

# Quick guide on how to access the:

- {TESS+} Restricted Library



Website: <https://tessplus.org>

Email: [tess@wfp.org](mailto:tess@wfp.org)

Updated 24 March 2024



# {TESS+} Restricted Library

---

- The **{TESS+} Restricted Library** is for UN personnel only, and information in the restricted library cannot be forwarded or distributed outside of the UN
- By requesting access to the TESS Restricted Library and its files, you agree to treat the information as confidential and sensitive information based on memo ST/SGB/2007/6 on “Information sensitivity, classification and handling”
- Sharing, uploading and deleting files in the {TESS+} Restricted Library is not allowed.



# Registering to access {TESS+} Restricted Library (1/5)

- If you are UN personnel follow these steps to **register** for {TESS+} Restricted:
  1. In your web browser navigate to: <https://my.emergency.lu>
  2. Enter your UN corporate work email address and then click the "Next" button

Enter your UN work email address and click "Next"

MY EMERGENCY AUTHENTICATION

English v

Enter your Email

Email\*

test-user2@un.org

Next >

Privacy policy

# Registering to access {TESS+} Restricted Library (2/5)

3. Click on the "Register" link at the bottom centre of the page (\*see note)

**New users must register by clicking the "Register" button**

New user? [Register](#)

MY EMERGENCY AUTHENTICATION

English v

Sign in to your account

Email\*  
test-user2@un.org

Password

[Forgot Password?](#)

[Sign In](#)

[Privacy policy](#)  
[« Back to enter your Email](#)

Or sign in with

Microsoft

Ericsson Response

Azure Multi Tenant

New user? [Register](#)

*\*Note: if your UN organisation has single sign-on (SSO) enabled with my.emergency.lu then you will automatically be prompted to enter your corporate Active Directory password instead of clicking on the "Register" link. WFP is one of the UN organisations with SSO enabled.*

# Registering to access {TESS+} Restricted Library (3/5)

4. Enter your details, first name, last name and choose a strong password
5. Read the privacy policy and check "I have read and accept the privacy policy"
6. Click the "Register" button

MY EMERGENCY AUTHENTICATION

English v

### Register

First name  
Test

Last name  
User2

Email\*  
test-user2@un.org

Password  
.....

Confirm password  
.....

I have read and accept the [privacy policy](#)

[« Back to enter your Email](#)

