



What are the main features of the GPC Community of Practice?

<u>The GPC Community of Practice</u> is a dedicated space for protection cluster coordinators, co-coordinators, AoRs, protection and non-protection actors. It is a space where technical and policy discussions as well as field experiences are shared to improve, enhance, and consider innovative approaches to humanitarian response.

Exchange: We know that exchanging experiences, sharing practices and guidance developed across operations can be extremely useful and a request that we regularly receive from a considerable number of field operations. The GPC Exchange space is a forum for colleagues to share their questions, knowledge, and to engage in collaborative problem-solving.

- To post your question or share your experience, click on the "Post a question" tab to ask the community for advice on challenges you've had in your day to day work, questions on training, information on best practices or a broader humanitarian challenge that you'd like your colleagues' input on.
- You can also utilize the search option to look through everyone's questions and challenges or use the "View All Conversations" tab to respond to the questions that you have experience with. In this space you can share your expertise and input with comments, votes, and additional questions. You can also upload videos, photos, and presentations.
- A log-in name and password are required to access this page. If you have not received your log-in details please email us at (<u>Gpc@Unhcr.Org</u>). If you wish to participate, please click on the "<u>Registration</u>" button and follow the instructions to receive your log-in details.

<u>Protection Challenge</u>: Following the launch and conclusion of the first protection challenge on remote management, the second protection challenge will be launched in the upcoming period. In the meantime if you have feedback on challenges faced in the field, please send us an email at (<u>Gpc@Unhcr.Org</u>).





How can I access the GPC Community of Practice?

Visit the following link

https://gpc.spigit.com/

Logging into the platform

- Step 1: If you have previously accessed 'UNHCR Ideas', 'GPC Community' or any other challenges that were held on the Spigit (.Spigit.com) platform then you will already be a user, please use the login details you setup originally to access.
- Step 2: If you cannot remember these details then please follow the steps of 'Forgot Username' and then 'Forgot Password'

Forgot Username

Step 1: If you are unable to remember your username, please click 'Forgot your username?'



Step 2: Then input your Email and click 'Submit' – if the platform finds an account with the
associated email address it will send you an e-mail with your username as a reminder (If you
do not receive the email please check that it has not been blocked or in your spam/junk folder)







Forgot Password

Step 1: If you are unable to remember your password, please click 'Forgot your password?'
 Sign In

Username Username Forgot your username? Password Password Forgot your password?

• Step 2: Then input your Username (If you are unsure on your username please see above) and click 'Submit' – (If you do not receive the email please check that it has not been blocked or in your spam/junk folder)

Forgot Password Please enter your username to reset your password. Username Username CANCEL

if the platform finds an account with the associated username it will send you an e-mail with reset password instructions

Request Sent!

Reset password instructions have been sent to the email associated with this account.

Return to login

Registering to the platform

• **Step 1**: If you don't already have an account on the GPC Community of Practice – Click the 'register here' link





Sign In	
Username	
Username	
Password	Forgot your username?
Password	
	Forgot your password?
Sign In	
If you are not yet register here.	a member, please
If you have trouble registering, pleas apc@unhcr.org	

• Step 2: Fill in <u>all</u> of the required information within the Create Account page. Please note the mandatory fields with an asterisk located next to them. You will not be able to register if you do not provide this information in the form. Also please follow the guidelines for password requirements.





Create Account First Name* Last Name* Username' Email* Password* Re-type Password* Country* City/Town* Job Title* I'm not a robot reCAPTCHA ☐ I have read and understood the Terms and Conditions for this site.

• **Step 3:** Submit your information. You have now registered for the platform successfully. If you require access to the GPC Coordination section of the platform please email gpc@unhcr.org for access.

CANCEL

Accessing the mobile version of the GPC Community of Practice

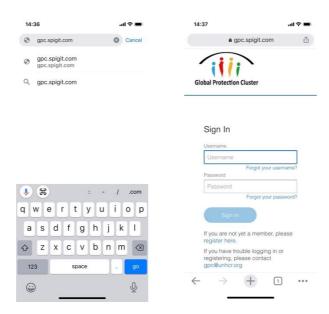
You must be logged into the platform to add your questions, comments, votes and to respond to others users.

• Step 1: Type in the GPC Community's URL: https://gpc.spigit.com/ on your mobile and once





you have accessed login using your details (or follow the steps above if you have forgotten your username and/or password)



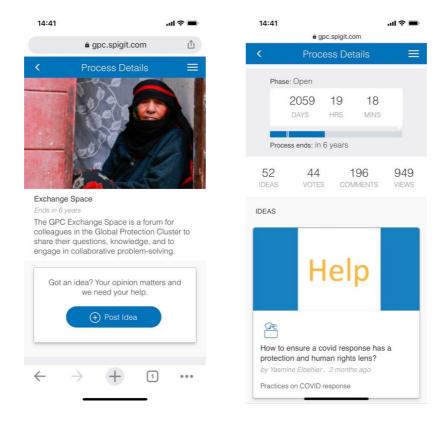
• **Step 2:** You will be taken to the general mobile app page (see below), where you will see all of the spaces that you have access to (E.g. Exchange Space & PIM Space)



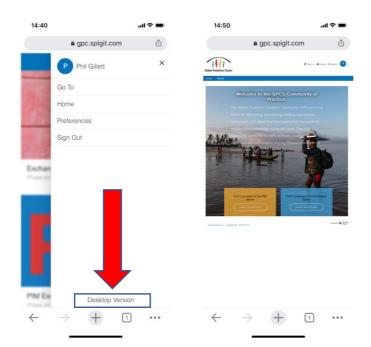
 Step 3: Once you enter one of the processes you will be able to post and idea or vote and/or comment on ideas that have already been added (Just like you are able to on the desktop version)







• **Note:** You can also switch to the desktop version at any time, by clicking the hamburger menu and selecting desktop version



Joining a Team on the GPC Community of Practice

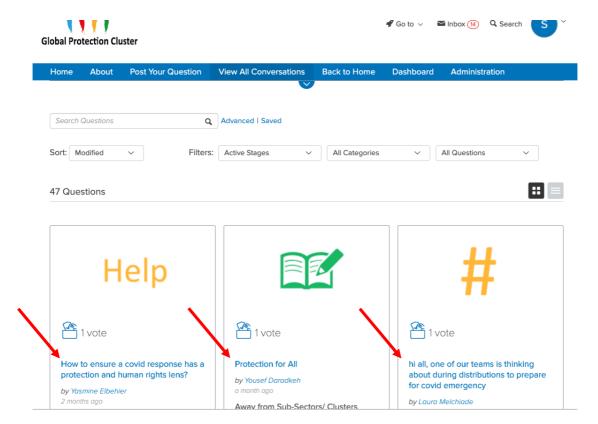
Collaborating around a question





If there is a question that you want to collaborate on as a team within one of the Exchange spaces – you can invite team members or request to be a part of the team that helps solve or discuss the question.

• **Step 1:** Click on the question that you are interested in collaborating around within the 'View All Conversations' tab



• **Step 2:** Once you're on the question page – towards the bottom of the page, below all of the question content you will see a "Team Members" Section. Click on "Add Team Members" if you are the owner of the question or "Join the Team" to add yourself to the team on someone else's question.



• **Step 3:** When adding individuals to your team using "Add Team Members" Search for the GPC Community Team members by their name or username.





Cancel Add Now

Do you have more questions? Send us an email at: gpc@unhcr.org.