Getting a Security Clearance
for ICTP related travel

Revised: February 2026

Introduction

Before you commence any travel in connection with ICTP, you must have completed an online security training course (named BSAFE) and obtain a security clearance. For the latter, you need an ICTP (or other UN agency) email address.

BSAFE certificates and security clearances are managed by UNSMS, the UN Security Management System, also known as UNDSS. These services are external to ICTP, but for any question or problem, please contact one of the following:

- The secretary in charge of the program or activity
- The office for field security fieldsecurity@ictp.it, especially with questions regarding security clearance
- The IT helpdesk, for issues related to registering at and accessing the services of UNDSS/UNSMS: helpdesk@rt.ictp.it

Here is an outline of what you have to do:

1. Make sure you have an ICTP or other UN agency email address
2. Obtain the BSAFE certificate (once):
   a. Register at https://training.dss.un.org/user/register
   b. Follow the BSAFE online course at https://training.dss.un.org/
   c. Download and keep the certificate (a PDF file)
3. Create your profile at https://dss.un.org (once)
   a. Register at https://dss.un.org/undss-azure-registration
   b. Fill in your profile data
4. Insert a travel request to get security clearance (for each travel)

1.ICTP Email Alias

According to our policies you get an ICTP account only the day you arrive (more precisely, when your contract starts).

For the purpose of obtaining a security clearance earlier, we can instead activate an *email alias* (of the form e-xxxxxxxxxxx@ictp.it). It is not connected to a mailbox on its own, but simply redirects all incoming messages to your "home" address.

If your visit is managed via the applicant's portal https://e-portal.ictp.it/ then this alias is activated automatically and you should find all the information on your profile page. Otherwise, we will send you an email. Please contact us if that is not the case.

Once you know your email alias you can test it by sending some message there; if it arrives at your own inbox, everything is fine.

Troubleshooting

The email alias will expire after one year, but it can be renewed in case you need to access UNDSS/UNSMS again later. We can also make it point to another email address if you don't have access anymore to the original one, or the redirecting does not work.

Please contact helpdesk@rt.ictp.it for assistance on any issue with your ICTP email alias.

2.Training (BSAFE)

BSAFE is an online security training course which you can usually complete in 1-2 hours. At the end you will have a certificate that you should keep for future use. It is not necessary to redo the course for every single travel.

Registering

Before you can go through the online course, you have to register at https://training.dss.un.org/user/register, inserting your first and last name, nationality, email address, and password. Next, a verification mail will be sent to complete the procedure. In case it does not arrive and you are using an ICTP alias, please contact helpdesk@rt.ictp.it

It is likely that you will have to access this training site only once but we suggest to remember the credentials in case you have to return in the future.

Training

With your account activated, log in at https://training.dss.un.org/ and click on the Courses/BSAFE menu item. There are versions for many different languages, so you can enroll in the one you feel most comfortable with. Complete the course, download and save the certificate.

3.UNDSS/UNSMS Profile

Having obtained the BSAFE certificate, you can request security clearance for all travels that are related to the ICTP. This is done at the web site https://dss.un.org/

Registering

The credentials you have set up on the training site do not work for the main site! A separate registration is required, and it is a bit more complicated. Here are the steps:

1. Enter your name and email address (@ictp.it or other UN agency) at https://dss.un.org/undss-azure-registration
2. Shortly you will receive a message (from your ICTP alias or from @un.org) asking you to review the data you had entered, and then to click on the confirmation link.
3. Your registration is now *pending.* You will get an invitation message with another link to click on.
4. The link in the invitation mail will bring you to a sign-in page of Microsoft where you have to **create an account** connected to your ICTP (or other UN) email address. You will be asked to enter your country/region and birth date (for age-appropriate settings), and again your name. Finally, you must allow the United Nations to see and use your profile and activity data.

Profile

Log in to https://dss.un.org/ using your ICTP (or other UN agency) email.

Fill in your data, including:

- Agency: UNESCO – United Nations Educational, Scientific & Cultural Organisation
- Profile Type:
  - Consultant locally recruited *if your trip is not paid by the ICTP*
  - Consultant internationally recruited *if it is paid by ICTP*
  - Locally recruited *for GS staff*
  - Internationally recruited *for P or D staff*
- In the section Documents & Trainings, add your BSAFE training

4.Security Clearance

Log in to https://dss.un.org/ using your ICTP (or other UN agency) email.

