

AFRICAN UNION

الاتحاد الأفريقي

UMOJA WA AFRIKA



UNION AFRICAINE

UNIÃO AFRICANA

UNIÓN AFRICANA

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AFRICAN UNION COMMISSION (AUC)

Directorate of Conference Management and Publications (DCMP)

Conference WEB/ E-Conferencing Portal User Registration Guide

<https://portal.africanunion.org>

25 May 2025

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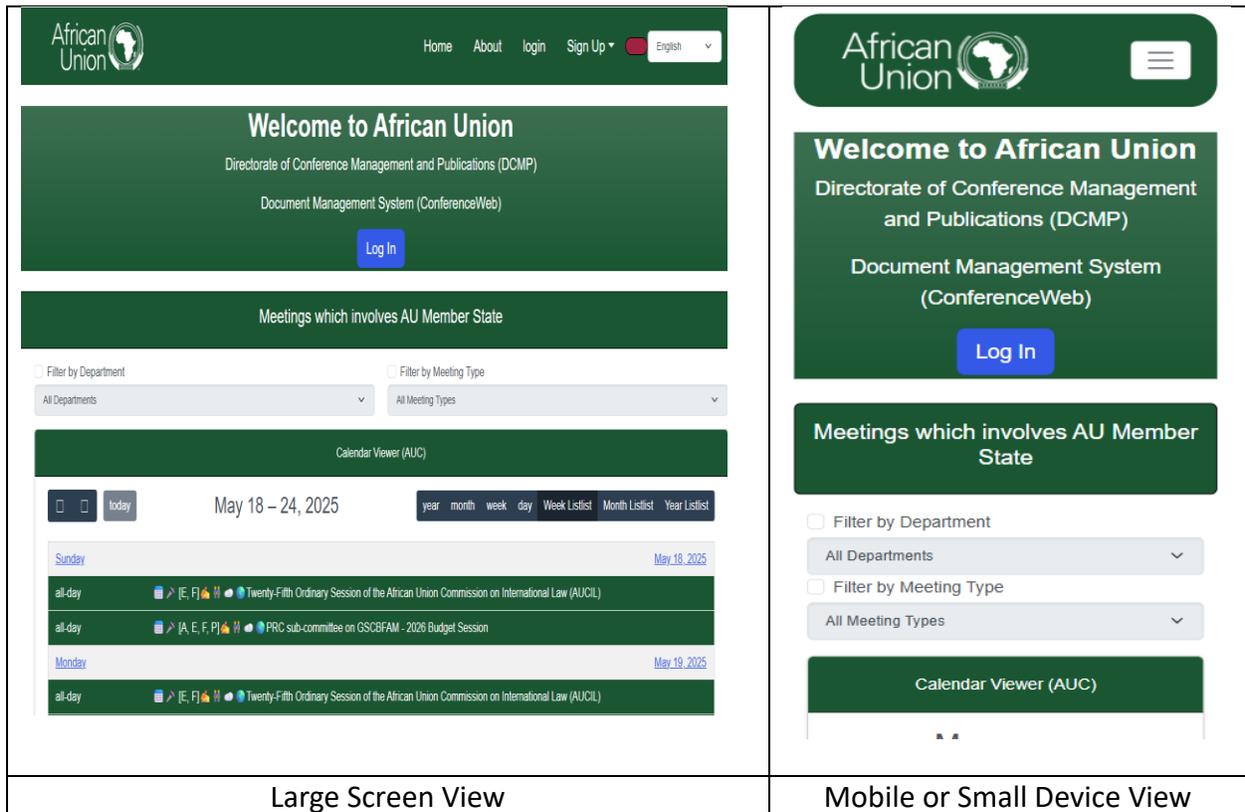
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Home Page

The system is designed to be responsive, providing a distinct appearance when viewed on large screens compared to smaller devices like mobile phones.

User Registration Guide to <https://portal.africanunion.org>



From the homepage, click on the "Log In" button. You will then be directed to the following

Log In

Log in by System Log in by Code Log in by Outlook (Coming Soon)

Username

Password

Log In

[Staff Sign Up](#) [Member State / Organs Sign Up](#) [Forgot Password or Code](#)

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page:

Sign Up Page

The new application offers three login options:

1. System Login
2. Login by Code
3. Login via Outlook

Currently, only the first two options are available, with the third option to be added soon.

