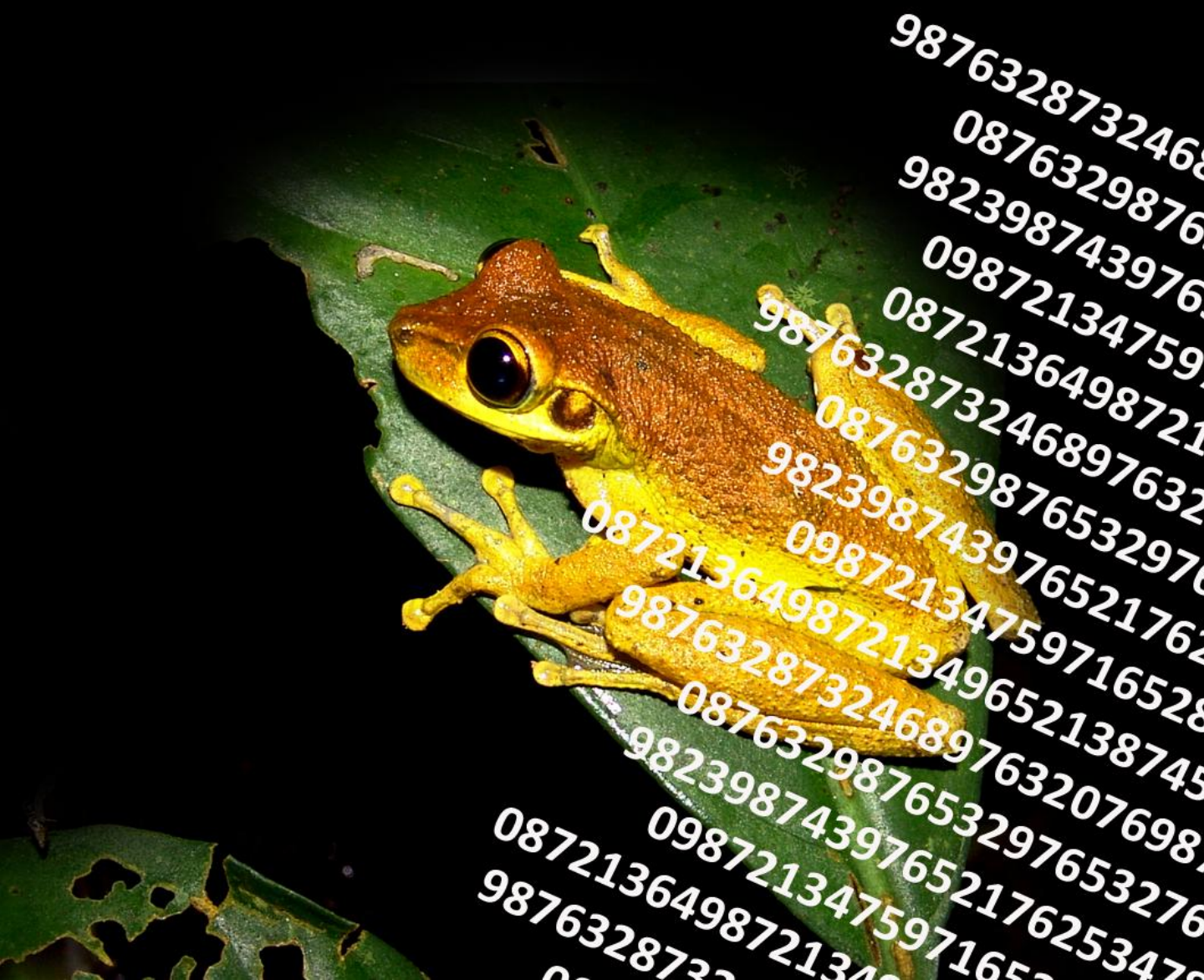


Global Environment Facility (GEF)
Project Management Information System (PMIS)

PMIS - HOW TO REGISTER?

