



The screenshot displays the 'Welcome, Volli' page for UN Security Clearance. The main content area includes a 'My info' section with tabs for '0 upcoming trips' and 'Destinations'. Below this, there are fields for 'Contact info', 'Address(es)', and 'Training', each with a 'Link' button. A prominent 'COVID-19 INFORMATION' banner is present, along with a 'Travel Alert' section. The page features several navigation buttons: 'UPDATE YOUR PROFILE', 'SECURITY CLEARANCES' (highlighted with a red box), 'TRAVEL ADVISORY', 'bSAFE', and 'SEARCH DIRECTORY'. A sidebar on the right contains links for 'Access Pass Request', '@UNDSS SECURITY LEARNING CATALOGUE', 'WFP Humanitarian Booking Hub', 'UN Secretariat Emergency Preparedness', 'PEP-KITS?', 'Events & Conferences', 'Road Safety Campaign', and 'Travel Alert'. The footer contains 'About This Site', 'About Us', and 'Security Policy' sections.

Follow the instructions provided by UNDSS

UNDSS has instructions on the TRIP site for completing your clearance. These are available as a PDF only after you log in to TRIP.

Receiving your clearance

Once your TRIP application is complete, you will receive an email confirmation of clearance in your UVP-registered email account.

Subject line is:

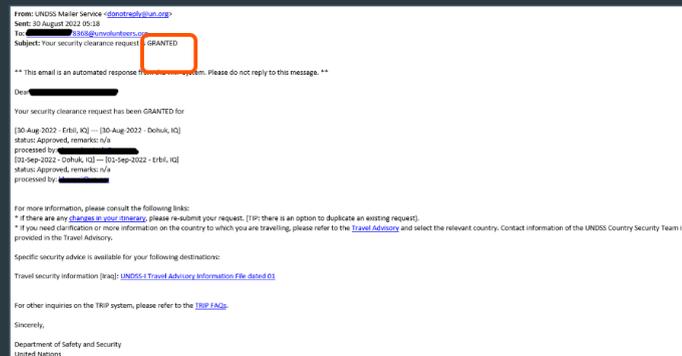
"Your security clearance request is GRANTED"

Save this email to your computer. You will need to upload it to UVP.

Note that some clearances may take several days to process.

Confirmation email

This is what the confirmation email looks like.



From: UNOSS Mailer Service <donotreply@un.org>
Sent: 30 August 2022 20:18
To: [REDACTED] <3366@unvulner.com>
Subject: Your security clearance request is GRANTED

** This email is an automated response from the TRIP system. Please do not reply to this message. **

Re: [REDACTED]

Your security clearance request has been GRANTED for
[30-Aug-2022 - Erbil, IQ] -- [30-Aug-2022 - Dohuk, IQ]
Status: approved, remarks: n/a
processed for [REDACTED]
[21-Sep-2022 - Dohuk, IQ] -- [21-Sep-2022 - Erbil, IQ]
Status: approved, remarks: n/a
processed by: [REDACTED]

For more information, please consult the following link:
* If there are any [changes to your itinerary](#), please re-submit your request. (If there is an option to duplicate an existing request).
* If you need clarification or more information on the country to which you are travelling, please refer to the [Travel Advisory](#) and select the relevant country. Contact information of the UNOSS Country Security Team is provided in the Travel Advisory.

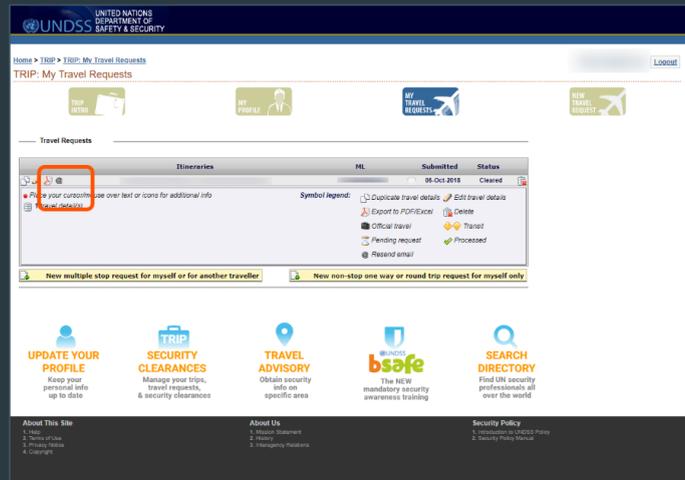
Specific security advice is available for your following destinations:
Travel security information (Iraq): [UNOSS | Travel Advisory Information File dated 01](#)

For other inquiries on the TRIP system, please refer to the [TRIP FAQ](#).