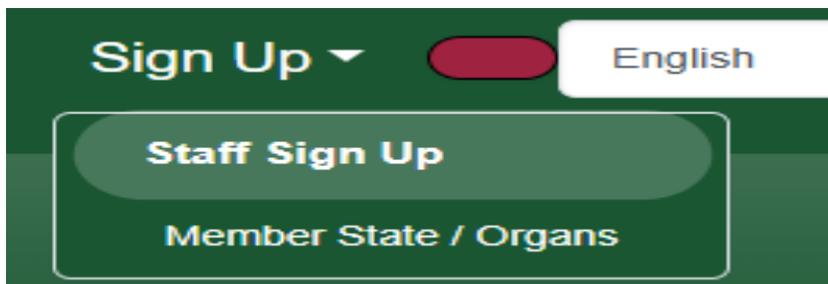
To obtain the system password and code, users must register using one of the following methods:

1. Click the two buttons located under the login button, as shown in the image below.

Log In

The screenshot shows the 'Log In' page. At the top, there are three radio buttons for login methods: 'Log in by System' (selected), 'Log in by Code', and 'Log in by Outlook (Coming Soon)'. Below this is a form with two input fields: 'Username' containing 'merga' and 'Password' containing a masked password. A blue arrow points to a dark green 'Log In' button. Below the button is a red-bordered box containing three buttons: 'Staff Sign Up', 'Member State / Organs Sign Up', and 'Forget Password or Code'.

2. Alternatively, you can register by selecting the "Sign Up" menu from the navigation bar, as illustrated in the picture below.



Types of Portal Users

The system accommodates two types of users:

1. AU Staff Members
2. AU Member States, Regional Offices, Organs, and Liaison Offices

The sign-up form offers two types of registration forms.

AU Staff Registration Form.

To register for this portal, you must have an AU Outlook address. The system will verify your username to ensure that your Outlook address is registered in the system's username list. This process helps prevent unauthorized access by non-AU members.

To begin, enter your username with out adding @africa-union.org or @Africanunion.org and click on "Check Availability." If your username is found, a complete registration form will be displayed, as shown below.

Please enter your AU Outlook Username without @africa-union.org or @africanunion.org

Please enter your Outlook Username:

yoditd

Check Availability

Your username already exists in the global list. Please sign up

AU Staff Registration Form

Username	<input type="text" value="yoditd"/>
Full Name	<input type="text" value="Yodit Debebe"/>
Position	<input type="text" value="Secretary for the Director"/>
Email	<input type="text" value="YoditD@africa-union.org"/>
Department	<input type="text" value="Conference Management and Publications"/>

Please provide a password

Password

Minimum 8 characters
At least one capital letter
At least one lowercase letter
At least one number
At least one special character (e.g., !@#\$%^&*)
Must not match the code
Password should match Confirm password

Confirm Password

This code serves as an alternate to your password

Code

Minimum 6 characters
At least one letter
At least one number
Cannot be only letters or only numbers
Must not match the password
Code should match Confirm code

Confirm Code

NB: Please make sure to remember both your password and code. It will help you reset your password if you forget.

