

# CSO ATLAS USER GUIDE

This document contains information on **'how to guide'** on registering and onboarding on the CSO Atlas Directory.

The directory allows easy access to NGO, BMOs and CSOs information in Nigeria; including a description of what they do, measure of impact and their ranking status. Users can register and onboard their organisations on the platform to appear in the directory.

In addition, users can perform certain functions including applying for grant opportunities, reading/adding industry-related news, communicating with other NGOs, and learning through the resource center.

The data collected are stored in a secure database, handled fairly, transparently and protected against any unauthorized or illegal access by internal or external parties.

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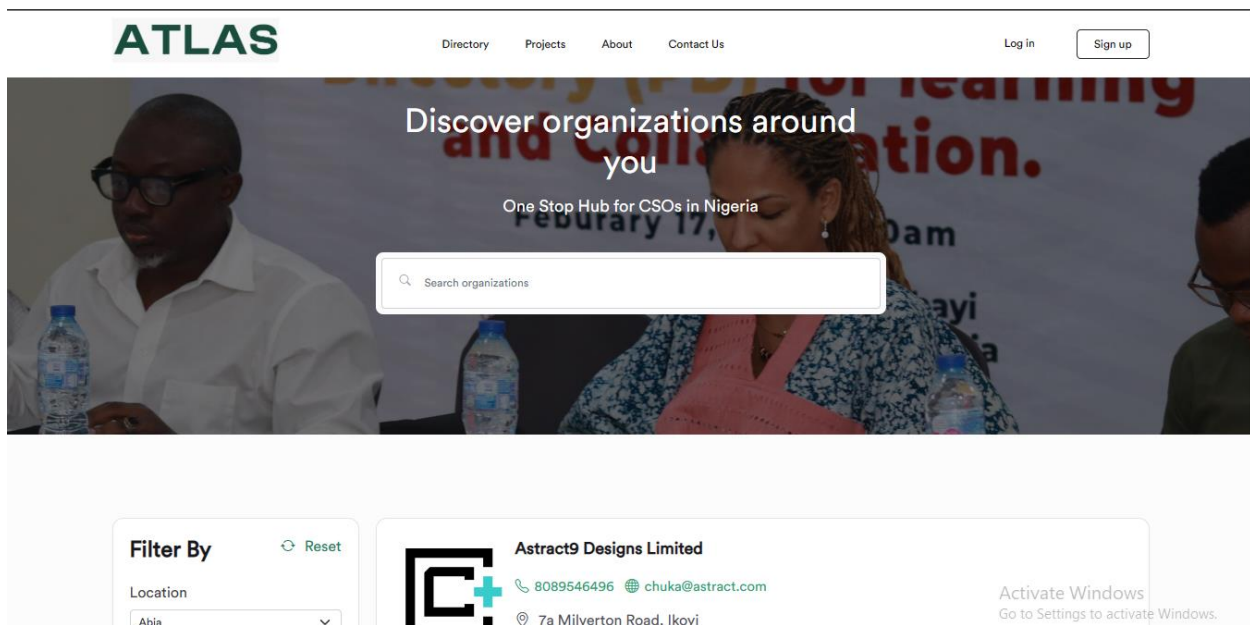
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## CSO ATLAS Homepage

This section describes display and list organizations on ATLAS CSO.

1. Go to the [www.csoatlas.com](http://www.csoatlas.com) and see the display of the dashboard.
2. The dashboard contains the list of onboarded organizations.
3. The dashboard contains the filter sidebar which includes filter by;
  - Location
  - Ranking
  - thematic area
  - years of operation

This is what the homepage looks like:



## Signing up on CSO ATLAS

This section describes how users can create an account or list their organizations on ATLAS CSO.

1. Go to the [www.csoatlas.com](http://www.csoatlas.com) and select **'sign up'**.
2. Follow the prompt, enter all relevant information, and click the **'Register'** button.
3. Before clicking the **'checkbox'**, ensure to read the privacy policy and terms of condition.