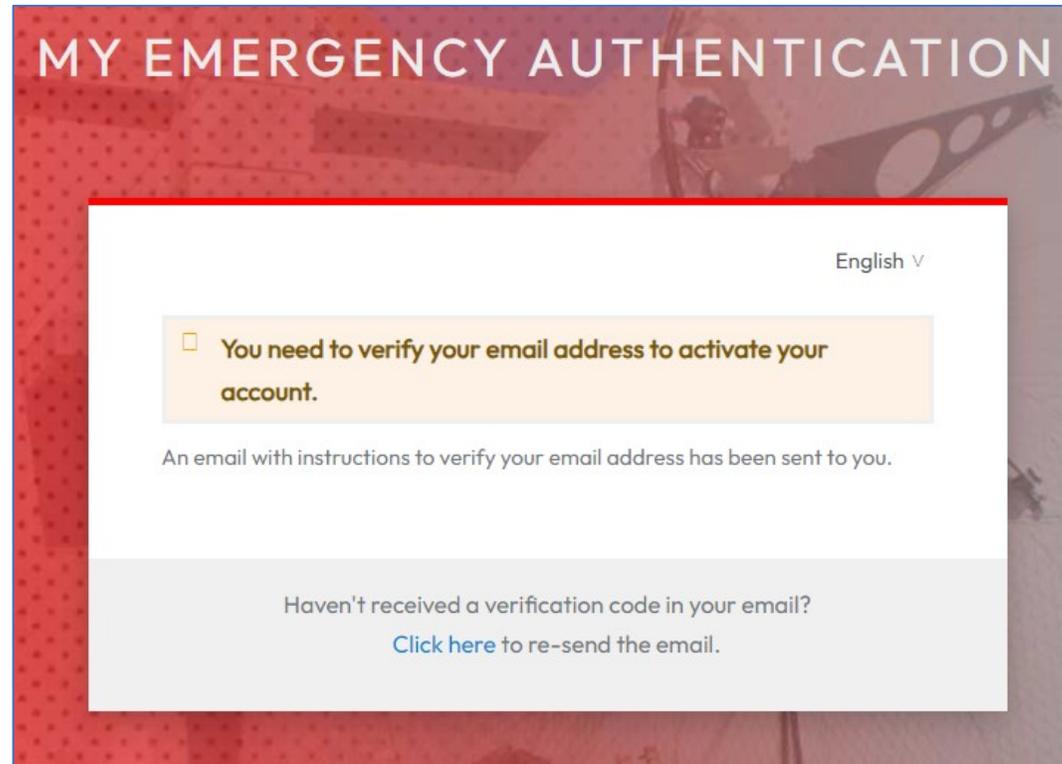
**Register**

**Fill in the details in this form and then click "Register"**



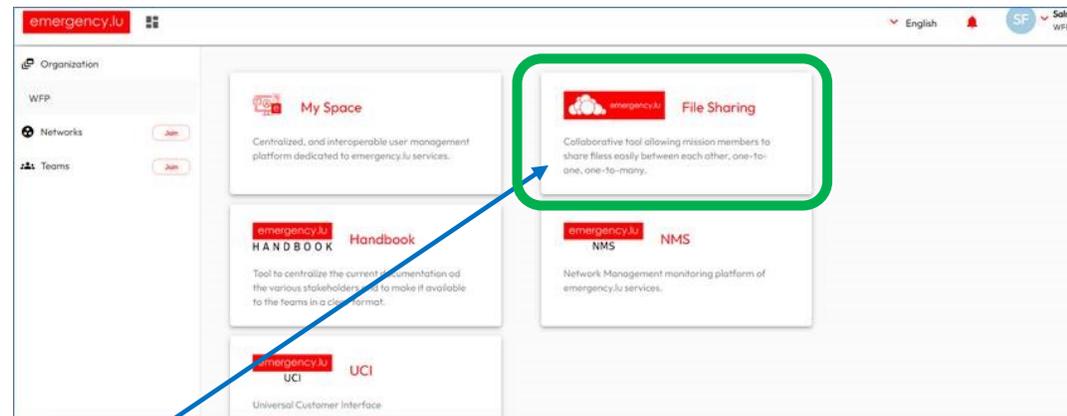
# Registering to access {TESS+} Restricted Library (4/5)

7. Wait for an email from [no-reply@emergency.lu](mailto:no-reply@emergency.lu) (check your junk folder if you do not see it)
8. Click on "Link to e-mail address verification" in the email (note: the link expires after 1 hour)



# Registering to access {TESS+} Restricted Library (5/5)

9. After you have verified using the verification link that you received via email, in your web browser navigate to: <https://my.emergency.lu>
10. Login to the portal using your credentials and you will see the following dashboard view (you will notice in the top right corner of the dashboard your name and organization):



11. Click on the "File Sharing" tile in the dashboard.
12. Click on the folders "TESS restricted public" and then "For UN personnel only" to view resources in the {TESS+} Restricted Library. **Your registration is now complete.**

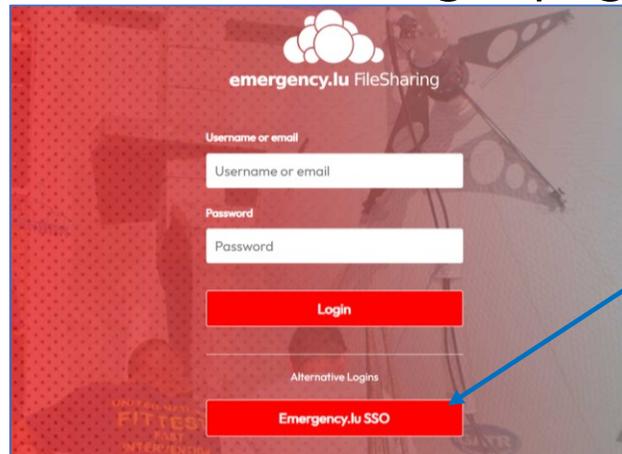


# Accessing {TESS+} Restricted Library – after registering

1. After you have registered, you can access the **{TESS+} Restricted Library** at this link:

<https://tinyurl.com/tess-restricted>

2. Login using the 'Alternative Logins' option by clicking on the "Emergency.lu SSO" button (do not enter your credentials in this login page!):