Sign Up

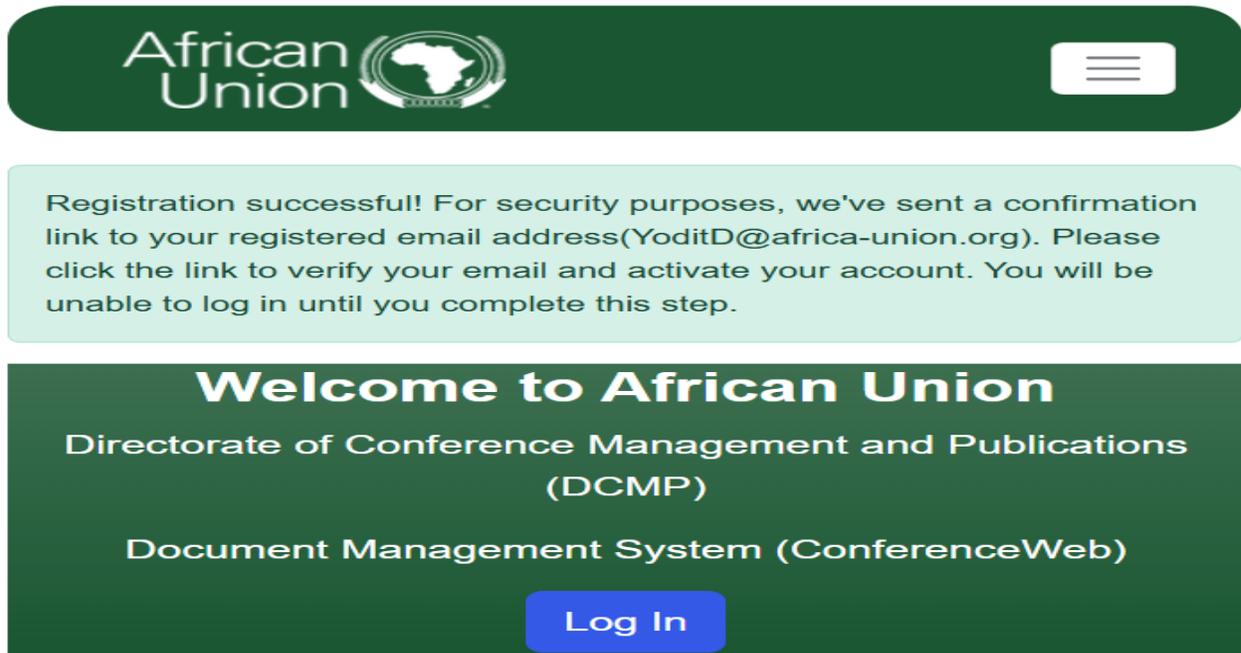
In this form, the user can complete the registration process. Please note that the department selection is disabled. If you find that your department is incorrect, you can proceed with the registration and contact the administrator for later amendments.

The requirements for creating the password and code are clearly outlined. Once you meet the requirements, the red text will change to green. Additionally, the password and code cannot be the same.

Once all text has turned green, you can click the "Sign Up" button to complete your registration.

Then you will be redirected to the home page with the following information saying

“Registration successful! For security purposes, we've sent a confirmation link to your registered email address (YoditD@africa-union.org). Please click the link to verify your email and activate your account. You will be unable to log in until you complete this step.”



The screenshot shows the top navigation bar of the African Union website, featuring the logo and a menu icon. Below it is a light green notification box with the success message. The main content area is a dark green banner with white text: "Welcome to African Union", "Directorate of Conference Management and Publications (DCMP)", and "Document Management System (ConferenceWeb)". A blue "Log In" button is centered at the bottom of the banner.

In your email you will find the following email sent from noreplyconferenceweb@africa-union.org

You have successfully registered on the African Union portal (<https://portal.africanunion.org>). To complete your registration and activate your account, please confirm your email address.



noreplyconferenceweb@africanunion.org

To: SamuelM@africa-union.org

Cc: merga@africa-union.org



Sat 5/24/2025 1:44 AM

This is an automatically generated message from **ConferenceWeb**. Please don't reply!

Dear Samuel Melesse

This Message is to notify you that you have successfully registered on the African Union portal (<https://portal.africanunion.org>).

To activate your account please click on the link below :

Account activation link [Activate your account](#)

Following activation, you will be able to access <https://portal.africanunion.org> with your registered username and password or code. You are responsible for maintaining the security of your account credentials.

Thank You

African Union Commission

Directorate of Conference Management and Publications (DCMP)

