

1. NOVENTO USER GUIDE: MEDIA PUBLIC SITE

1.1. INTRODUCTION

NOVENTO is a web-based accreditation solution. This document will help you to understand how to follow all steps needed to request your accreditation for events organized during the Spanish Presidency of the Council of the European Union 2023.

1.2. LOGIN AND IDENTIFICATION

Step 1

Go to the Media page of the Presidency website.

You will see the link allowing you to navigate to the accreditation interface created for the media representatives.

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

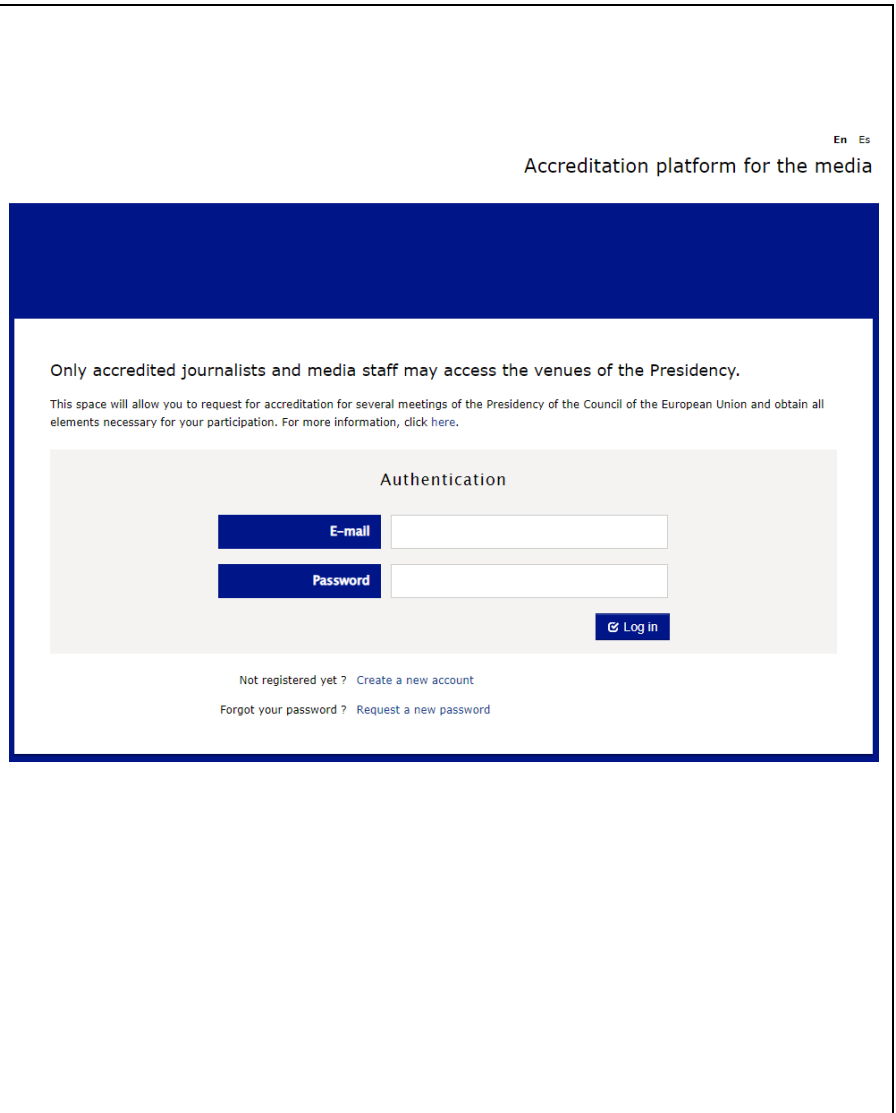
- > Click on **Create a new account**
- > Go on **“Step 2”**

If you are already registered and you have received your login details:

- > Enter your e-mail address and password
- > 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**).


Accreditation platform for the media

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.

Verification code*

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.



Please enter the verification code

E-mail*

Confirmation*

Password*

The password must contain at least one lowercase letter, one uppercase letter, one number and one special character (? ! - _ + : @). It must contain a minimum of 12 and a maximum of 64 characters, spaces are not allowed.

Confirmation*

Password strength

First Name(s)*

Surname*

Language*

1.3. PERSONAL DATA

Step 3

Fill in the form:

1. Fields marked with an asterisk (*) must be completed.
2. Please upload your ID photo and a copy of your assignment letter (.jpg format, less than 5MB).
3. Click on **Save and next**, and go to **Step 4**

Fill in this form to apply for accreditation for the duration of the Spanish Presidency of the Council of the European Union 2023. Fields with a red asterisk are mandatory. Be aware that applications lacking the assignment letter from a media organization will be refused.

Personal information

Title *
 Mr Mrs

First Name(s) * **Surname ***

Function * **Other function**

Recent identity photo *

Formats: .jpg
 Maximum size: 5 MB
 Recommended resolution: 480x640 pixels

Incomplete

Your account has been created but you need to complete your personal information.
 Please bear in mind that this **DOES NOT** guarantee accreditation and that accreditation for each meeting is independent.

My meetings

Accreditation to each meeting has to be done separately.

Requests in progress	0
Requests accredited	0
Requests refused	0

Step 4

You must now select the meetings for which you wish to be accredited.

Click on **Accreditation request** to select the events.

You can click on **Documents** to see the documents related to the meeting, and click on **View Programs** to see the list of programs that are open to media.

List of the meetings

Here is the list of meetings in which you are enrolled or to which you can subscribe.
 In order to be able to attend a meeting, you must click on "Request accreditation". Your application will be studied by our administrators.
 The status of your request is displayed in the list below.

Find a meeting

From To

Filters

Requested Accredited Refused

Display of elements 1 to 5 of 26

Viaje Colegio de Comisarios de la Comisión	<input type="button" value="Request accreditation"/>
<i>Place: Madrid</i>	06/07/2023 - 07/07/2023
Consejo ENVI/TTE Medio Ambiente y Energía	<input type="button" value="Requested"/>
<i>Place: Valladolid</i>	10/07/2023 - 12/07/2023
EPSCO Social	<input type="button" value="Request accreditation"/>
<i>Place: Madrid</i>	13/07/2023 - 14/07/2023

Step 5

Dashboard “My meetings”:

The dashboard gives you a summary of your applications for accreditation.

My meetings

Accreditation to each meeting has to be done separately.

Requests in progress	3
Requests accredited	0
Requests refused	0

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*

Verification code*

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.



Please enter the verification code