

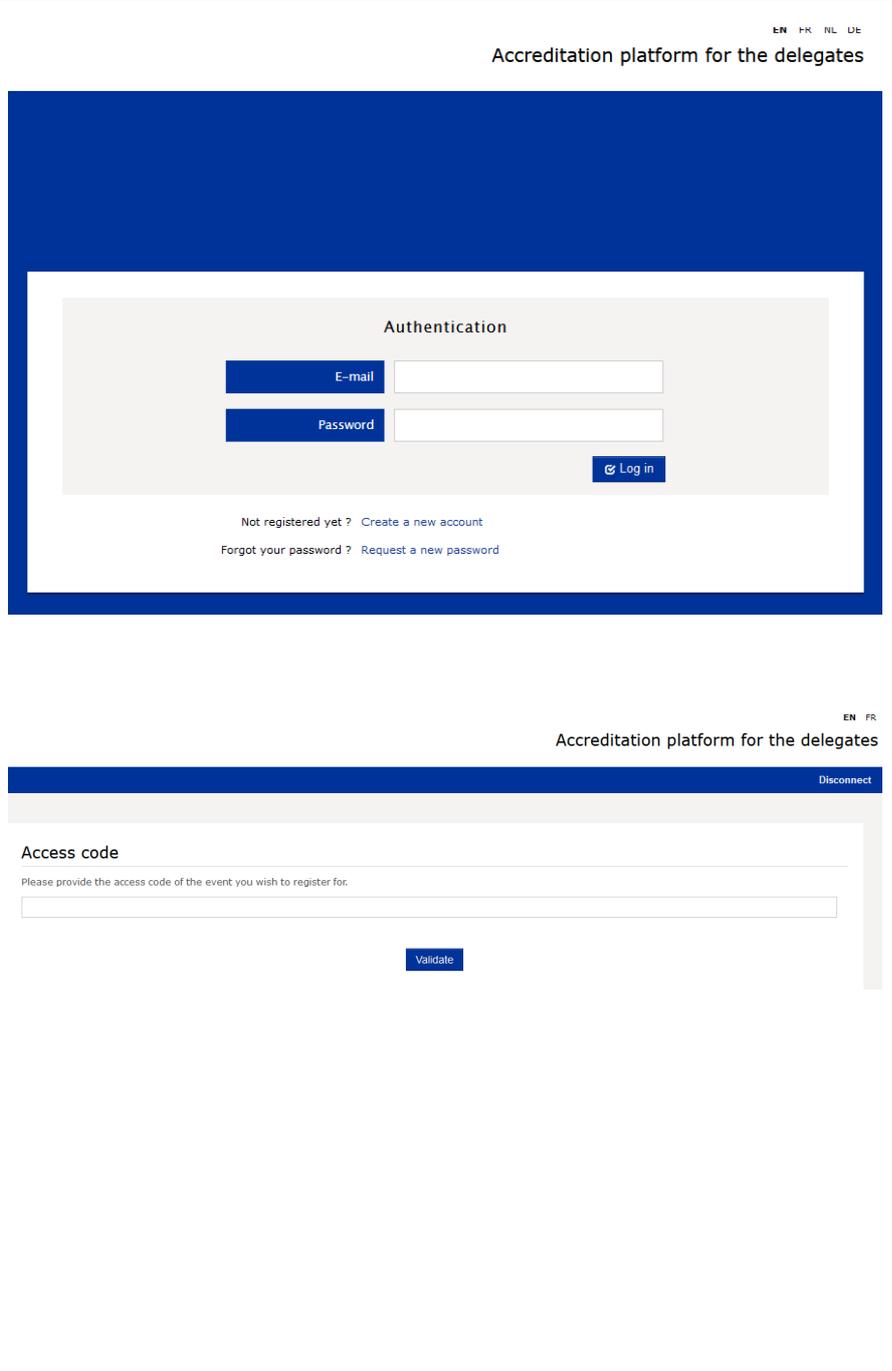
NOVENTO USER GUIDE: DELEGATES PUBLIC SITE – INDIVIDUAL MODE

1. INTRODUCTION

NOVENTO is an online platform to manage accreditation requests to access events organised during the Hungarian Presidency of the Council of the European Union 2024. For optimal use of the platform, please activate JavaScript in your internet browser. Contact your IT department should you experience any problems with this.