Sincerely,
Department of Safety and Security
United Nations

You can also download as PDF

Click the PDF icon in the travel requests screen of TRIP to download to PDF



Upload your security clearance to UVP

Now that you have your security clearance, you need to share it with UNV for confirmation.

Sign back in to UVP to complete the task

Use your UVP email address and password.

Click on the task to begin

The screenshot shows the 'My tasks' dashboard for a user named Tamara. The dashboard includes a sidebar with navigation options: Dashboard, DoAs, Assignments, and Explore. The main content area displays a table of tasks with columns for Task name, doaCandidateId, doaid, Creation date, and Status. The 'Confirm security clearance' task is highlighted with a red box. Below the table is a pagination control showing page 1 of 10. A 'Bot Offline' button is visible in the bottom right corner.

Task name	doaCandidateId []	doaid []	Creation date []	Status
bankingTask-UserTask_UpdateBankingInformation	-	-	Friday, 1 October 2021 09:49	Pending
Bsafe course complete	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Prevention of harassment course complete	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Sexual exploitation and abuse course complete	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Upload travel ticket	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Confirm visa	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted
Confirm security clearance	1667839274922240	1667768396832000	Friday, 1 October 2021 09:49	Offer accepted

Click complete

This will take you to your assignment details page.

The screenshot shows the 'My tasks' dashboard with the 'Confirm security clearance' task details panel open on the right. The panel includes a 'Complete' button highlighted with a red box. The details panel shows the following information:

- Task name:** Confirm security clearance
- candidateId:** 1667838292962560
- doaCandidateId:** 1667839274922240
- doaid:** 1667768396832000
- Creation date:** Friday, 1 October 2021 09:49
- Status:** Offer accepted
- Description:** Follow the instructions sent to you by email to complete your security clearance on the UNDSS portal 'TRIP'. Once complete, return to this task, click 'Complete' to go to your assignment detail page and click 'Confirm security clearance' to upload proof of your clearance.

Click the green button

Make sure it's the 'confirm security clearance' task.

The screenshot shows the 'Assignment details' page. The main content area is divided into two sections: 'Assignment information' and 'Volunteer information'. The 'Assignment information' section includes fields for DoA title, Host entity, Country, Duration, and Assignment status. The 'Volunteer information' section includes fields for UN Volunteer name, Tentative travel date, Domicile city, and Recruitment city. On the right sidebar, under 'Tasks', there is a list of tasks with green 'Complete' buttons. The 'Confirm security clearance' task is highlighted with a red box.

Task	Action
Confirm security clearance	Complete
Confirm visa	Complete
Upload travel ticket	Complete
Sexual exploitation and abuse course complete	Complete
Prevention of harassment course complete	Complete
BSafe course complete	Complete

Click 'choose'

Locate the security clearance confirmation email you saved from UNDSS on your device

The screenshot shows the 'Assignment details' page with a modal dialog for 'Confirm security clearance' overlaid. The modal dialog has a title bar with a close button (X) and a 'Complete' status. Below the title bar, there is a progress bar with two steps, '1' and '2', and a blue button labeled 'Choose' (highlighted with a red box). There are also 'Upload' and 'Cancel' buttons. At the bottom of the modal, there is a 'Next' button and a note: 'Press escape or click the X to close'.

Click 'Upload'

To save the file to UVP.

The screenshot shows the 'Assignment details' page for Tamara Larsen. The page is divided into 'Assignment information' and 'Volunteer information' sections. A modal dialog titled 'Confirm security clearance' is open in the center. The dialog has a progress bar with two steps, where step 1 is active. Below the progress bar, the file 'Security clearance.pdf' (98.882 KB) is listed. At the bottom of the dialog, there are three buttons: '+ Choose', 'Upload' (highlighted with a red box), and 'Cancel'. A 'Next' button is also visible at the bottom right of the dialog. The background page shows assignment details such as 'DoA title: Test 11Aug2021', 'Host entity: Leviathan Reaper', 'Country: Guatemala', 'Duration: 3 months', and 'Assignment status: Offer accepted'. The 'Volunteer information' section includes 'UN Volunteer name: Tamara Larsen', 'Tentative travel date: 02/10/2021', 'Domicile city: Helsinki', and 'Recruitment city'.

