

NOVENTO USER GUIDE: MEDIA REGISTRATION

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

Step 1

Go to the website:

<https://media.cy2026.eu>

If you are not yet registered

- > 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**

The screenshot shows the login interface for the 'Cyprus Presidency of the Council of the EU 2026' accreditation platform. The header is dark blue with the text 'Cyprus Presidency of the Council of the EU 2026' on the left and 'Accreditation platform for the media' on the right. Below the header, a white box contains the following text: 'Only accredited journalists and media staff may access the venues of the Presidency.' followed by 'This space will allow you to request for accreditation for several meetings of the Presidency of the Council of the European Union and obtain all elements necessary for your participation. For more information, click [here](#).' Below this is the 'Authentication' section with two input fields: 'E-mail' and 'Password', each with a blue label on the left. A blue 'Log in' button with a checkmark icon is positioned to the right of the password field. At the bottom of the white box, there are two links: 'Not registered yet ? [Create a new account](#)' and 'Forgot your password ? [Request a new password](#)'.

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**).

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 *	<input type="text"/>	Verification code *	<div>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</div>
Confirmation *	<input type="text"/>		
Password *	<input type="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 *	<input type="text"/>		
Password strength	<div></div>		
First Name(s) *	<input type="text"/>		
Surname *	<input type="text"/>		
Language *	<div>Dutch</div>		

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

Thank you for Your Registration!

Your account has been created and a verification e-mail has been sent to your registered e-mail address.

Please click on the verification link included in the e-mail to activate your account.

Your account will not be activated until you verify your e-mail address.

Step 3

When you first log in:

- > You must take note of the terms and conditions applicable to the automated processing of personal data under the Cyprus Presidency of the Council of the European Union:

Cyprus Presidency of the Council of the EU 2026 Accreditation platform for the media Disconnect

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 organisations 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.

3. PERSONAL DATA

Step 4

Fill in the form:

< Fields marked with an asterisk must be completed.

< Please upload your ID photo and a copy of your press card or a reference letter from your employer or other proof of journalistic activities if you do not have a press card. (jpg, png, gif or bmp format: less than 5Mb).

< If you are independent, enter your own information under "editor-in-chief".

< Click on "Save and next", and go to **Step 5**.

Cyprus Presidency of
the Council of the EU 2026

Accreditation platform for the media

Personal information Password Disconnect

Personal information

Title
☐ Mr ☐ Mrs

First Name(s) * Surname *

E-mail * Phone

Mobile phone *

Function * Other function

Recent identity photo

Formats: .jpg, .png, .gif
 Maximum weight: 5 MB
 Recommended size: 640x640 pixels

Date of birth * Country of birth

Nationality * Citizenship

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

Press Card

Press Card *
☒ I have a press card ☐ I do not have a press card

Card type * Card number *

Card issued by * Press card or assignment letter *

Step 5

You must now select the meetings for which you wish to be accredited. Here you can filter by name, date, theme of the event and whether any previous applications have already been denied or accepted. Only events open to the media are visible for accreditation.

Click on "Request Accreditation" 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.

Step 6

Dashboard "My meetings":

This dashboard gives you a summary of the status of your requests in real time. You are also informed by email when a request for an event is accepted or refused.

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 apply via this screen and your application will be approved by our administrators. The status of your request is displayed in the list below.

Find a meeting

From 19/10/2023

To

Filters

☐ Agriculture

☐ Budget

☐ Business and Industry

☐ Climat

☐ Commerce

☐ Requested ☐ Accredited ☐ Refused

Prev 1 2 3 4 5 ... 8 9 Next

Display of elements 1 to 5 of 44

TEST Incert M.

Request accreditation

Place: 30/10/2023 - 31/10/2023

Informal European Council

Request accreditation

Place: 01/01/2024 - 01/01/2024

My meetings

Accreditation to each meeting has to be done separately.

Requests in progress

0

Requests accredited

0

Requests refused

0

Step 7

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



Please enter the verification code

Cancel

Validate