

1. NOVENTO USER GUIDE: DELEGATES PUBLIC SITE – INDIVIDUAL MODE

1.1. INTRODUCTION

NOVENTO is a web-based accreditation solution. For the most effective use of NOVENTO, you must enable Javascript in your browser.

This document will help you to understand how to follow all steps needed to request your accreditation for events organized during the French Presidency of the Council of the European Union 2022.

1.2. LOGIN AND IDENTIFICATION

Step 1

Go to the website:
<https://delegates.accreditation-eu2022.fr>.

If you are not yet registered (i.e. you have not received login details):

- > Click on [Create a new account](#)
- > Go on ["Step 2"](#)

If you are already registered and you have received identifiers by email from organizers, enter the identifiers communicated. They allow you to enter the "Delegation" and "Access codes" boxes. **If you are ever invited to several events during the Presidency, the "delegation" and "access codes" information is different for each event.** The email address and password remain the same. This is the information entered when you created your account

- > Click on [Log in](#)
- > Skip to ["Step 3"](#)

If you have lost your login details:

- > Click on [Request a new password](#)
- > Skip to ["Step 6"](#)



Step 2

If you are registering as a new user (i.e. you have not received login details):

- > Enter your e-mail address
- > Select the password you want to use
- > Indicate your first name and surname
- > Select the language you will use to request your accreditation
- > Enter the verification code displayed on screen (an audio version is also available)
- > Click on **Validate**.


The account activation link will be sent to the e-mail address you have provided (don't forget to look in your spams).

When you activate your account, start again from the login page (see [Step 1](#)).

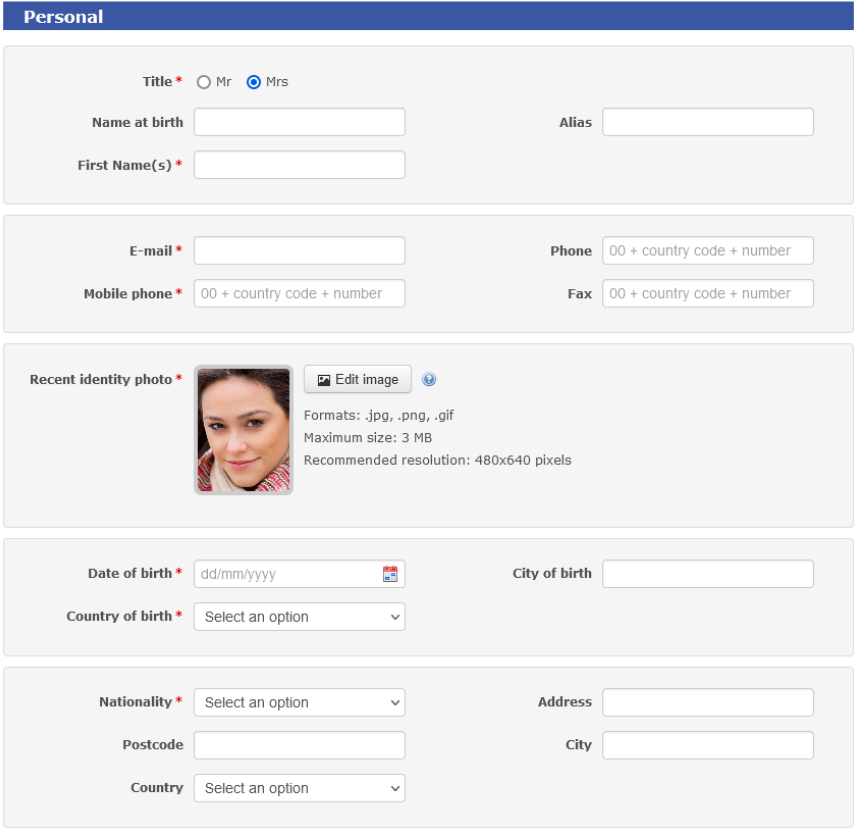

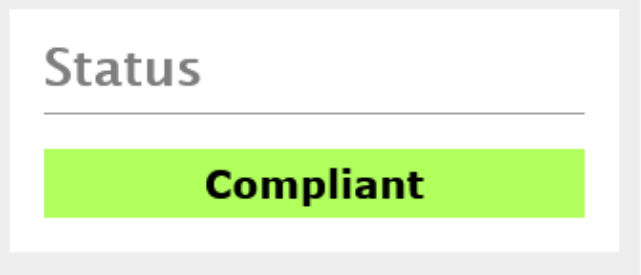
Create a new account

All fields are required

Please enter your e-mail address. An e-mail containing an account activation link will be sent to you. Note that the registered (current) e-mail will be used as your username.

E-mail *	<input type="text"/>	Verification code *	
Confirmation *	<input type="text"/>	<p>CAPTCHA technology is used for security reasons. Please enter the verification code concealed on the image. If you have any difficulties to decipher the code, click on the image to generate a new code or click on the audio file which will enunciate the code.</p>  <p>Audio file</p>	
Password *	<input type="password"/> <p>The password has to contain at least one small letter, one capital letter, one number and one special character (? ! - _ + : @). It has to contain a minimum of 12 and a maximum of 20 characters, spaces are not allowed.</p>		<input type="text"/>
Confirmation *	<input type="text"/>		
Password strength	<input type="text"/>		
First Name(s) *	<input type="text"/>		
Surname *	<input type="text"/>		
Language *	English		

1.3. PERSONAL DATA

<p>Step 3</p> <p>Fill in the form :</p> <ol style="list-style-type: none"> 1. Fields marked with an asterisk must be completed 2. Please upload your ID photo and a copy of your press card (jpg, png, gif or bmp format : less than 3Mb). If you don't have a press card, please add an assignment letter 3. Click on Save and next, and go to Step 4 	
<p>Step 4</p> <p>Depending on the events, you can click on Documents to see the documents associated with this event, and click on Program to see open programs for additional registration.</p>	
<p>Step 5</p> <p>The dashboard gives you a summary of your current application for accreditation. An email is sent to your mailbox when accreditation is accepted or refused.</p>	

Step 6

If you have registered but have lost your login details:

- > Enter your e-mail address (the same one you gave when you first registered)
- > Enter the verification code displayed on screen (an audio version is also available)
- > Click on **Validate**

Your login details will be sent to your e-mail address. You will be required to change the password when you next login.

Request a new password

All fields are required

Please enter your e-mail address. An e-mail containing a password change link will be sent to you.

E-mail *	<input type="text"/>
Verification code *	<p>CAPTCHA technology is used for security reasons. Please enter the verification code concealed on the image. If you have any difficulties to decipher the code, click on the image to generate a new code or click on the audio file which will enunciate the code.</p> <p> Audio file</p> <p>Please enter the verification code</p> <p><input type="button" value="Cancel"/> <input type="button" value="Validate"/></p>