Inserting a Travel Request

1. Click on the tab Security Clearance and then on the button NEW TRAVEL REQUEST.
2. You have the choice between a simple one-way/round-trip for you only, or multiple stops (and/or additional travelers).
   a. In the first case, you have a form like this:

b. In the other case, you have to define first the sequence of travel segments, then the list of travelers, and finally the hotel stays:

Begin filling out your travel information.

If in transit, please make sure you check the **transit checkbox** Likewise for **unofficial checkbox.**

When done click on the "**Save Travel Segment**"

Click on **add travel segment** to add an additional travel segment.

Click on **"Next step"** to proceed to the next section to add travellers

If you are submitting the request for yourself, select the button that **reads your name**.

If you are submitting a request for another traveller always search for travellers first **"Search for traveller"**

If you cannot find the person select **"Create New Staff"**

Like wise, click on "**Create New Dependant**" if you are submitting a request for a Dependant.

Travel details status: **NotSubmitted**   STEPS   ITINERARY   TRAVELLERS   ACCOMODATIONS   SUMMARY & SUBMIT

Travelers
No travellers in the list.

✔	Add Ms. Mehret Abebe as traveler	Click button to add Ms. Mehret Abebe as traveler and mission leader.
✔	Search for traveler	Search for traveler in TRIP database.
👤 Create New Staff		If user doesn't exist create NEW one.
👤 Create New Dependant		If dependatnt doesn't exist create NEW one.

You will see your name will be added to the list of travellers.

Travel details status: **NotSubmitted**   STEPS   ITINERARY   TRAVELLERS   ACCOMODATIONS   SUMMARY & SUBMIT

Travelers

Name	Email (UN Official)	Agency	Nationality	Duty station	ML	Driver
Ms. Mehret Abebe	abebe13@un.org	DSS	ETH	New York/USA	Yes	No

• Place your cursor/mouse over text or icons for additional info   Symbol legend: 🖊 Edit traveller details 💬 Traveller remarks

🗄 1 traveller(s)   🗑 Delete traveller ⚠ Traveller warning

Select the **Next step** to proceed to the next section.

✔	Add Ms. Mehret Abebe as traveler	Click button to add Ms. Mehret Abebe as traveler and mission leader.
✔	Search for traveler	Search for traveler in TRIP database.
👤 Create New Staff		If user doesn't exist create NEW one.
👤 Create New Dependant		If dependatnt doesn't exist create NEW one.

⬅ Previous step   ➡ Next step

Enter your accommodation details

Please note:
Make sure that all mandatory (*) fields are filled out.

When finished click on the **save button**

Accommodation details

Travel details status: **NotSubmitted**

✖ **Cancel**

Select stopover city

Bamian, AFG (Arrival date: 14-Jan-2011)

Select traveler(s)

Travelers
☑ Ms. Mehret Abebe

⬅ **Back**

Enter accommodation details

Hotel name or name of the contact person:
(*)

From: 14-Jan-2011 (*)   To:

Email:

Country: Afghanistan (*)   City: Bamian (*)

Address: (*)

Remarks:

Phone	Type	Remarks
	—Not Set—	
	—Not Set—	
	—Not Set—	

✔ **Save**

You will see a **summary** of your travel details for review.

Please note: If some of the information is incorrect you can go back to edit as required.

Travel details status: **NotSubmitted**

Travel segments

⬅ **Goto Travel Segments**

1 Copenhagen (DEN)   29-Dec-2010 04:00   Montreal (CAN)   29-Dec-2010 04:00
   Transportation Details: Aircraft, airplane - adfadfad, n/a ; n/a
   Purpose:
   Status: NotSubmitted

2 Montreal (CAN)   29-Dec-2010 04:00   Bamian (AFG)   14-Jan-2011 00:00
   Transportation Details: Aircraft, airplane - 1235, n/a ; n/a
   Purpose:
   Status: NotSubmitted

Travelers

⬅ **Goto Travelers**

Ms. Mehret Abebe   abebe13@un.org   DSS   ETH   New York/USA   Yes   No

Accomodations

⬅ **Goto Accomodations**

Itinerary Destination: Bamian (AFG)   From: 14-Jan-2011
   Contact/Hotel Name: sgfsgfsdf (sgfsgfsdf) - *Address:* sfdgsfgsdfgsddf ,Bamian, AFG
   Remarks: n/a

⬅ **Previous step**   ➡ **Submit travel details**

Click on **Submit travel details**.

3. At the end you should see a confirmation that your request has been successfully sent.
4. You will receive an email when the request gets approved.