Telephone: 251-11-551-7700 Ext. 2244

E-Mail: Conferenceweb@africa-union.org

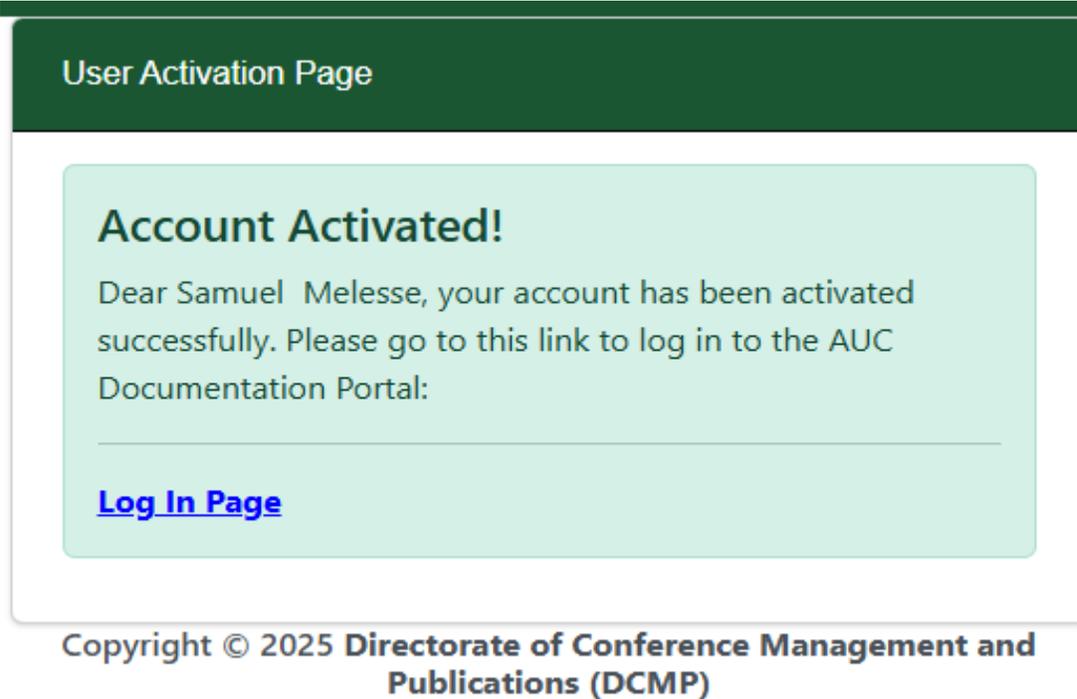
Website: <https://portal.africa-union.org>

Then you will click on the Account Activation Link

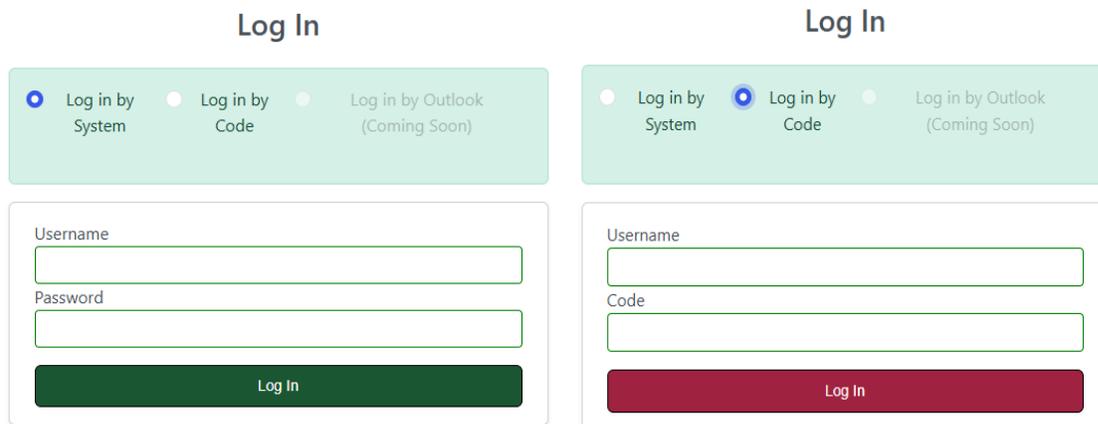
To activate your account please click on the link below :

Account activation link [Activate your account](#)

Then you will get the following confirmation message which looks like the below picture



Then From Now onward you can log in using both Log in System and log in by Code option



Member State or Organ sign up form

When you select this option, all eligible AU stakeholders are permitted to register for the portal. However, registration is contingent upon formal approval and a thorough evaluation of the supporting documents submitted by the user. This process ensures that all applicants meet the necessary criteria and helps maintain the integrity of the portal.

