

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Contents

Webportal Access Request	2
Google Authenticator	2
Webportal First Time Access.....	3
Webportal Regular Login	12

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Webportal Access Request

To request access to the Lebanon Humanitarian Assistance Coordination webportal, please complete the separately provided "User_Access_Form". Please note:

1. Each organization needs to submit access request forms for at least two users. This is because assistance coordination tasks on the webportal need to be signed off by two people per organization.
2. Please remember to insert the organization's name in the dedicated section of the form.
3. If the user reports directly to the country head, then the user can be own requester. In this case both the user and requester sections must still be completed.
4. Please note we cannot accept Adobe (cryptographic) e-signatures on the PDF form. We can accept images of handwritten signatures or a scanned copy of the physically signed document.
5. Please make sure all sections are completed, the form is signed and dated by all listed individuals, and the form is submitted in PDF format.
6. To help us manage the admin workload, please send one PDF file per user. Do not scan multiple user forms in the same file.
7. To help us manage the admin workload, please name the files according to the following format: "User_Access_Form-[User Official Email Address]-[YYYYMMDD].pdf". For example: User_Access_Form_houman.haddad@wfp.org-V20201212.pdf. The numbers after the "V" at the end should be the date the form was submitted in YYYYMMDD format (e.g. V20201212).
8. Please email the completed, signed, and dated form, in PDF format, to lebanon.ats@wfp.org, copying all individuals who have signed the form, as well as krayem@unhcr.org.

Google Authenticator

While waiting for webportal access authorization, please download and install Google Authenticator on your smartphone:

Android:

https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_US&gl=US

iOS:

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

<https://apps.apple.com/us/app/google-authenticator/id388497605>

The Google Authenticator application generates One Time Passwords (OTP) that are used for multi-factor authentication while accessing the webportal for enhanced security. Please note these OTPs are time-based, meaning they are dependent on the system time on your smartphone. **This means that if the time on your smartphone is off even by a few seconds, the wrong OTP will be generated, and you will not be able to log into the webportal. To avoid this, please make sure your smartphone time is set to automatic from the setting menu of the phone.**

Webportal First Time Access

Please note you must use the [Google Chrome](#) browser to access the webportal.

Once you have been granted access to the webportal, you will receive an email from the system with the subject "Building Blocks Password and OTP Creation". Please make sure to check your junk folder in case you do not see the email. Click on the link in the email (or copy-paste it in your browser). Please note that the link expires after 24 hours. If you do not setup your account within 24 hours of receiving the link, you will need to email lebanon.ats@wfp.org to ask for a new link.

On the "Set your password" page, select then confirm your password, and click "Submit". Please note the following criteria:

- At least 12 characters
- At most 72 characters
- At least one upper case letter
- At least one lower case letter
- At least one digit
- At least one special character (e.g. "#").
- Vocabulary-based blocklist (e.g. cannot contain "Building Blocks", etc.)

Do not save the password in your web browser! Store it in a reputable password manager such as [LastPass](#).

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Set your password

New password

Repeat new password

If not redirected automatically, navigate to <https://buildingblocks.lbn.wfp.org/> and insert your username (official email address provided on the user access form) and password, then click "Submit":

Main Panel

User ID

Password

You will then see the following page:

Lebanon Humanitarian Assistance Coordination

Email with link for setting new OTP has been sent.

Click on them and follow the instruction to set up new OTP.

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

You will then receive an email from the system with the subject “Building Blocks Set OTP”. Please make sure to check your junk folder in case you do not see the email. Click on the link in the email (or copy-paste it in your browser). Please note that the link expires after 24 hours. If you do not setup your account within 24 hours of receiving the link, you will need to email lebanon.ats@wfp.org to ask for a new link.

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

On the resulting page, insert your username and password and click submit:

OTP Reset


User ID

Password

Submit

You will be taken to the following page:

OTP Reset



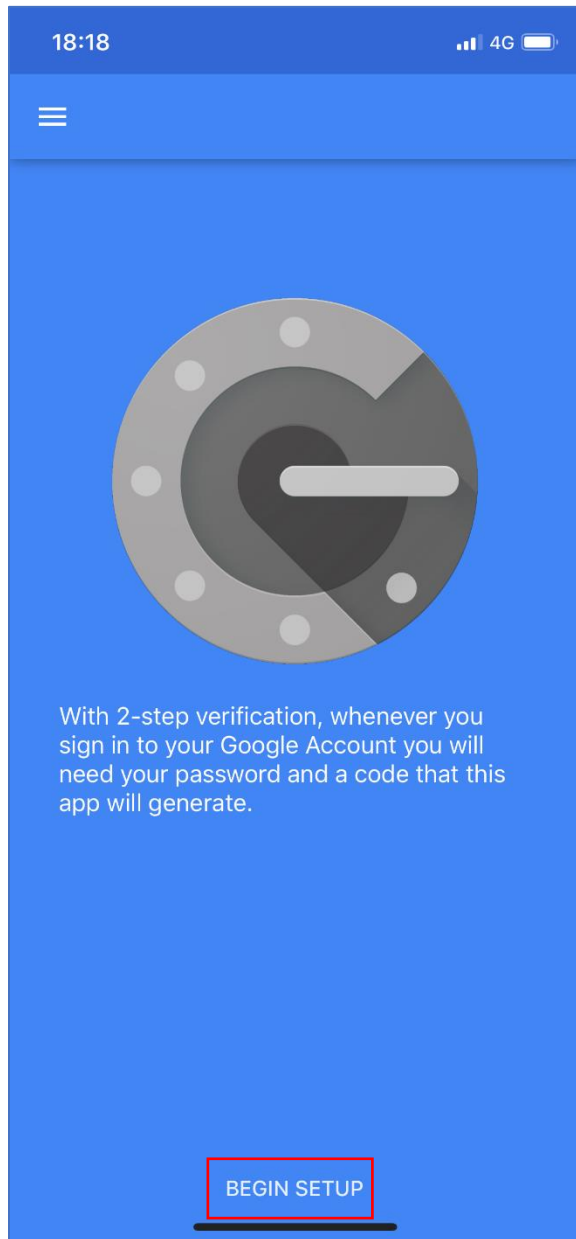
Secret key: LEZEC2SXGFJHANKZMNMGK2ZXIVXFKZSH

One Time Password

Submit

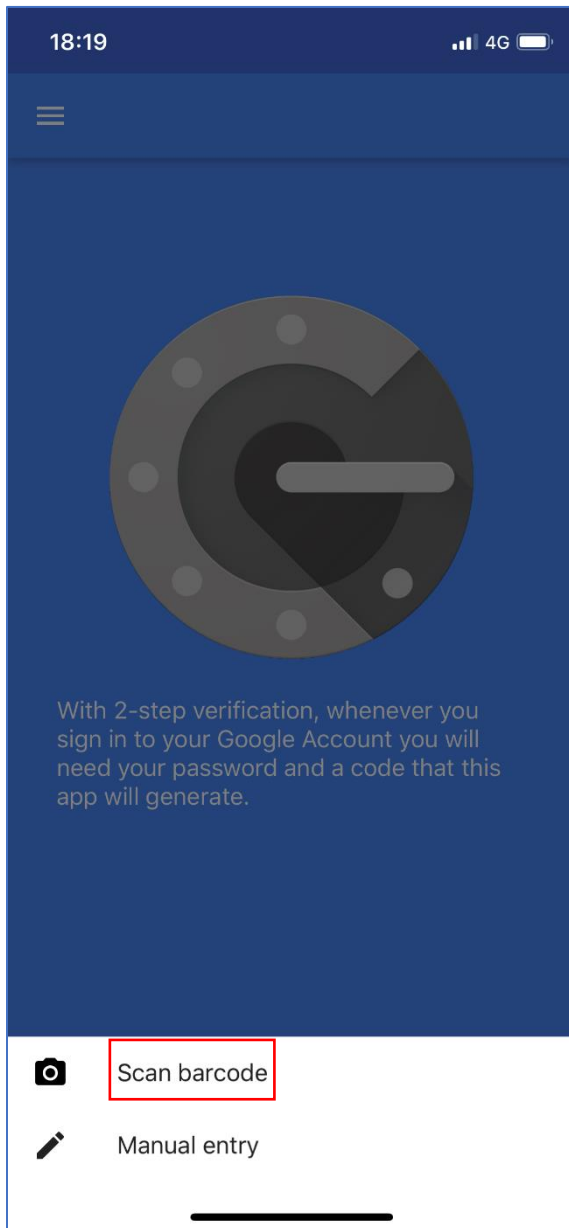
Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Open the Google Authenticator application on your phone and select “BEGIN SETUP” at the bottom of the screen:



