

User Guide for submitting a request for the renewal of a UNESCO Chair or UNITWIN Network Agreement

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This document provides guidance on how to submit a request for the renewal of a UNESCO Chair or UNITWIN Network Agreement. For further information or technical support kindly contact the UNITWIN Programme team at unitwin@unesco.org.

Step 1: Register

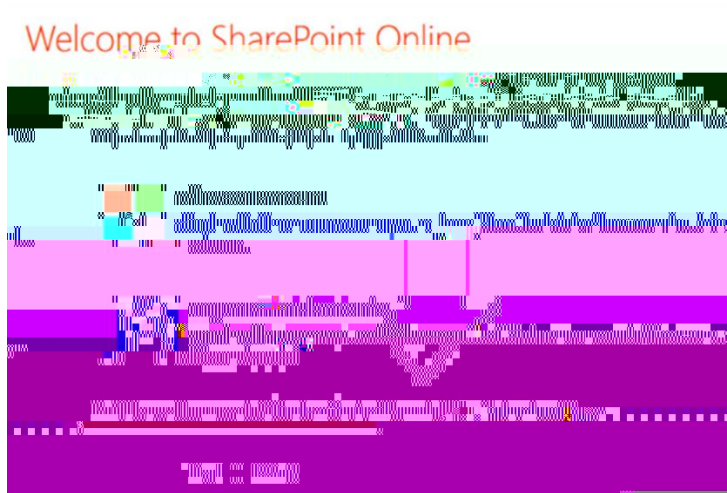
- A request for the renewal of an Agreement of a UNESCO Chair or UNITWIN Network must be completed on the UNITWIN Management platform. The action can be undertaken by the Chairholder or another staff from the host institution.
- Register by completing the [Account Request Form](#). The contact information provided should be that of the person who will submit the request and act as main focal point during the renewal process.

Step 2: Access the online submission platform

- An invitation link to access the platform will be sent by email to the address indicated in the Account Request Form. Kindly check the spam inbox for this message and allow for up to 24 hours after submitting the form.
- It is advisable to open the link in an incognito window to avoid any conflict in the browser.
- Log-in using

How to create a Microsoft account?

- Click on “create a Microsoft account”



- Enter an email and create a password
- Insert the requested information, and confirm the creation of the account via the security code sent directly to the email provided
- The Microsoft account is then created. User can log in with username and password.
- Proceed to Step 3 to complete the Request Form.