Requirements for Registration Process

Please ensure you meet the following criteria before starting the registration process for this portal:

1. You need to be:
 - o Staff of an African Union Member State Embassy
 - o Staff of an African Union Member State Foreign Ministry
 - o Staff of AU Organs, Regional Economic Communities (RECs), AU Regional Offices, AU Specialized Agencies, or AU Liaison Offices
2. Before registering, please have a soft copy of one of the following supporting documents in PDF, JPEG, or PNG format ready for submission. This is necessary for your request for portal access to be approved:
 - o African Union Member State Embassy Staff ID card
 - o African Union Member State Foreign Ministry ID card
 - o Staff ID card from AU Organs, RECs, AU Regional Offices, AU Specialized Agencies, or AU Liaison Offices
 - o Note Verbale or Memo addressed to the African Union, Directorate of Conference Management and Publication (DCMP), indicating your status

Once you are confident that you meet all the requirements, you may proceed with the registration. Please keep in mind that an approval process will take place, and you will not gain immediate access to the portal.

The registration portal looks like the following form picture below.



The image shows a registration form with a dark green header bar containing the text "Choose Category". Below the header, the form has two dropdown menus. The first dropdown menu is labeled "Choose Category" and has "Member State" selected. The second dropdown menu is labeled "Country/Organization" and has "Algeria" selected. There is a horizontal line below the second dropdown menu.

Registration Form

Personal Informations

Username

First name

Post

Email

Staff Type

- Embassy Staff
- Foreign Ministry Staff
- AU Organs AU Regional Office, AU Specialised Agencies, AU Liasson Offices

Supporting Document Type

- Embassy ID
- Foreign Ministry ID
- Note Verbale / Memo
- Staff ID Card for AU Organ, AU Regional Office

Supporting Document

Choose File

No file chosen

Please provide a password

Password

Minimum 8 characters

At least one capital letter

At least one lowercase letter

At least one number

At least one special character (e.g., !@#\$%^&*)

Must not match the code

Password should match Confirm password

Confirm Password

This code serves as an alternative to your password

Code

Minimum 6 characters

At least one letter

At least one number

Cannot be only letters or only numbers

Must not match the password

Code should match Confirm code

Confirm Code

NB: Please make sure to remember both your password and code; it will help you reset your password if you forget.

Sign Up

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The requirements for creating the password and code are clearly outlined. Once you meet the requirements, the red text will change to green. Additionally, the password and code cannot be the same.

Once all text has turned green, you can click the "Sign Up" button to complete your registration.

Then you will be redirected to the home page with the following information saying

“Registration successful! A confirmation message has been sent to you. Your supporting documents will be reviewed to ensure the security of your account and this portal. Once approved, an activation link will be sent to your registered email address (Abebe@gg.com). Please note that you will not be able to log in until you receive this email. After that, kindly click the link to verify your email and activate your account. Thank you for your patience during this process!”

Registration successful! A confirmation message has been sent to you. Your supporting documents will be reviewed to ensure the security of your account and this portal. Once approved, an activation link will be sent to your registered email address (Abebe@gg.com). Please note that you will not be able to log in until you receive this email. After that, kindly click the link to verify your email and activate your account. Thank you for your patience during this process!

Welcome to African Union

Directorate of Conference Management and Publications (DCMP)

Document Management System (ConferenceWeb)

[Log In](#)

And the user also will get an Email from noreplyconferenceweb@africa-union.org which looks like the following picture

**You have successfully registered on the African Union portal (<https://portal.africanunion.org>).
Email Notification will be sent to you when your registration is approved.**

This is an automatically generated message from ConferenceWeb. Please don't reply!

Dear Abebe Bekele

This message confirms your successful registration on the African Union portal (<http://127.0.0.1:8000>). An activation link will be sent to you after the DCMP has reviewed and approved your request and the documents you submitted.

Following activation, you will be able to access <https://portal.africanunion.org> with your registered username and password or code. You are responsible for maintaining the security of your account credentials.

Thank You

African Union Commission

Directorate of Conference Management and Publications (DCMP)

Telephone: 251-11-551-7700 Ext. 2244

E-Mail: noreplyConferenceweb@africa-union.org

Website: <https://portal.africanunion.org>

Then if the registration is approved the user will receive the following email

**Your Registration is approved to use African Union portal (<https://Portal.africanunion.org>).
Please activate your account by clicking the activation link.**

This is an automatically generated message from **ConferenceWeb**. Please don't reply!

