

# Step-by-Step Guide to UNTERM Access

**Current as of 21 March 2016....**

## SUMMARY

There are currently two different ways to log in to UNTERM. Please be sure to copy-paste the exact URLs or to click on the links. Please let us know of any unexpected results or other problems. Your feedback is greatly appreciated.

**VERY IMPORTANT:** Regardless of the access method used, the UNTERM user name and password you used before this week will **NO LONGER** work. Anywhere!!

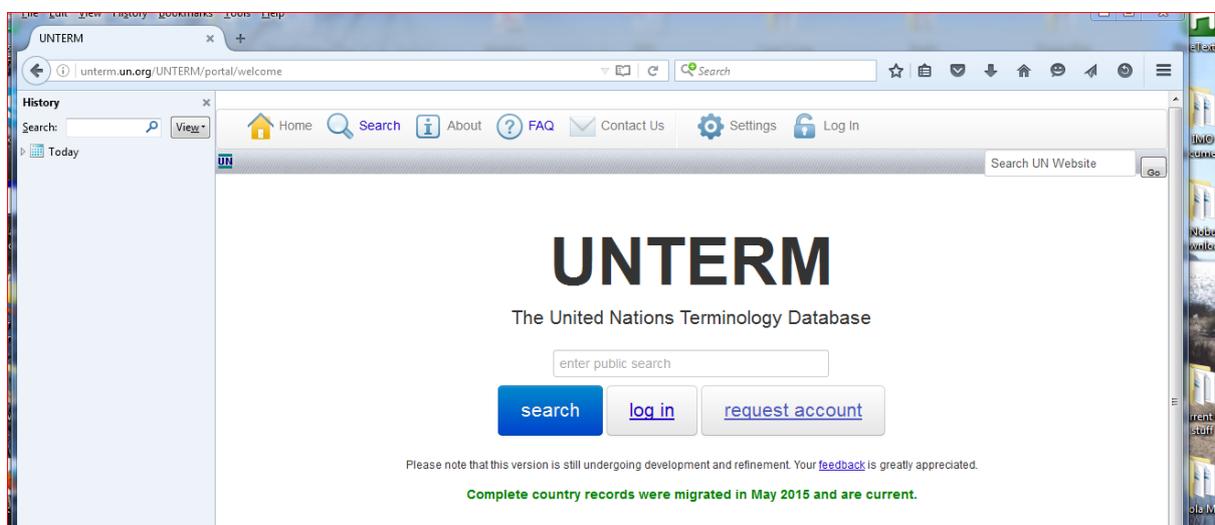
- For access problems related to the e-Conference portal account (duplication, creation, etc...), kindly contact Ms. Tatyana Volkova (volkova@un.org)
- For other problems, or CONTENT issues, please contact the UNTERM Helpdesk. unterm@un.org

Method 1. (Basic: will work for everyone, regardless of employment/organization status)

