NOVENTO USER GUIDE: DELEGATES PUBLIC SITE – INDIVIUAL 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

Step 1	
Go to the website: https://delegate.hu24eu.hu/	
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 (i.e., you have already created an account so you already have login details):	
> 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 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** **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* [ ] Verification code* Confirmation* [ ] 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. 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. ◄)) Audio file Confirmation* [ ] Password strength [ ] Please enter the verification code First Name(s)* [ ] Surname* [ ] Language* [Dutch] Cancel Validate

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**.	
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.).	
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.	
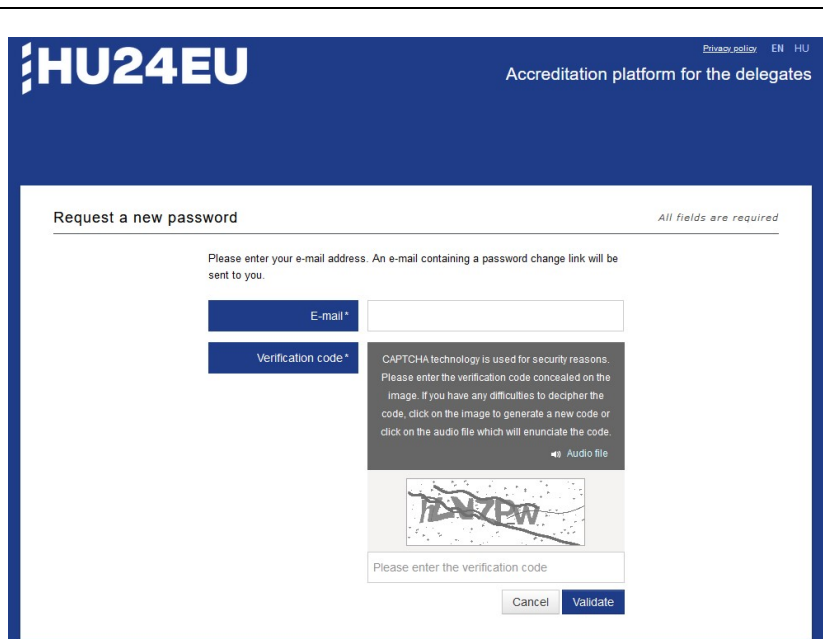
Step 6

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.