Useful tips for registering with the United Nations Mediation Roster

Please follow the simple steps listed below to register with our roster:

1. Go to **http://peacemake.un.org/mediationroster** where you will find the link to the Mediation Roster registration webpage.

2. On the Mediation Roster registration webpage, go to the **"New Applicant"** window and click "**Continue**".

3. On the "New Applicant" webpage, please **enter the data as requested**.

4. Once completed and submitted, a **temporary password** will be sent to your email address.

5. Return to the **Mediation Roster registration** webpage.

6. Go to the **"Login window"** and enter your email address and password that you received.

7. You can now access your **"Professional Profile Editor"**.

8. **Change your temporary password**.

9. While filling your the **"Professional Profile Editor"** please note:

- All the items marked with a **red and blue star (*)** are mandatory.

- Be aware that you can **only select ten (10) "Areas of Expertise"**. These areas will be very important for us in order to match your profile with the mediation requests from our partners.

- Please **attach your latest Curriculum Vitae (CV)** or **United Nations Personal History Form (P-11)** by using the "Attach CV or files" function. Please note that you could also upload other relevant documents (such as recommendations or credentials).

- You are **not required to fill out the "Work Experience" and "Education"** as long as you upload your CV of P-11, however it is strongly advised as this will increase the visibility of your profile.

10. Press **"Save & Submit"** when you finish editing your profile.

11. When you log out, you will be **asked to provide your availability** so that you can be considered for future assignments.

12. Please log in to finish or to **update your profile on a regular basis**.

Please do not hesitate to contact us at dpa-mediationroster@un.org should you have any questions or need any further information.