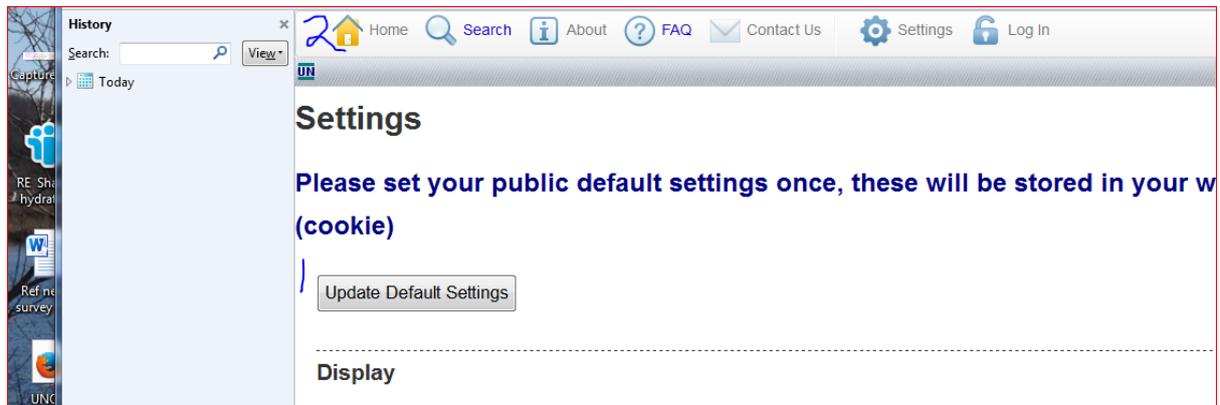
A) Go to

- <http://unterm.un.org> or
- <http://untermportal.un.org>

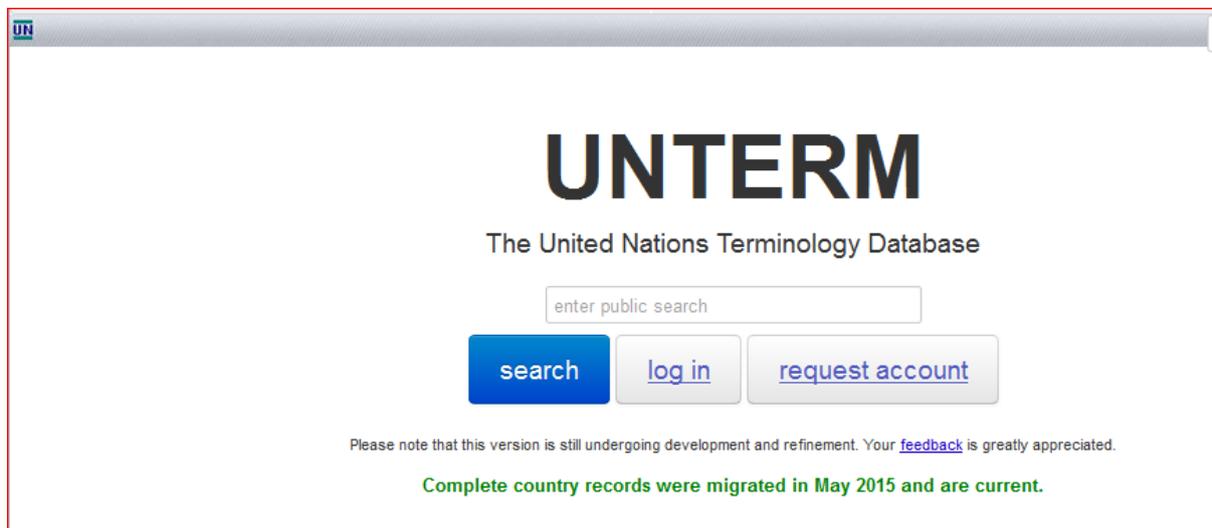
As of this week, both URLs lead you to this public search interface that does NOT require a log-in but provides access ONLY to public records -- so NO bilingual databases such as ESPATERM, no NAMES (places and people, etc.), no INTERNAL records. Just hit the blue search button. You CAN log in, or request an account, but by doing so, you will trigger the more complex process described in Method 2.



B) If you are asked to update your settings, please click on Update Default Settings (1), then hit Home (2).



C) You will get the public search window again. You can now start searching the public content.

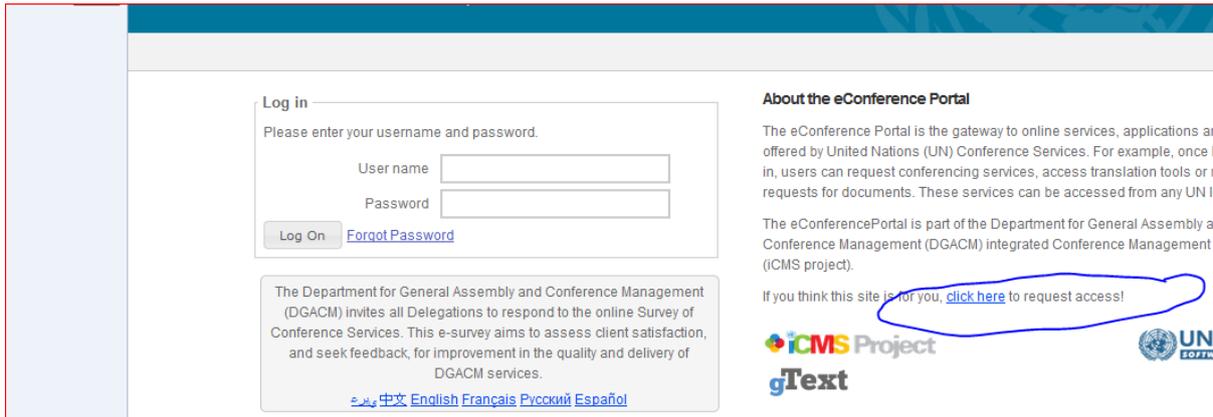


Method 2. (This is for users with INTERNAL user status – eLUNA users and others. The process is a little more complex, but your reward is access to all records associated with the languages you have selected, such as NAMES and the bilingual databases of the services.)