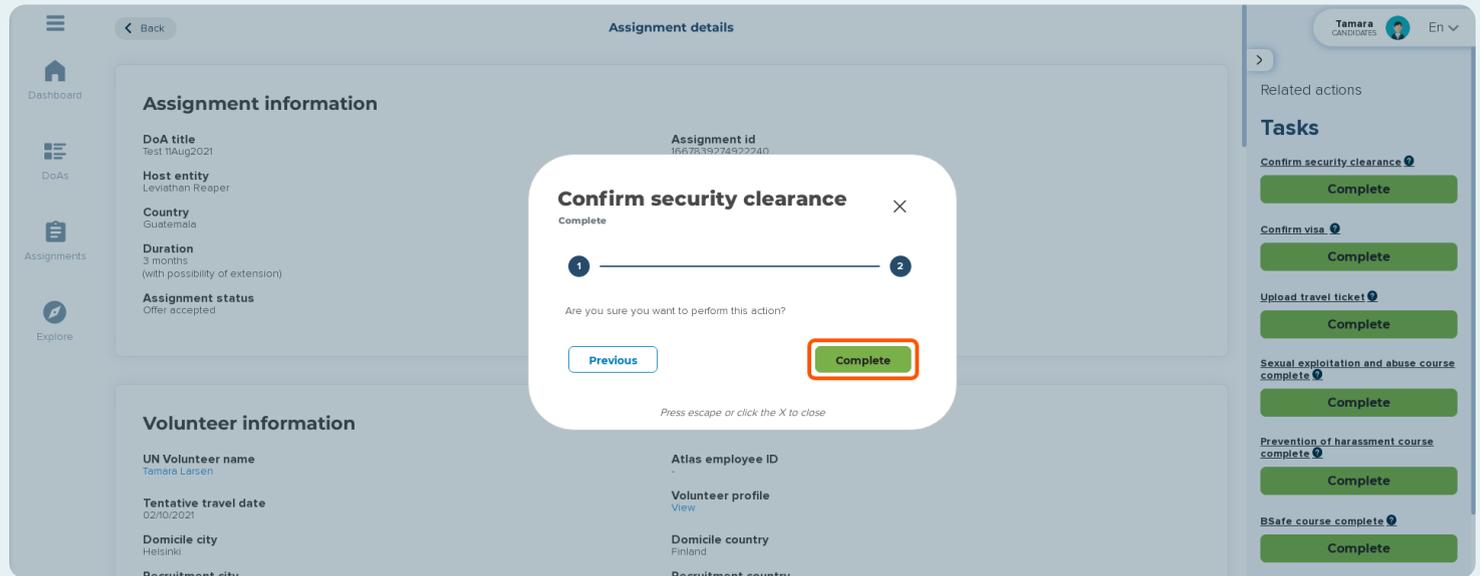
Click next

This screenshot is identical to the one above, showing the 'Assignment details' page and the 'Confirm security clearance' dialog box. In this version, the 'Next' button at the bottom right of the dialog is highlighted with a red box, indicating the next step in the process. The 'Upload' button is now disabled and greyed out, and the file 'Security clearance.pdf' has a green checkmark next to it, indicating it has been successfully uploaded. The background page content remains the same as in the previous screenshot.

Click complete

This completes the task.

UNV will review to make sure you have uploaded a valid clearance and confirm. If the task is returned by UNV, it will appear on your dashboard and you will need to complete again.



The screenshot displays the 'Assignment details' page for Tamara Candores. A modal dialog box titled 'Confirm security clearance' is centered on the screen, indicating the task is 'Complete'. The dialog includes a progress bar with steps 1 and 2, and a confirmation question: 'Are you sure you want to perform this action?'. Two buttons are visible: 'Previous' and 'Complete', with the 'Complete' button highlighted by a red border. The background shows assignment information, volunteer information, and a list of related tasks on the right sidebar, including 'Confirm security clearance', 'Confirm visa', 'Upload travel ticket', 'Sexual exploitation and abuse course complete', 'Prevention of harassment course complete', and 'BSafe course complete', each with a 'Complete' button.

Your security clearance is complete!

Once you start your assignment you should register in UNDSS using your official UN email address for all future UN business travel.

All volunteers are responsible for keeping their DSS information up to date during their assignments.