



Introduction

NOVENTO is a web-based online registration and events management system. Javascript must be enabled in your browser to work properly.

Login and Identification

<p>Step 1 Go to the Media page on the Presidency Website.</p> <p>You will see the Press login window shown opposite.</p> <p>If you are not registered (you have not received your access codes):</p> <ul style="list-style-type: none">> Create a new account> Continue from Step 2 <p>If you are already registered and have your access codes:</p> <ul style="list-style-type: none">> Enter your username and password> Click on Validate> Skip to Step 3 <p>If you have lost your access codes:</p> <ul style="list-style-type: none">> Recover my password> Skip to step 6	<p>This space will allow you:</p> <ul style="list-style-type: none">▶ to obtain the items necessary for participation in events (badge, ...)▶ to subscribe to events and their associated programs <p>Authentication</p> 
<p>Step 2 If you are registering as a new user (you don't have personal access data):</p> <ul style="list-style-type: none">> Enter your e-mail address> Select the type of press card you have> Enter the security code displayed on screen> Click on Validate. <p>The access codes will be sent to the e-mail address you gave above.</p> <p>When you have received the access codes, start again from the login page (Step 1)</p> <p>.</p>	<p>Create new account Mandatory fields</p> <p>Please provide your email adress. This email adress will be used to send the access codes to you.</p> 

Personal Data

Step 3

Your **profile status** is shown in the top right of the screen. There are five status:

- **Incomplete** : you have not entered all your personal data
- **In progress**: pending accreditation
- **Accredited**
- **Refused**
- **Modified**

You need to include photo ID and a scan of you press card (jpg, png, gif or bmp format: less than 3Mb). You also have the option of scanning a photo ID.

Click on **Start Accreditation** when you login for the first time.

Fill in the form :

1. Fields indicated with an asterisk must be completed.
2. Remember to attach your photo or scanned ID (jpg, png, gif or bmp format : less than 3Mb) !
3. Click on **Save**, and go to Step 4

First time connection

1. Personal information

Fill out a form with your personal data.
After completing this form you will be guided to the next step which is to choose the event for which you would like a accreditation.
[Start accreditation](#)

2. Meetings selection

After filling in your personal data, you must choose the event for which you are seeking accreditation.
After validation by a manager your status will be "**Accredited**" (shown at right on this page). From this moment you can pick up your badge at the place of event.

3. Program selection

During this step, you can choose the programs of meetings for which you have applied for accreditation.

1. Personal information

2. Meetings selection

3. Program selection

Please enter your personal information in the form below.

▶ YOUR INFORMATION

▶ YOUR AFFILIATION

[Save](#)

Step 4

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

Click on **Subscribe** to select the events.

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

Meeting interprofessionnel des conducteurs...		19/12/2010 - 15/12/2010
<i>Not registered</i>		Subscribe
Number of attached documents: 0	See documents	See programs
Informal Meeting		12/01/2011 - 14/01/2011
Pending		Unsubscribe
Number of attached documents: 1	See documents	See programs

10 | Page 1 of 1 | Displaying 1 to 7 of 7 items

[Back to dashboard](#)

Step 5

Dashboard :

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

Summary of participation requests for upcoming meetings

Below are counted the requests of participation made meeting by meeting. If you have a permanent badge, there is no need to register for the meeting.

Accepted requests	0	View
Requests in progress	2	View
Refused requests	0	View

Today November 2010 Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7


Step 6

If you have registered but have lost your access codes :

- > Enter your e-mail address (the same one you gave when you first registered)
- > Enter the security code
- > Click on [Validate](#).

Your codes will be sent to your e-mail address.

Sending of identifiers

 Mandatory fields

Please enter your e-mail address. A new password will be sent to your e-mail address.

Main email *	<input type="text"/>
Verification	 <small>Click on the image for a new one.</small>
Code *	<input type="text"/>
Cancel Validate	