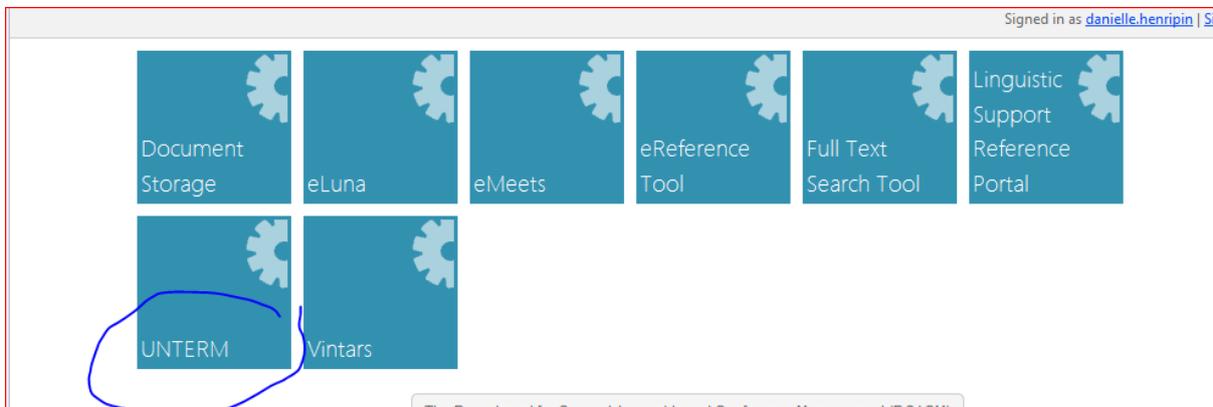
A) Go to:

- <http://cms.unov.org>

and enter the eConf credentials you have been given, or click on the link on the right to request a new access.

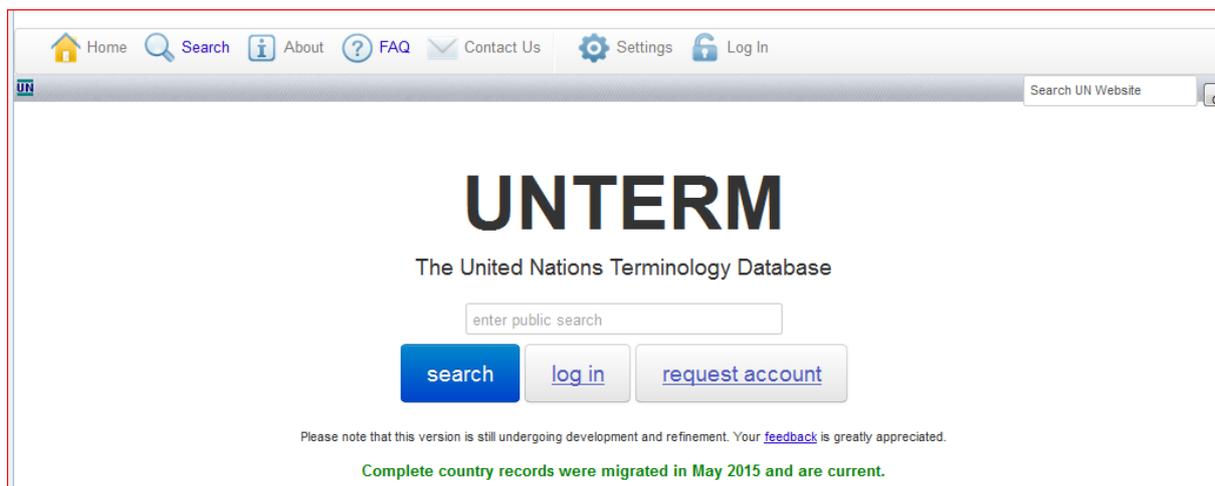


B) Once logged-in, you will see various icons representing the different resources you have access to. To access UNTERM, please click on the UNTERM icon.

