



Advisor Registration Guide





Choose advisor registration

CHOOSE YOUR ROLE

Who are you registering as?

Start with your role. Delegates will choose how they are joining in the next step.

I am an advisor

Register an institution, add fellow advisors, and manage a school delegation.

Continue as advisor

I am a delegate

Join a school delegation with your advisor's code, or register independently.

Continue as delegate

1

Select "I am an advisor."

Note

Students who already have an advisor should join with that advisor's code or link, not as independent delegates.



Enter the institution details

Institution

Institution name *

If your institution has registered before, entering its name fills in the rest for you.

Institution type *

Middle school

High school

University

Institution phone *



+961

Phone number

Street *

Street, building

City *

Beirut

Country *

Lebanon

Search Lebanese cities and towns, or enter another locality.

1

Enter the institution details.

2

Select the city or town from the suggestions.



Add the primary advisor

Primary advisor

Full name *

Email address *

Phone number *

 +961 ▾

Phone number

Gender *

Male

Female

The primary advisor receives the registration verification code. After that email is confirmed, each secondary advisor receives a separate link to verify their own email and activate their account.

+ Add advisor

1

Enter the primary advisor's details.

2

Use an email the advisor can access.



Add secondary advisors

Advisor 2

✕ Remove

Full name *

Email address *

Phone number

 ▼

Phone number

Gender *

Male

Female

- 1 Add secondary advisors if needed.
- 2 Use a different email for each advisor.
- 3 Each advisor verifies their own email.



Review before submitting



- 1 Check the institution details.
- 2 Check every advisor's details.
- 3 Submit the registration.



Verify the primary email



A verification link and code were sent to **maya@example.com**. Check your inbox and spam folder.

Verification code *

Enter the six digits from the email.

[Start over](#) [Verify email](#)

1

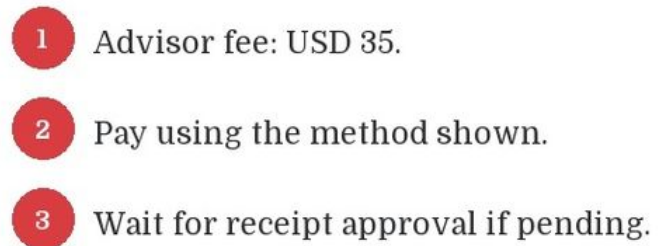
Open the primary advisor's email.

2

Enter the six-digit code.

3

Each secondary advisor verifies separately.





Use the advisor portal

AUBMUNC
Advisor Portal

Maya Haddad
Example School

Guide

Logout

Your delegation

Example School

1 delegate · 1 advisor

Secretariat Announcements

No announcements yet.

Delegates

Position papers: 0 of 1 submitted

[Add Delegate](#)

1 request to join

Sent through your join code. Approving adds them as a delegate and emails them their login.

Nour Salem (Grade 11)

nour@example.com · 10/4/2026

[Reject](#) [Approve](#)

NAME (GRADE)	ID	PIN	ALLOCATION	REGISTRATION	PAYMENT	POSITION PAPER	ACTIONS
Lina Mansour (Grade 11)	27004001	654321	No country - Unassigned	INCOMPLETE Insurance: missing	UNPAID (\$90)	NOT SUBMITTED	Edit Share Delete

PENDING PAYMENTS

[History](#)

No pending receipts found.

INSTITUTION DETAILS

Pending Balance

\$125
of \$125 total

[Pay now](#)

ASSIGNED COUNTRIES

Pending Allocation

- 1 Log in with the emailed credentials.
- 2 Manage delegates, payments and documents.
- 3 Share the join code or link.

Set up proof of insurance

Required for registrations from 2027 onward.

Proof of insurance

Every delegate needs proof of insurance before they can be approved. How will your delegation provide it?

Our school's insurance covers everyone

Each delegate uploads their own

Proof of insurance

missing

One school policy covers all your delegates. They don't upload anything.

Choose File No file chosen

Submit school insurance

[Switch to individual insurance](#)

- 1 Choose school insurance if one policy covers all your delegates.
- 2 Upload the school policy as a PDF or image. Select "Submit school insurance."
- 3 Otherwise, choose "Each delegate uploads their own."
- 4 Check approval. If rejected, read the feedback and upload corrected proof.

Final checklist

- 1 Institution details are correct.
- 2 The primary advisor verified and paid USD 35.
- 3 Secondary advisors verified separately.
- 4 Delegates received the join code or link.
- 5 Required documents and payments are approved.
- 6 Insurance is approved where required (2027 onward).

Need help?

Use our support page: <https://mun.org.lb/support>