**Note:** Ensure the information been provided is valid and accurate.

This is what the sign-up page looks like:

**ATLAS**

**Welcome to CSOATLAS**

Let's get to know you

First Name

Last Name

Name of Organization

Email address

+234

Select Category

Create a Password

Must contain 8+ characters with at least 1 number

Confirm Password

I have read and I agree to the [Privacy Policy](#) and [Terms of Conditions](#)

**Register**

If you already have an account, you can [Log In here](#)

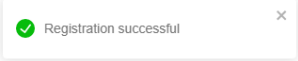
Activa  
Go to Se

## OTP Verification

- Verify your email by inputting an OTP that will be sent to your email inbox after clicking on 'Register'.

Note: The OTP expires in 10 minutes; ensure you copy the OTP real quick and input then click on '**Submit**'. If you do not receive an OTP to your email, kindly click on the '**Resend OTP**', wait for a few seconds then check your email for the OTP.

**ATLAS**



### Enter your OTP

Enter the 6-digit confirmation code sent to your email.  
The code expires in 10 minutes

Submit

[Return to Log in Page](#)

Didn't receive OTP via email? [Resend OTP](#)

- You will receive a message as displayed in your email below.

**ATLAS**

#### **Welcome to ATLAS**

Hey Matthew, We are delighted to have you on board. Kindly, enter the OTP to finish off your registration

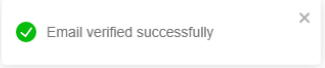
**969732**

Best Regards,  
Customer Service, ATLAS

6. Once you enter the OTP, you will get a message that says 'Email Verified' as seen below.

Note: If you get anything not as displayed below, it means the OTP entered is invalid or has expired.

**ATLAS**



## Email Verified

Your email has been verified. You can go ahead to setup your account now

Continue

### Listing Information Page

Click '**Continue**' above and complete registration by adding more information about your organization, including your business documentation.

You will be required to supply the following information as seen below;

- Organization's Email
- Organization's Phone Number
- Years of Operation
- Thematic Area
- Service(s) Rendered
- Other services not included in the "Service(s) Rendered dropdown"
- Organization's Address
- Geopolitical Region
- City
- State
- Upload Proof of Address. Example Utility bill (Valid within 3 months) (JPEG, PNG, JPG format only)
- Upload Logo Mark of your Organization (JPEG, PNG, JPG format only)
- Social Media Links (Facebook, Instagram and Twitter)

**Note:** The information above is required to be able to proceed to the next phase. Here are some things to also note when uploading files during your registration.

- Make sure all images are clear, non-blurry, and well-formatted.
- Upload file should be less than 10mb.
- Information to upload should be clear and visible.

After all the above information has been supplied, then click **'Save and continue'** as seen on the screenshot below.

On Listing information Page, ensure to review the information supplied before clicking the **'Save and continue'** button.

### Welcome to ATLAS

This is your setup guide. It has all you need to get setup and begin listing your organization. This setup usually takes between 10 to 15 minutes

Listing Information

Business Documentation

Additional Information

#### Tips for Uploading Documents

- 1 Use clear and non-blurry images
- 2 Make sure ID numbers are visible
- 3 Make sure all files are less than 10mb in size

### Tell us about your Organization

Let us know a little about your organization

**Organization Name**

**Organization's Email**

**Organization's Phone Number**      **Years of Operation**

**Thematic Area (maximum 5)**

**Service(s) Rendered**

**Other services not included (please specify)**


**Organization's Address**

**Geopolitical Region**

**City**      **State**

Activate Windows  
Go to Settings to activate Windows.

Upload Proof of Address. Example Utility bill (Valid within 3 months)

 Uploaded Successfully! Upload another? JPEG,PNG,JPG,...