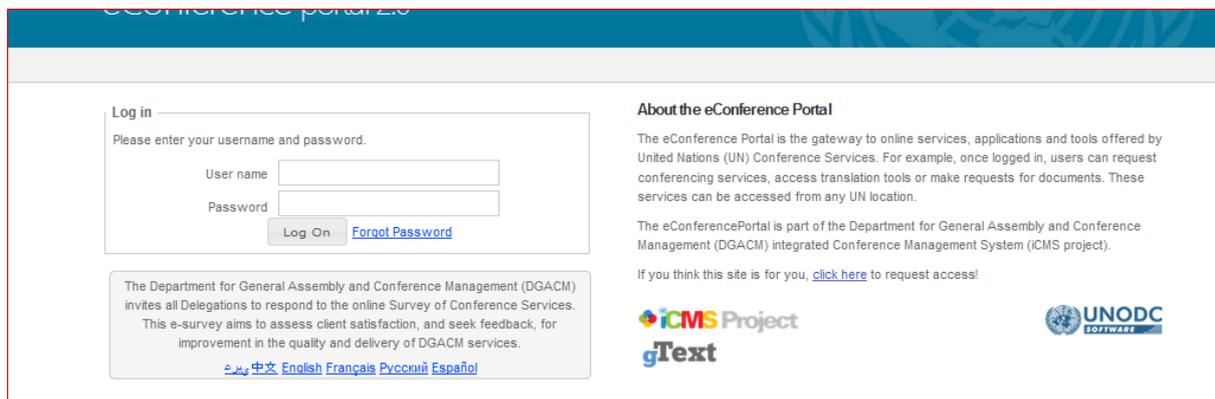


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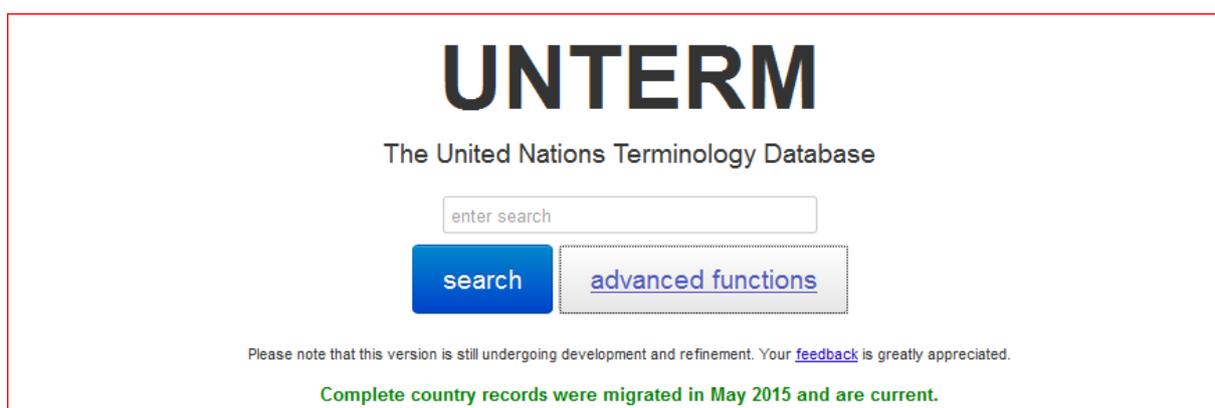
C) This will take you to the internal UNTERM. Please click on the Log in button!



D) Should you be asked to enter your eConference Portal credentials again, please do so. (This problem has apparently been resolved.)



E) This will lead you to full internal search interface.



## **REMARKS:**

This two-step process for searching internal content is temporary; it is in the process of being streamlined.

As of this writing, we have not been able to ascertain that user suggestions or feedback are processed properly. If you cannot use the feedback mechanism, please contact the UNTERM HelpDesk.