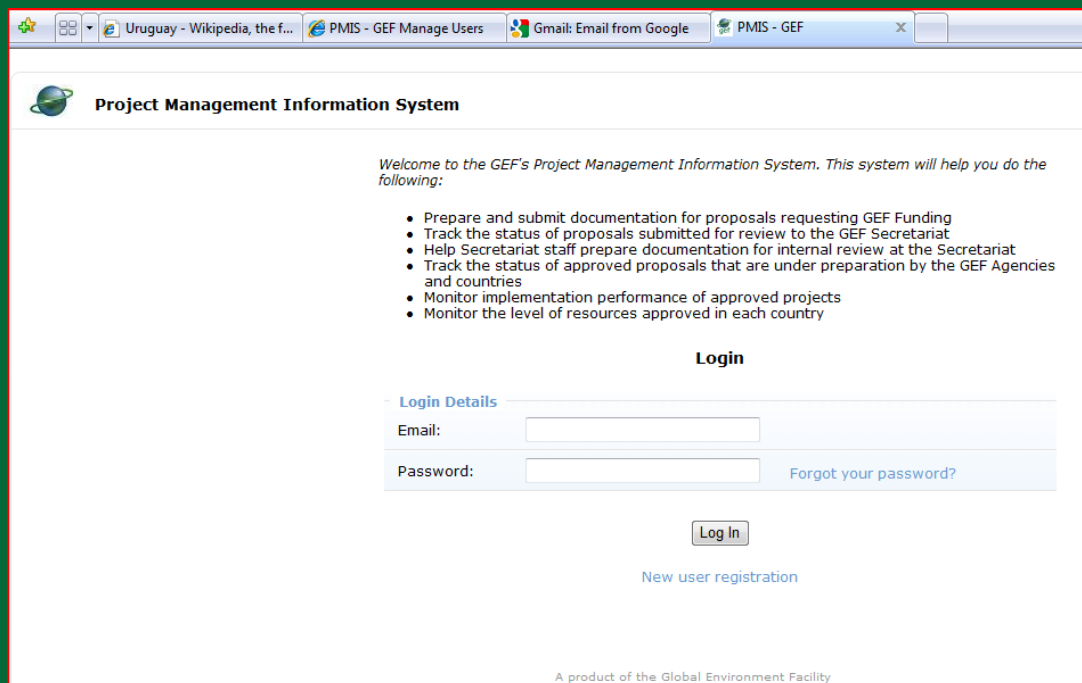


How to Register for a GEF PMIS Account

The GEF Web application PMIS (Project Management Information System) can only be accessed through a personalized account, which needs to be obtained in a similar fashion similar to other Web applications, e.g. Facebook, Skype or Web Email systems (Yahoo, Gmail etc.)

Sequence of steps to be followed for successful registration

1. Enter www.gefpmis.org on the address bar of your internet browser. This leads you to the following PMIS start screen:



The screenshot shows a web browser window with the following content:

- Browser tabs: Uruguay - Wikipedia, the f..., PMIS - GEF Manage Users, Gmail: Email from Google, PMIS - GEF
- Page Title: Project Management Information System
- Welcome message: *Welcome to the GEF's Project Management Information System. This system will help you do the following:*
- System Functions List:
 - Prepare and submit documentation for proposals requesting GEF Funding
 - Track the status of proposals submitted for review to the GEF Secretariat
 - Help Secretariat staff prepare documentation for internal review at the Secretariat
 - Track the status of approved proposals that are under preparation by the GEF Agencies and countries
 - Monitor implementation performance of approved projects
 - Monitor the level of resources approved in each country
- Section: **Login**
- Section: **Login Details**
- Form fields: Email: , Password:
- Link: [Forgot your password?](#)
- Button:
- Link: [New user registration](#)
- Footer: A product of the Global Environment Facility



2. Click on “New user registration” at the bottom of the PMIS start screen, which leads you to the PMIS user registration screen:

New User Registration

Registration procedure : Please provide the following details to register and obtain access to PMIS. All fields need to be filled in.