This guide goes step by step through the procedure to request accreditation for one or several events.

2. LOGIN AND IDENTIFICATION

<p>Step1</p> <p>Go to the website: https://delegate.hu24eu.hu</p> <p>If you are not yet registered (i.e., you have not received login details):</p> <ul style="list-style-type: none">> Click on “Create a new account”> Go on Step 2 <p>If you are already registered (i.e., you have already created an account so you already have login details):</p> <ul style="list-style-type: none">> Use your login details for the authentication and click on “Log in”.> When you log in for the first time, you will be asked to take note of the Privacy notice regarding the processing of your personal data in the context of the Hungarian Presidency of the Council of the European Union.> Enter the access code for the specific event, which you received from the organizer. That will allow you to register your personal information. If you are ever invited to several events during the Presidency, the "access code" is different for each event. The email address and password used to connect	 <p>The screenshot shows two stages of the login process. The top stage is the 'Authentication' page, which features a blue header with language options (EN, FR, NL, DE) and the title 'Accreditation platform for the delegates'. Below the header is a white box containing two input fields labeled 'E-mail' and 'Password', each with a blue label. A blue 'Log in' button is positioned to the right of the password field. Below the input fields, there are two links: 'Not registered yet? Create a new account' and 'Forgot your password? Request a new password'. The bottom stage shows the 'Access code' entry page, also with the same header. It features a blue 'Disconnect' button in the top right corner. Below the header is a white box with the title 'Access code' and a sub-header 'Please provide the access code of the event you wish to register for.' followed by a single-line text input field and a blue 'Validate' button.</p>
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from the home page remain the same. If you later want to check your accreditation status for several events, you must log in separately for each event, using the access code specific to each one.

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 (do not forget to look in your spams). When you activate your account, start again from the login page (see **Step 1**).

Accreditation platform for the delegates

The screenshot shows a registration form titled "Create a new account" with the note "All fields are required". Below the title, there is a paragraph: "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." The form contains several input fields: "E-mail*", "Confirmation*", "Password*", "Verification code*", "Confirmation*", "Password strength", "First Name(s)", "Surname", and "Language*" (set to "Dutch"). A CAPTCHA section includes an image of a tree and a text box for the verification code, with an "Audio file" link. A "Validate" button is located at the bottom right of the form.

3. PERSONAL DATA

Step 3

Fill in the form:

1. Fields marked with an asterisk must be completed.
2. Please upload your ID photo (jpg, png, gif or bmp format: less than 5Mb).
3. Click on “Save and

next”, and go to **Step 4**.

The screenshot shows the 'Meetings' profile page. At the top, there are tabs for 'Profile', 'Transport', 'Hotel', and 'Program'. Below the tabs is the 'Personal information' section. It contains the following fields:

- First Name(s) * (text input)
- Surname * (text input)
- Position * (dropdown menu with 'Select an option')
- Function (text input)
- Recent identity photo (with an 'Edit image' button and a camera icon)
- Formats: .jpg, .png, .gif
- Maximum weight: 5 MB
- Recommended size: 640x640 pixels
- Date of birth * (calendar icon and text input 'dd/mm/yyyy')
- City of birth (text input)

Step 4

Depending on the events, you can click on “Documents” to see the documents associated with this event.

Please make sure to click on the “Program” section to see if you need to register for specific parts of the program (e.g., the pre; or afternoon program; breakout groups; lunch, etc.).

The screenshot shows the 'Meetings' program page for the year 2023. The 'Program' tab is highlighted with an orange box. Below the tabs, there are navigation arrows and a 'Today' button. The main content area shows 'No events to display' and two checkboxes: 'Program available for registration' (unchecked) and 'Participant registered in the program' (checked). There are also 'List', 'Week', and 'Day' buttons.

Step 5

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.

The screenshot shows the dashboard with a blue header containing 'Personal information', 'Password', and 'Disconnect'. The main content area features a large yellow box with the text 'In progress'. Below this, there is a section titled 'Meeting' with the following details:

- TEST Incert M.
- From 30/10/2023 To 31/10/2023
- in City : Bruxelles in Parlement européen

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.

Accreditation platform for the delegates

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