## **PROBLEMS?**

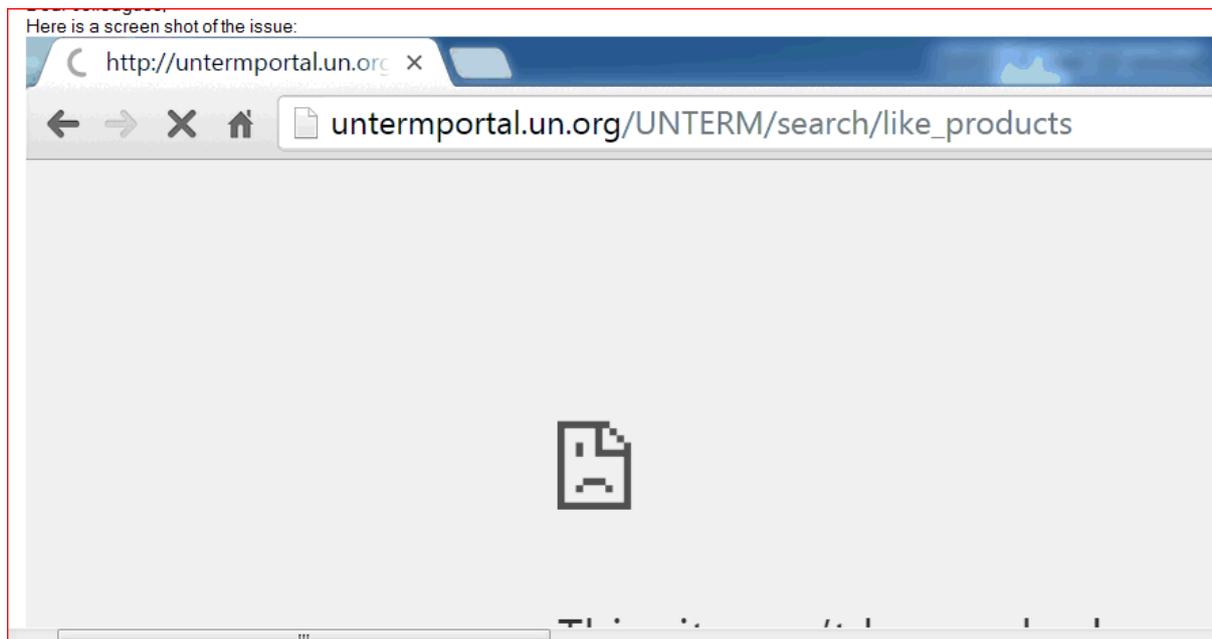
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unterm@un.org

Please do not duplicate queries; if in doubt, please email one team and CC the other so that responsibility is clear and no effort is duplicated.

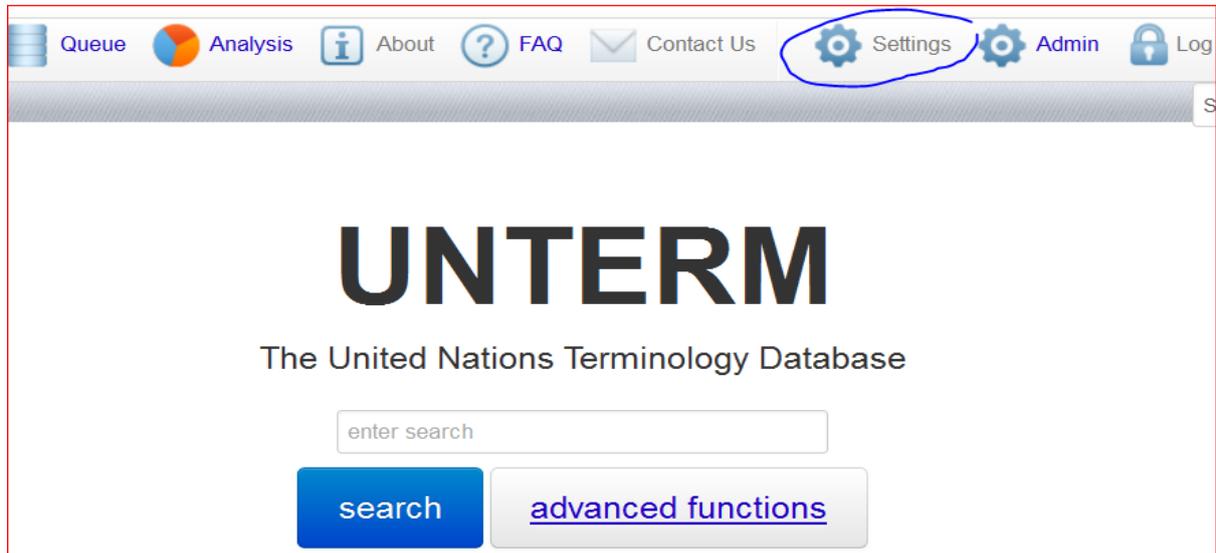
## **BONUS TROUBLESHOOTING TIP**

If you get this ‘sad computer’ face...



*(continued on the next page)*

Please go into user settings....



And ensure that Automated re-search is disabled (i.e. de-selected).

