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For more content on the IUCN Union Portal please refer to the official guides in English, French and Spanish and video guides in English, French and Spanish.

You can access the IUCN Union Portal in English, French or Spanish.
1. Access the IUCN Union Portal

To login visit the recover password page and type your registered email (used to apply for CEC membership). Once you receive your credentials by email, we would suggest you search for your profile and complete it.

2. View and update your profile

Complete your biography, professional details, areas of expertise and add any other information you may wish. Upload your CV and add a picture, so we can see who you are! Your First name, Family name, and E-mail are not editable. If you wish to update this information please send a message to: cec@iucn.org. Changes to your profile can take up to 24 hours before they are shown in the Union Portal.
3. CEC members in the IUCN UNION PORTAL

Our over 1000 CEC members are divided into 19 CEC Groups in the IUCN Union Portal, the IUCN platform used to upload and share doc, news, events:

- 10 CEC Regional Groups
- 5 Specialty Groups
- 1 Young Professionals Group < 35 years old
- 1 WCPA CEC Nature for All Task Force Group + 1 WCPA CEC Nature for All Network Group
- 1 Steering Committee Group

4. View and search for CEC Commission Groups and CEC members

1 click Commissions,
2 type CEC in Name field to obtain all CEC Groups
3 click the little man to obtain the list of members per CEC Group. For example CEC Meso and South America
5. View and search for CEC members in one country

1 select Argentina, 2 select 500 items per page, search to obtain 146 in the list

6. View and search for specific expertise

At the moment the expertise related to the CEC mandate are the following. Do not hesitate to add any other skills relevant to your experience.
7. View and search for docs, news, consultations, events, opportunities in your CEC Region

1 click Commissions,
2 type CEC in Name field to obtain all CEC Groups
3 click the folder to view docs, news, consultations, events, opportunities of CEC Meso and South America
In section 9 you can learn how to create, upload and share docs, news, consultations, events and opportunities...

8. View and search for all IUCN people

Example: search for all IUCN people in Argentina
1 click People
2 type Argentina in Countries field to obtain all IUCN people from Argentina
9. Create, upload and share content in your CEC Group

9.1 Documents: any type of document, e.g. reports, publications, newsletters, etc.
9.2 News stories: updates, results, news, announcements, etc.
9.3 Consultations: information that is open for discussion
   - Events: promote events
   - Opportunities: job openings, funding, awards, capacity building, etc.

9.1 Upload Documents (less than 10 MB)

Click Create & Upload and select Documents.

You have the option to create content in French or Spanish.

There are two very important sections Content and Publishing info.

Under the Content section you input the data for the content you are creating, i.e. title, type, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.
Create Documents

Title *

Document type *
- Action Plan
- Agenda
- Corporate
- Evaluation
- Fact sheet
- Guidelines
- Image
- Letter
- List
- Meeting minutes
- Newsletter
- Policy
- Position paper
- Presentation
- Promotional material
- Proposal (Funding/Project)
- Publication
- Report
- Speech
- Template
- Terms of Reference
- Tutorial/Guide

Choose up to three document types

Document file(s)
Select a document from your local computer to upload it to the Union portal

Add a new file
Browse... Upload

Files must be less than 10 MB.
Allowed file types: txt doc docx xsl xslx pdf ppt pptx jpg gif png jpeg rar zip eps xslm.

External document(s) link(s)

Title
URL

The link title is limited to 128 characters maximum.

Link(s) to online related resources. It’s preferable to link to documents rather than duplicating existing documents.

Add another item

Description (Edit summary)

NOTE: The Edit summary option allows you to input an explicit summary to be displayed instead of the automatically trimmed text

Image(s)

One or more accompanying images

Add a new file
Browse... Upload

Files must be less than 2 MB.
Allowed file types: png gif jpeg.
Images must be between 100x100 and 1200x1200 pixels.

Save
Preview
Under the *Publishing info* specify:
- parent folder: under which Group you want to publish the document (you can select more groups)
- access level: use private if you want to share the doc with group members only, public to share with all portal users
- add managers: add the leader of your CEC region or country
- allow comments or not
- publishing option: publish when the document is finalised
9.2 Upload News stories

Click Create & Upload and select News stories.

There are two very important sections Content and Publishing info.

Under the Content section you input the data for the content you are creating, i.e. title, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.
Under the *Publishing info* specify:
- language: Neutral (only one version is allowed), English (you can add the Spanish version)
- parent folder: under which Group you want to publish the news (you can select more groups you are a member of)
- access level: use private if you want to share the news with group members only, public to share with all portal users
- add managers: add the leader of your CEC region or country
- allow comments or not
- publishing option: publish when the news is finalised
9.3 Upload Consultations

There are two very important sections Content and Publishing info.

Under the Content section you input the data for the content you are creating, i.e. title, deadline, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.
Under the *Publishing info* specify:

- **language**: Neutral (only one version is allowed), English (you can add the Spanish version)
- **parent folder**: under which Group you want to publish the consultation (you can select more groups you are a member of)
- **access level**: use private if you want to share the news with group members only, public to share with all portal users
- **add managers**: add the leader of your CEC region or country
- **allow comments or not**
- **publishing option**: publish when the consultation is finalised