User Details

Affiliation *	<input type="text" value="(Select your Affiliation)"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
Security Question *	<input type="text"/>
Security Answer *	<input type="text"/>

3. First select your affiliation. As Operational Focal Point, please select the corresponding drop down list item linked to the attribute “Affiliation”. This will slightly change the PMIS user registration screen by inserting the attribute “Country” (and dropping the “Authorization Details” part at the bottom):

New User Registration

Registration procedure : Please provide the following details to register and obtain access to PMIS. All fields need to be filled in.

User Details

Affiliation *	<input type="text" value="Operational Focal Point"/>
Country *	<input type="text" value="(Select your Country)"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
Security Question *	<input type="text"/>
Security Answer *	<input type="text"/>

* Compulsory fields



4. Fill out all compulsory fields including your chosen Password and Security Question/ Answer.

As Password you need to provide at least 7 characters. As Answer to the Security Question please use alphanumerical characters. You can include a space/ blank character but *do not use* any special characters like: , & \ etc.

5. Click on “Send Registration”. You will receive an Email from gefpmis@thegef.org in your email account, which you provided on the PMIS user registration screen (see step 4). You may receive the email immediately after clicking on “Send Registration”. However, depending on the Email Servers/ Internet Connection it may also take up to 10 minutes. This email contains a link, which starts with http://gefpmis.org/registrationoptin.aspx?_ Click on that link to confirm your email address.

6. The PMIS team will approve your PMIS account as soon as possible, normally within 1 hour during GEFSEC business hours (9am to 6pm Washington DC time). You will receive another approval email from gefpmis@thegef.org to inform you that your PMIS account has been approved. Again, you need to wait for the receipt of that approval email in your email account before you can log in to PMIS with your Email and Password provided in step 4.



After 20-30 minutes of inactivity you will be logged out from PMIS. In case you forgot your password, you can click on “Forgot your password” on the PMIS start screen (see step 1). You will then need to answer your Security Question in order to receive an email with your new password. After you log in to PMIS again with this new, cryptic password you can change it back to a password of your choice on the PMIS Administration screen, function “Password”.

Below you see all possible affiliations which can be associated with a PMIS user account. You may also want to register for a PMIS account as Council Member, Alternate Manager or Political Focal Point. The PMIS read/ view access you will be given with those 3 affiliations is identical to the affiliation Operational Focal Point.

New User Registration

Registration procedure : Please provide the following details to register and obtain access to PMIS. All fields need to be filled in.

User Details	
Affiliation *	(Select your Affiliation) ▼
First Name *	(Select your Affiliation)
Last Name *	GEF Secretariat
Phone *	Asian Development Bank
Email *	African Development Bank
Password *	European Bank for Reconstruction
Confirm Password *	Food and Agriculture Organization
Security Question *	Inter-American Development Bank
Security Answer *	International Fund for Agricultural
	International Finance Corporation
	United Nations Development Program
	United Nations Environment Program
	United Nations Industrial Development
	The World Bank
	The Scientific and Technical Advisory
	Trustee
	Council Member
	Alternate Member
	Operational Focal Point
	Political Focal Point
	GEF Evaluation Office

Authorization: Please provide details of your supervisor authorizing access. (S)he will be contacted if we have any questions, before providing you access to PMIS.



Using PMIS

The PMIS is the Project Management Information System which provides web-based access to the GEF project database. Access to PMIS is provided through a secure portal and requires registration. Access to different sections of the database is dependent on the type of user (GEFSEC staff, Council Member, Agency, Operational Focal Point etc .)

The PMIS allows registered users to:

- Enable Agency to prepare and submit documentation for proposals requesting GEF funding*
- Help Secretariat staff prepare documentation for internal review at the Secretariat*
- Track the status of approved proposals that are under preparation by the GEF Agencies and countries*
- Monitor implementation performance of approved projects*
- Monitor the level of resources approved in each country*

Please do not hesitate to contact Bjoern Buesing at the GEF secretariat via phone +1 202 458 9806 or email bbuesing@thegef.org, whenever you have questions or encounter problems regarding your PMIS account or with respect to using PMIS itself.