Election Tollfree-05.jpg

Upload Logo Mark of your Organization

 Uploaded Successfully! Upload another? JPEG,PNG,JPG,...

ace\_logo-09.png

Social Media Links

Select

[Add Social Media Links](#)

Save and Continue

Activate Windows  
Go to Settings to activate Windows.


## Business Documentation Page

After clicking **'Save and Continue'** button, it takes you to the next display **'Business Documentation'** as seen below.

**Note:** You will be required to pick a **'Yes or a No'** as the question implies below and follow the prompt display.

### Welcome to ATLAS

This is your setup guide. It has all you need to get setup and begin listing your organization. This setup usually takes between 10 t

 Details saved successfully ×

Listing Information

Business Documentation

Additional Information

### Organization's Business Documentation

Please provide additional business information and upload business documents.

Is your Organization CAC (Corporate Affairs Commission) Registered

Select

Save and Continue

Tips for Uploading Documents

- 1 Use clear and non-blurry images
- 2 Make sure ID numbers are visible
- 3 Make sure all files are less than 10mb in size

Activate Windows  
Go to Settings to activate Windows.



If **'Yes'** your organization is CAC (Corporate Affairs Commission) Registered. Follow the display as seen below. Provide the following details;

- RC Number.
- Tax Identification Number.
- Upload a Copy of your Organization's CAC Certificate (JPEG, PNG, JPG format only).
- Upload Copy of your Organization's Article of Association (JPEG, PNG, JPG format only).

**Note:** The information above is required to be able to proceed to the next phase. Here are some things to also note when uploading files during your documentation.

- Make sure all images are clear, non-blurry, and well-formatted.
- Upload file should be less than 10mb.
- Information to upload should be clear and visible.

Listing Information

Business Documentation

Additional Information

Tips for Uploading Documents

- 1 Use clear and non-blurry images
- 2 Make sure ID numbers are visible
- 3 Make sure all files are less than 10mb in size

### Organization's Business Documentation

Please provide additional business information and upload business documents.

Is your Organization CAC (Corporate Affairs Commission) Registered

Yes

RC Number

Tax Identification Number

Upload a Copy of your Organization's CAC Certificate

Drag and drop Image here or Browse

JPEG,PNG,JPG,...

No file(s) uploaded yet

Upload Copy of your Organization's Article of Association

Drag and drop Image here or Browse

JPEG,PNG,JPG,...

No file(s) uploaded yet

Save and Continue

Activate Windows

After the above information has been supplied, click on "Save and continue" to proceed to the next phase.

If **'No'** that your Organization is not CAC (Corporate Affairs Commission) Registered. Follow the display as seen below. Provide the following details;

- Registered with;
  - Federal Ministry
  - State Ministry
  - Local government
  - Cooperatives
- Name of Registration
- Registration Number
- Attach a Copy of your Registration Certificate

Listing Information

Business Documentation

Additional Information

Tips for Uploading Documents

- 1 Use clear and non-blurry images
- 2 Make sure ID numbers are visible
- 3 Make sure all files are less than 10mb in size

### Organization's Business Documentation

Please provide additional business information and upload business documents.

Is your Organization CAC (Corporate Affairs Commission) Registered

No

Registered with

Cooperatives

Name of Registration

Registration Number

Attach a Copy of your Registration Certificate

Drag and drop document here or Browse

JPEG,PNG,JPG,...