Dear Abebe Bekele

This message confirms that your registration to use the African Union portal (<https://Portal.africanunion.org>) is approved.

To activate your account please click on the link below :

Account activation link [Activate your account](#)

Following activation, you will be able to access <https://Portal.africanunion.org> with your registered username and password or code. You are responsible for maintaining the security of your account credentials.

Thank You

African Union Commission

Directorate of Conference Management and Publications (DCMP)

Telephone: 251-11-551-7700 Ext. 2244

E-Mail: noreplyConferenceweb@africa-union.org

Website: <https://portalnafrica-union.org>

The registered user can activate their account by clicking the activation link.

Additionally, please note that user registration may be rejected if the necessary supporting documents are not provided. In such cases, the rejection email looks like the following text below:

**Your Registration is Rejected to use African Union portal (<https://Portal.africanunion.org>).
Please submit additional information.**

This is an automatically generated message from **ConferenceWeb**. Please don't reply!

Dear Abebe Bekele

This message confirms that your registration to use the African Union portal (<https://Portal.africanunion.org>) is rejected.

The reason why your request is rejected is presented as follows:

The document you have provided has expired please provide additional document

To revoke this rejection please send the requested additional or corrected document to merga@africanunion.org

Thank You

African Union Commission

Directorate of Conference Management and Publications (DCMP)

Telephone: 251-11-551-7700 Ext. 2244

E-Mail: Conferenceweb@africa-union.org

Website: <https://portal.africanunion.org>

When the user clicks on the activation link in the email, they will be redirected to a page confirming the successful activation of their account.

➔ User Activation Page

Account Activated!

Dear Abebe Bekele, your account has been activated successfully. Please go to this link to log in to the AUC Documentation Portal:

[Log In Page](#)

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Dashboard

After a successful login, users will be redirected to different types of dashboards based on their user type. There are three distinct dashboards: one for AU Staff, one for DCMP Staff, and another for AU Member States and Organ Dashboard

DCMP Staff Dashboard

African Union Home About Logout Dashboard English

Total Number of Visitors since 2010: **2,530,913**

Total Number of Meetings Requested: **22,629**

Total Number of Translation Requested: **36,238**

Total Number of Pages Translated: **639,600**

Welcome Merga

Total Number of Visits: **54,938**

Old System Visit Count: **54,599**

New System Visit Count: **339**

Translation Requests Made: **59**

Meeting Requests Made: **66**

Your Department: Conference Management and Publications

Your Role: **Admin**

May 2025

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Administrator

Administrator Page

Approve Registered Users

File Upload

DCMP Staff

Management Area

Director / Head of Translation Approval

Documents Controller

Manual Document Uploader

Translation and Revision

Language Coordinator

Translator Page

Reviser Page

Translation Assistant Coordinator

Translation Assistant Page

Secretary Pool Supervisor Page

Formatting and Standardization Page

Events and Calendar

- Manage Meeting Requests 🗑️
- View AUC Calendar 📅
- Add Personal Calendar 📅 👤

Documentation and E-Conferencing

- Create E-Conferencing 🗑️
- AU Summit Documents ADD / Edit 📄
- Add Document to E-Conferencing second 📄

Letter of Assignment (LOA) and AP/CP

- LOA / APCP Daily 📄
- LOA / APCP Short Term 📄
- LOA / APCP Online Translation 📄

African Union Staff

- Translation Request 🗑️
- Translation Follow-Up 🗑️
- Search Translation 🔍
- Create a Meeting Request 🗑️
- Meeting Follow Up Page 🗑️
- View AUC Calendar 📅
- Add Personal Calendar 📅 👤

Member State

African Union (AU) Documents

- AU Summit Working Documents Since 2008 **2,564**
- AU Meetings (Extra Ordinary Sessions, STC, PRC Sub Committees ...) **3,206**
- Assembly Decisions **1,129**
- Executive Council Decisions **1,311**

Organization of African Unity (OAU) Documents

- Assembly of Heads of State and Government Decisions **471**
- Council of Ministers Decisions **2,021**

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AU Staff Dashboard

Total Number of Visitors since 2010 2,530,916	Total Number of Meetings Requested 22,629	Total Number of Translation Requested 36,238	Total Number of Pages Translated 639,600
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Welcome tsigeg

