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 Cyprus Presidency of the Council of the European Union 2026. 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

Step1

Go to the website:
https://delegate.cy2026.eu

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 Cyprus Presidency of the Council of the European Union.

> Enter the access code for the specific event, which

Cyprus Presidency of the Council of the EU 2026	Accreditation platform for the delegates

Authentication

E-mail

Password

☑ Log in

Not registered yet ? Create a new account

Forgot your password ? Request a new password

you received from the organizer. That will allow you to register your personal information. **If you are 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 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**

Meetings

Declaration of consent

This Online Registration System is hosted and controlled by the competent Authorities for the organisation of the Cyprus Presidency of the Council of the EU 2026.

Data collected on this website will be used for accreditation of participants, logistical planning and security. For these purposes only, your data will be shared in a secure manner by the competent Authorities with an appropriate lead/host organizer when applicable.

The lead organizer will share relevant data with groups responsible for you and the meeting(s) you will attend. These may include other organizers and State bodies, your country's accredited Embassy, the responsible entity for accommodation, Airport Authority, local Security Departments and your national police force. These organizations will use your data with appropriate due care and attention and only for the purposes of accreditation, logistics and security.

You may access the _Privacy Policy by clicking here_, which sets out the rights of the data subject.

Once Cyprus Presidency has ended, data shall be removed from all systems.

☐ I confirm that I have read and understood the above data protection statement.

[Validate]

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Password   Disconnect

Access code

Please provide the access code of the event you wish to register for.

[_____]

[Validate]

Step 2

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

> Enter your e-mail;
> 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

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 XG60Y
Confirmation*	[_____]	Please enter the verification code
Password strength	[_____]	
First Name(s)*	[_____]	
Surname*	[_____]	
Language*	[English ▾]	

[Cancel] [Validate]

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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**).	

3. PERSONAL DATA

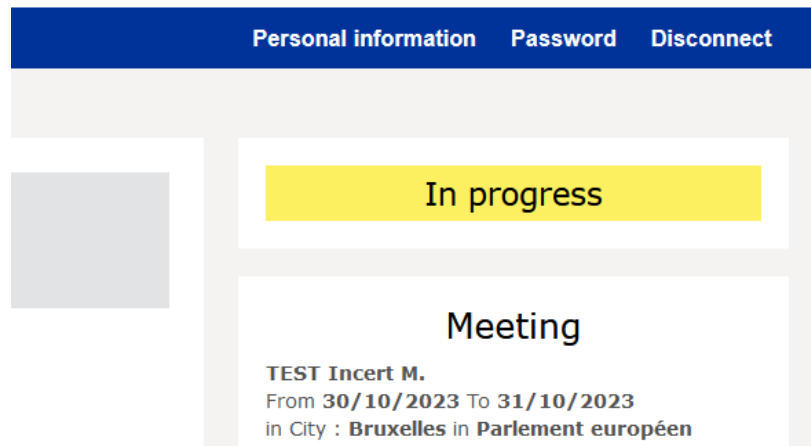|	
Step 3 **Fill in the form:** 1. Fields marked with an asterisk must be completed. 2. Please upload your ID photo (jpg, png, gif or bmp format: less than 5Mb). 3. Click on "Save and next", and go to **Step 4**.	**Meetings** Profile Transport Hotel Program **Personal information** First Name(s) *　　　　　　　　　　Surname * Position *　　　　　　　　　　　　　Function Select an option **Recent identity photo** Edit image Formats: .jpg, .png, .gif Maximum weight: 5 MB Recommended size: 640x640 pixels Date of birth *　　　　　　　　　　City of birth dd/mm/yyyy
Step 4 Depending on the events, you can click on "Documents" to see the documents associated with this event. <u>Please make sure</u> 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.).	**Meetings** Profile Transport Hotel Program ◀◀ ◀ ▶ ▶▶ Today　　　　　　　2023　　　　　List Week Day No events to display ☐ Program available for registration　■ Participant registered in the program

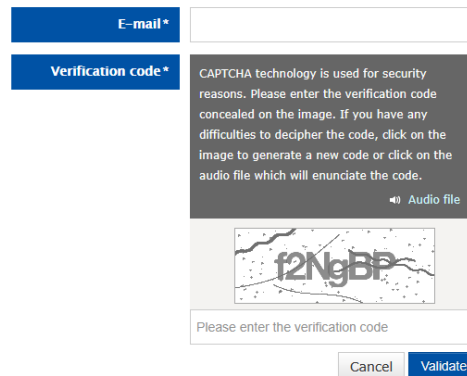|	
Step 5 The dashboard gives you a summary of your current application for accreditation. An email is sent to your mailbox when accreditation is accepted or refused.	Personal information Password Disconnect In progress Meeting **TEST Incert M.** From **30/10/2023** To **31/10/2023** in City : **Bruxelles** 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.	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. ◄) Audio file f2NgBP Please enter the verification code Cancel Validate