No file(s) uploaded yet

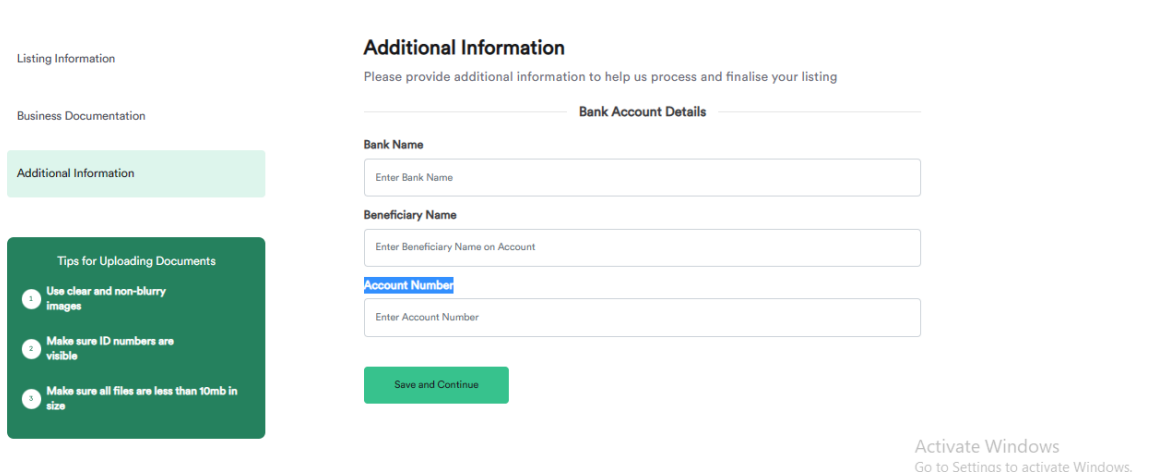
Save and Continue

Activate Windows  
Go to Settings to activate Windows.

After the above information has been provided, click on **'Save and continue'** to proceed to the next phase.

## Additional Information Page

After clicking on the 'Save and continue' button, it takes you to the next display '**Additional information**' which requires you to provide your Bank Account Details (Bank Name, Beneficiary Name, Account Number) as seen below.



## Review

After all information has been completed, then you will receive a display as seen below with '**We are reviewing your application**', then you can proceed to your dashboard by clicking on the '**Go to dashboard**' button.

Upon submission, the admin will work towards the verification of your organization. Some of the factors that ensure the approval of an organization include veracity of information provided and clarity of images/documents. Please note that the review usually takes 24 hours. If you have any questions or concerns, please do not hesitate to contact us via the '**Contact page**'.

You will get an email notification once your account has been verified. You can also view your verification status on the right bar of the dashboard after you log in.

**ATLAS**

✓ Details added successfully ✕



### We are reviewing your application

We are currently reviewing your application, and we appreciate your patience during this process. We will be in touch with you through mail as soon as the process is completed. This usually takes 24 hours. If you have any questions or concerns, please do not hesitate to contact us.

Go to Dashboard

## **User's dashboard**

Upon submission of all information and documents, the user is provided with a dashboard with two (2) features to interact with;

- 1. Directory dashboard**
- 2. MIS dashboard**

The directory dashboard is where you will have access to a personified dashboard where user can add information about their organization, edit their profile, and add relevant updates. This dashboard is where you can make changes to your organization profile and information.

The MIS dashboard offers features like grant opportunities, news, e-learning, and message center. This dashboard is only available to CSOs who have verified their organization.