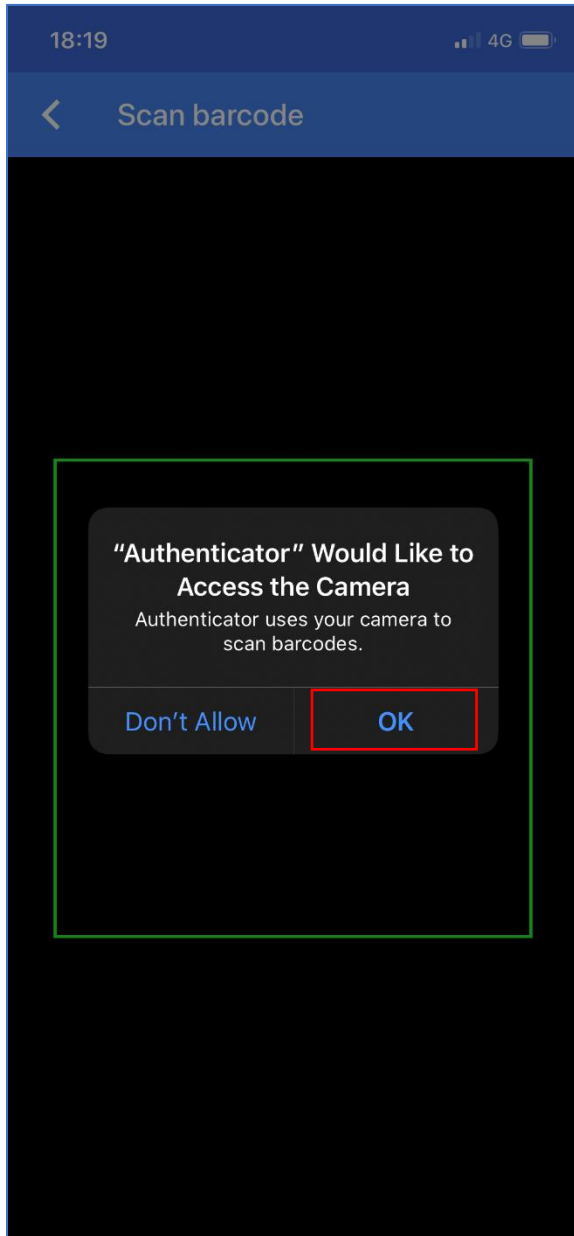
Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Then select "Scan barcode":



Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

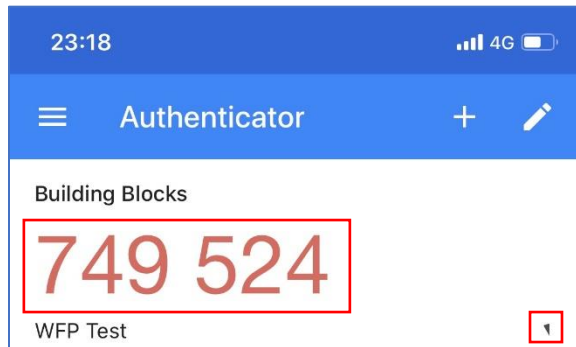
If asked for permission to provide access to your smartphone's camera, do so:



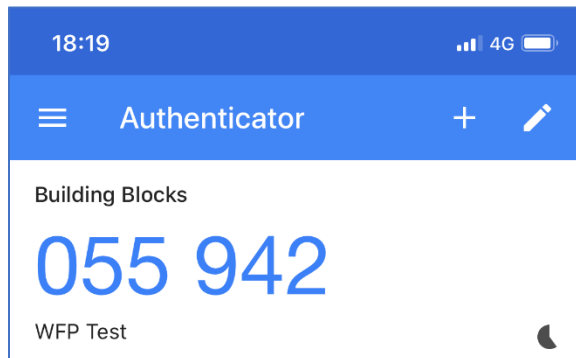
Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Now place the QR code within the green square on your phone's screen. After doing this, the BB OTPs should start appearing in the Google Authenticator app.

Please note that the number (OTP) shown in the Google Authenticator app changes every 30 seconds. There is a little timer circle to the bottom right of the number. If the 30 seconds are almost done, the circle becomes almost empty, and the numbers become red:




If this is the case, please wait for the next code to be generated:



Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Type the numbers displayed in the Google Authenticator application in the “One Time Password” section of the webportal and click submit:

OTP Reset



Secret key: LEZEC2SXGFJHANKZMNMKGK2ZXIVXFKZSH

One Time Password

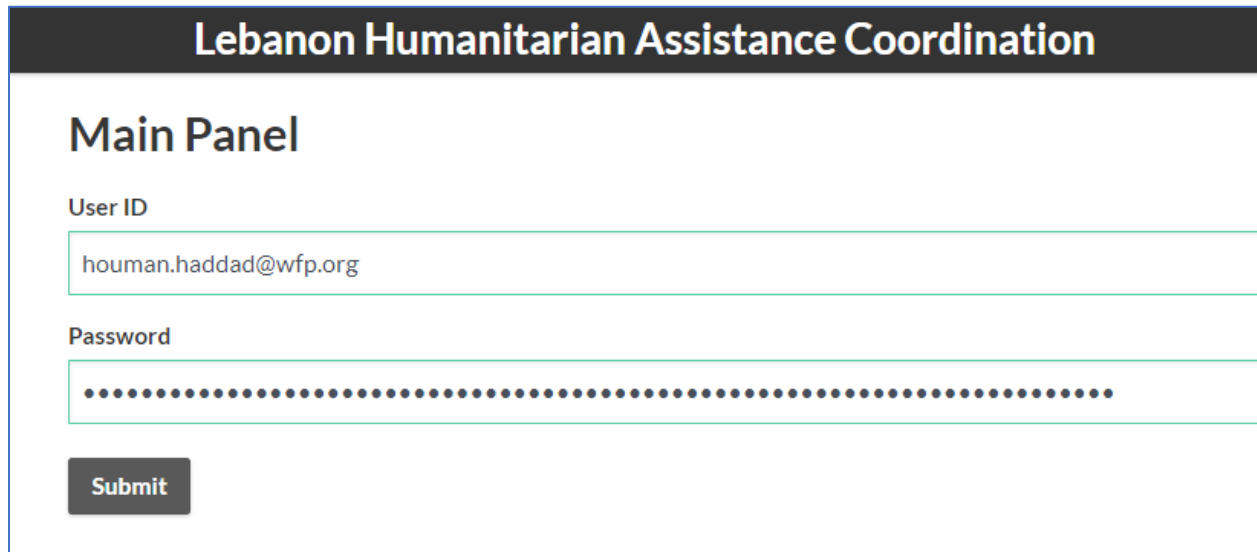
[Note: The above QR and secret are illustrative for this user manual only and not actually used in production.]

After this, your account setup is complete.

Lebanon Humanitarian Assistance Coordination Webportal Access User Manual

Webportal Regular Login

After initial account setup, for regular access to the webportal, navigate to <https://buildingblocks.lbn.wfp.org/> and insert your username (official email address) and password:



Lebanon Humanitarian Assistance Coordination

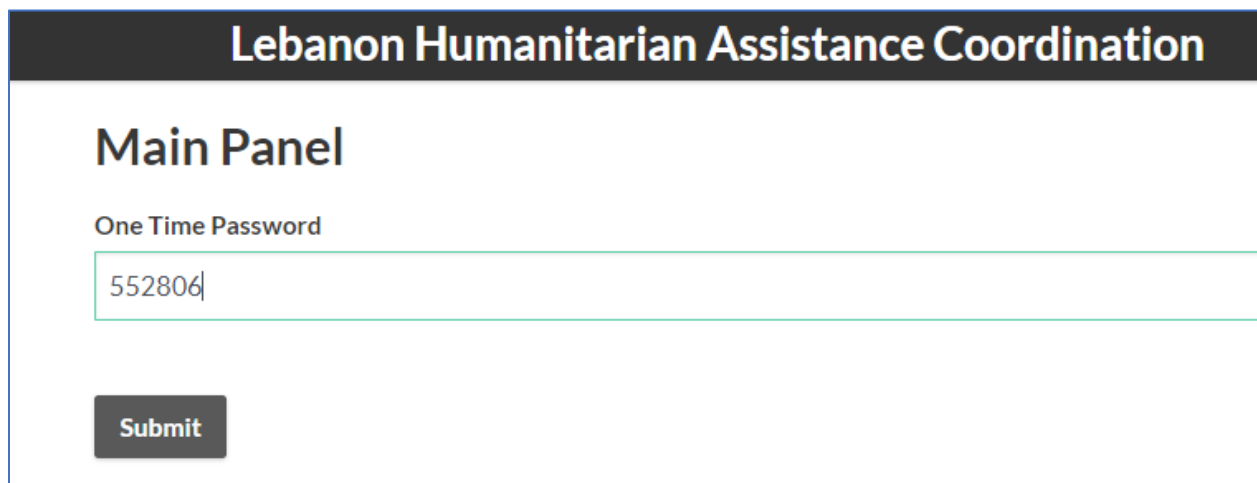
Main Panel

User ID

Password

Submit

On the next page, insert the OTP from the Google Authenticator application and click submit:



Lebanon Humanitarian Assistance Coordination

Main Panel

One Time Password

Submit

You will then be logged into the webportal.

Please note that if you insert your password or OTP incorrectly five times in a row, your account will be blocked, and you will need to email lebanon.ats@wfp.org and ask for resorted access to your account.