Total Number of Visits 10,732

Old System Visit Count 10,628

New System Visit Count 104

Translation Requests Made 595

Meeting Requests Made 151

Your Department
Industry , Mining and Entrepreneurship

Your Role AU Staff

May 2025

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

African Union Staff

Translation Request

Translation Follow-Up

Search Translation

Create a Meeting Request

Meeting Follow Up Page

View AUC Calendar

Add Personal Calendar

Member State

African Union (AU) Documents

AU Summit Working Documents Since 2008 2,564

AU Meetings (Extra Ordinary Sessions, STC, PRC Sub Committees ...) 3,206

Assembly Decisions 1,129

Executive Council Decisions 1,311

Organization of African Unity (OAU) Documents

Assembly of Heads of State and Government Decisions 471

Council of Ministers Decisions 2,021

AU Member State Dashboard

Total Number of Visitors since 2010

2,530,822

Total Number of Meetings Requested

22,629

Total Number of Translation Requested

36,238

Total Number of Pages Translated

639,600

Welcome Abebeb

- Total Number of Visits **1**
- Old System Visit Count **0**
- New System Visit Count **1**
- Translation Requests Made **None**
- Meeting Requests Made **None**
- Your Department
Member State - Organ-RECs...
- Your Role **Ethiopia**

May 2025

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Member State

African Union (AU) Documents

- AU Summit Working Documents Since 2008 **2,564**
- AU Meetings (Extra Ordinary Sessions, STC, PRC Sub Committees ...) **3,206**
- Assembly Decisions **1,129**
- Executive Council Decisions **1,311**

Organization of African Unity (OAU) Documents

- Assembly of Heads of State and Government Decisions **471**
- Council of Ministers Decisions **2,021**

Forget Password or Code

If a user happens to forget their password, they can easily reset it by navigating to the login page. At the bottom of the page, they will find the "Forgot Password or Code" option. By clicking on this link, users can initiate the password and code recovery process. The picture below shows where to find the forget password.

Log In

Log in by System Log in by Code Log in by Outlook (Coming Soon)

Username

Password

After the user clicks on Forget password or Code the following page would appear

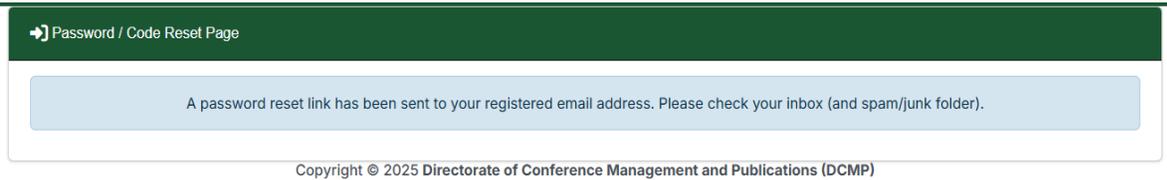
➔ Password / Code Reset Page

Please provide your username to receive a password reset link

Username

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Enter your registered username and click on “Send Reset Link.” A confirmation page will then appear, as shown in the picture below:



In the meantime, you will receive an activation link at your registered email address from NoReplyConferenceWeb@africanunion.org.

Password Reset Request ▶ Inbox x

NoReplyConferenceWeb@africanunion.org

to me ▼

Hello Merga,

You requested a password reset. Click the link below to reset your password and code:

<http://127.0.0.1:8000/forgetpass/?uidb64=MQ&token=cqejqv-e541f8a00b29c2ac80f90e48731d2276>

If you did not request this, please ignore this email.

Best regards,

Your Team

Once you click on the provided link, you will be directed to a new password reset page, which will appear as shown in the picture below:

Please provide a password

Password

Minimum 8 characters

At least one capital letter

At least one lowercase letter

{% Page_Translator2 selected 'At least one number' }

At least one special character (e.g., !@#\$%^&*)

Must not match the code

Password should match Confirm password

Confirm Password

This code serves as an alternate to your password

Code

Minimum 6 characters

At least one letter

At least one number

Cannot be only letters or only numbers

Must not match the password

Code should match Confirm code

Confirm Code

NB: Please make sure to remember both your password and code. It will help you reset your password if you forget.

Reset Password and Code

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