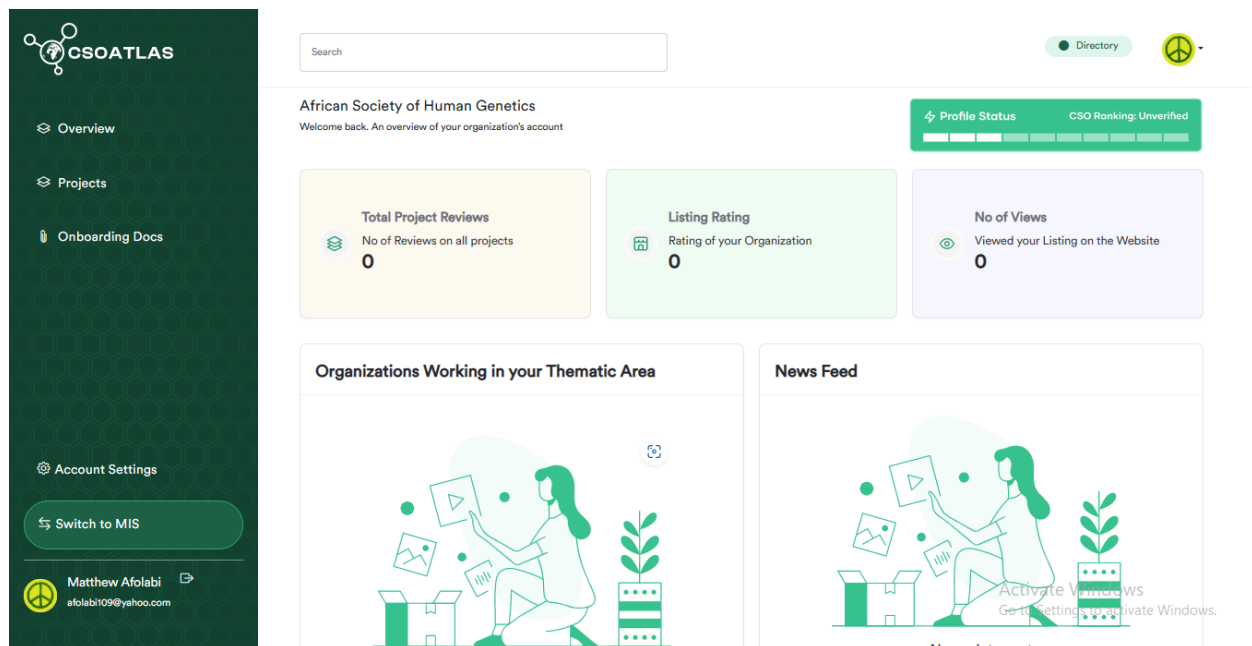
CSOs who haven't verified their NGO will have access to just the '**Directory Dashboard**' CSOs with full verification can switch between Directory and MIS dashboard by clicking '**Switch to Directory**' or '**Switch to MIS**'.

Here is what the dashboard looks like:

- **Overview page:** The overview which contains the;
  - Profile status (CSO ranking).
  - Total Project Reviews.
  - Listing Rating.
  - No. of Views.
  - Organizations Working in your Thematic Area
    - ✓ Gives you a list of organizations working in your thematic area.
    - ✓ Can interact with such organization.
  - Edit Profiles

#### **How to Edit Your Account or Organization's Details:**

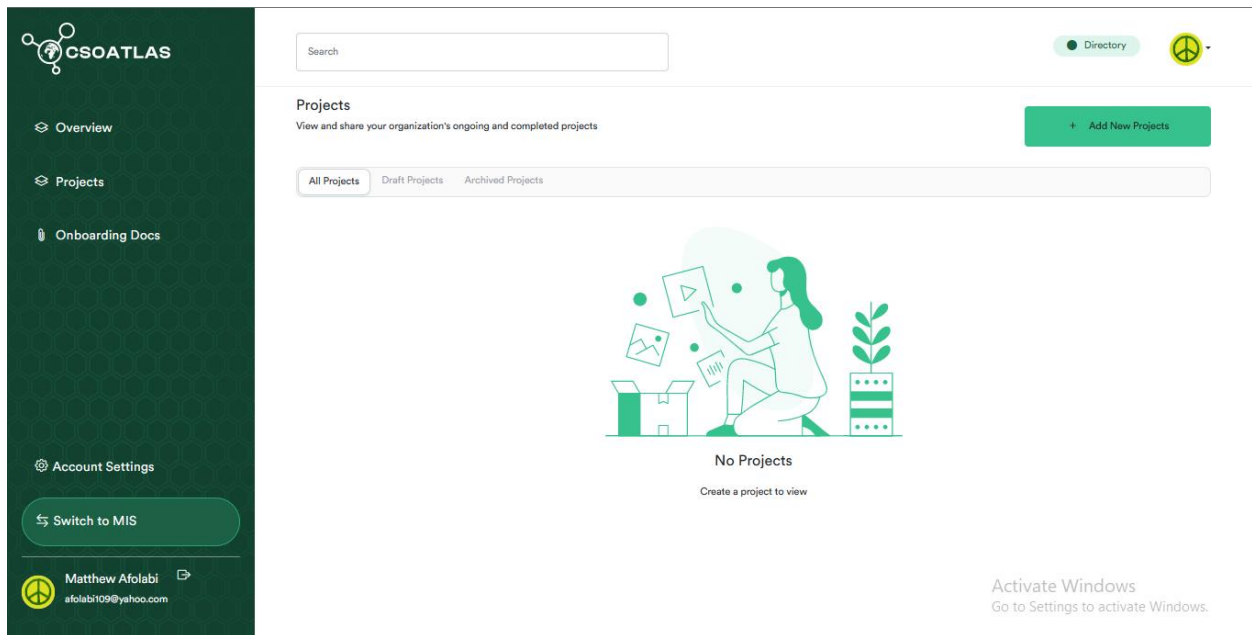
1. From Your Dashboard, scroll down to **'Accounts Settings'**.
2. Click on **'Edit Profile'**, make edits, then **"Save and Update"**.
3. To view your uploaded documents, click on **'Onboarding Doc'**.