**Login by clicking this  
"Emergency.lu SSO"  
button**

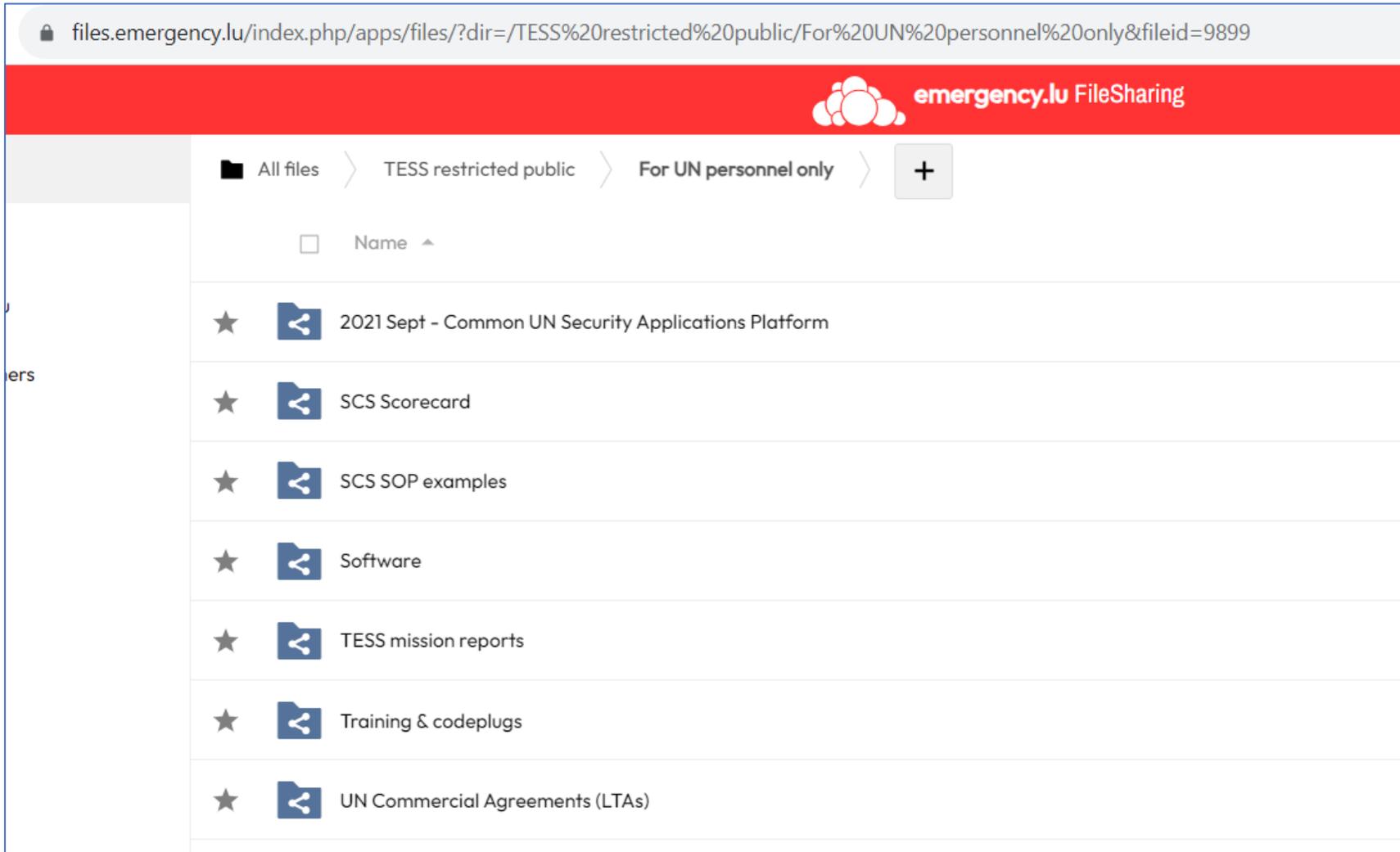
3. Click the folder "For UN personnel only"

Note: If you are unable to access the {TESS+} Restricted Library or have an issue registering, send an email to [tess@wfp.org](mailto:tess@wfp.org) and the {TESS+} admins will review your case.



# {TESS+} Restricted Library - navigating folders

- Click on the various folders to access the restricted {TESS+} resources:



The screenshot displays a web browser window with the URL `files.emergency.lu/index.php/apps/files/?dir=/TESS%20restricted%20public/For%20UN%20personnel%20only&fileid=9899`. The page header is red and features the **emergency.lu FileSharing** logo. Below the header, a breadcrumb trail shows the navigation path: **All files** > **TESS restricted public** > **For UN personnel only** > **+**. A table lists the contents of the current folder, with a search icon and a dropdown arrow next to the 'Name' header. The table contains the following entries:

<input type="checkbox"/>	Name ^
★ 	2021 Sept - Common UN Security Applications Platform
★ 	SCS Scorecard
★ 	SCS SOP examples
★ 	Software
★ 	TESS mission reports
★ 	Training & codeplugs
★ 	UN Commercial Agreements (LTAs)



---

# Thank you

[tess@wfp.org](mailto:tess@wfp.org)

<https://tessplus.org>