- **Project Page**

The below page contains the fields for user to enter various projects that the organization has done. Note: Before an organization can input project records, he/she must have been verified by the Admin.

- Add new project
- See draft project
- See archived project
- Update project
- Delete project



## How to Add Projects

You can add information about your current projects through these steps:

1. From your dashboard, select **'Projects.'**
2. To enter a new project, click on 'Add New Project.' You will be directed to a writing dashboard where you can include information about your ongoing projects.
3. Save as draft for later review or publish immediately for other CSOs and users to view.
4. You can also shelf completed projects by clicking **'Archive'**.
5. All Projects contain all projects you've drafted, published, and archived. Draft Projects contain projects drafted and Archived Projects has the projects you've archived. You can switch between these icons to view and edit your organization's projects.

- **Onboarding Docs**

The below page as seen gives the organization view of his/her profiles and onboarding documents. This page contains;

- Listing Information module
- Business Documents module
- Bank Details module

The screenshot displays the CSOATLAS user interface. On the left is a dark green sidebar with the CSOATLAS logo and navigation links: Overview, Projects, Onboarding Docs, Account Settings, and a 'Switch to MIS' button. The user profile 'Matthew Afolabi' is visible at the bottom of the sidebar. The main content area is titled 'Onboarding Documents' and includes a search bar and a 'Directory' button. Below this, there are tabs for 'Listing Information', 'Business Documents', and 'Bank Details'. The 'Listing Information' tab is active, showing details for 'Acemedia': Organization's Name (Acemedia), Operation years (5), Organization's Mail (afolabi109@yahoo.com), Organization's Phone (8100198785), Organization's Address (Onireke, Ibadan), City (Ibadan), State (Oyo), Services Rendered (Psychosocial / Counseling, Legal assistance), and Thematic Area (Economic/Community Development, Civil Rights and Social Action, Health). A watermark 'Activate Windows' is visible in the bottom right corner of the page.

## Logging into CSO ATLAS

Once you have completed your registration, you will be able to log into your account anytime you want. To log in:

1. Visit [www.csoatlas.com/login](http://www.csoatlas.com/login)
2. Enter the email address and password created during registration.
3. Click on '**Log In**'.

## ATLAS

**Log in to your account**  
Welcome back. Please enter your details

Email

Create a Password

Must contain 8+ characters with at least 1 number

Remember information [Forgot Password](#)

If you do not have an account yet, you can [Signup here](#)

Activate Windows  
Go to Settings to activate Windows.