


How to register

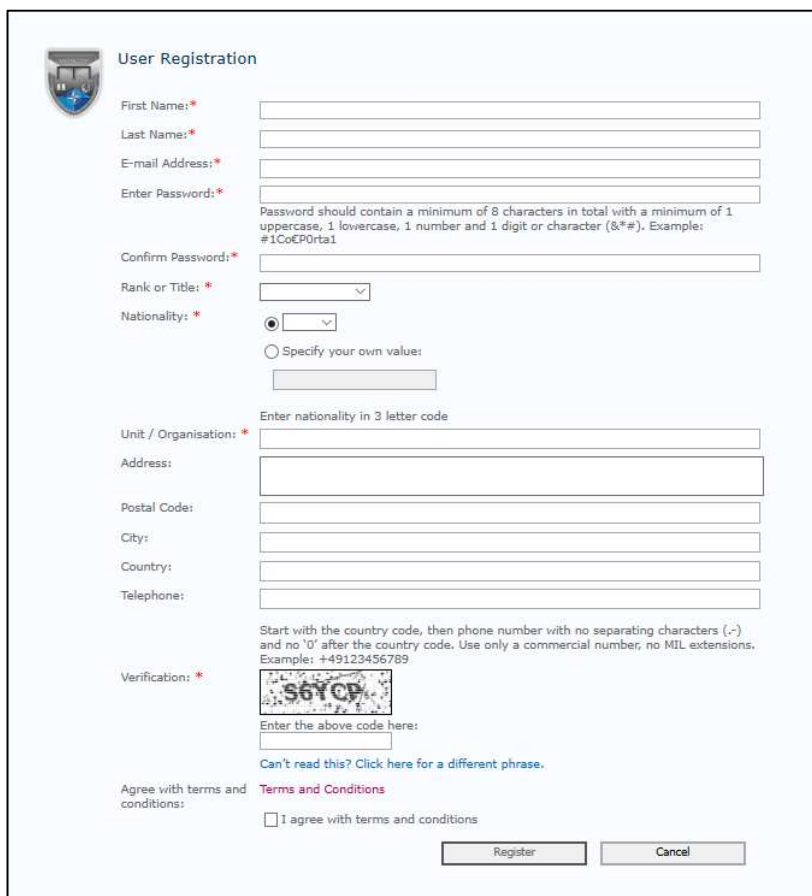
Before registering for a course/ event/ workspace access you must register for our webpage:

I. Register via our Webpage for access to our Portal

- 1) Go to our webpage www.milengcoe.org
- 2) Click on “ portal” (at the right corner of the webpage) and choose “**Register**”



- 3) A registration form will open. Please use your **military E-mail account** for requesting access to our Portal. Only military & official civilian (industry) e-mail accounts will be accepted. If you do not have one, please register with your personal account, IKM-cell will contact you for an additional inquiry to verify your access request.



User Registration

First Name: *

Last Name: *

E-mail Address: *

Enter Password: *

Confirm Password: *

Rank or Title: *

Nationality: *

Unit / Organisation: *

Address:

Postal Code:

City:

Country:

Telephone:

Verification: *

Agree with terms and conditions:

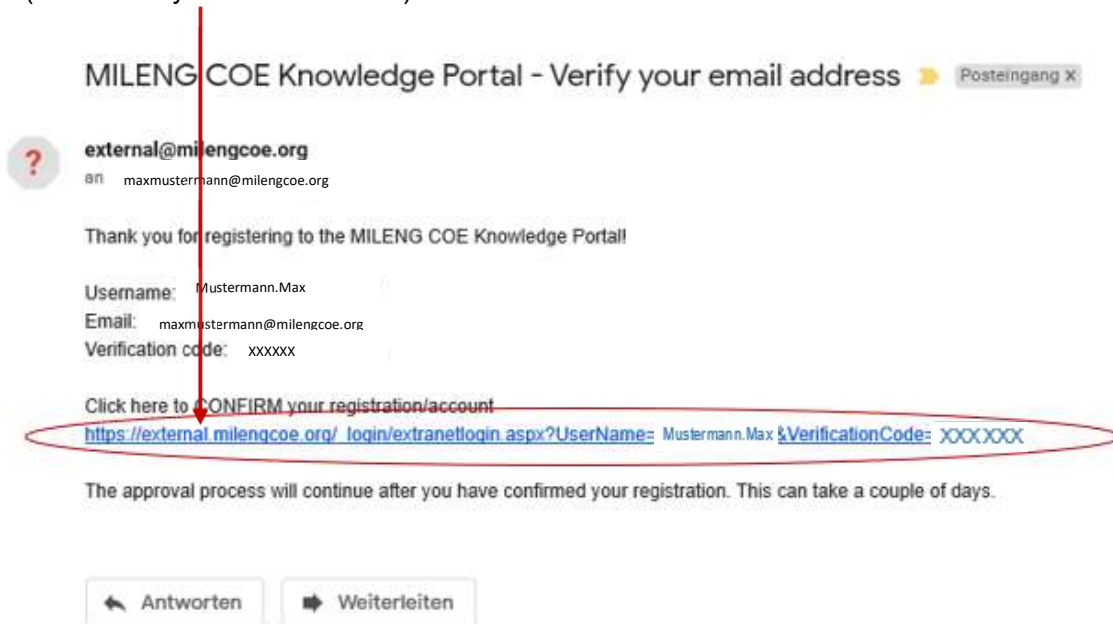
I agree with terms and conditions

[Terms and Conditions](#)

- 4) After clicking on “**Register**” you will get the message:



- 5) You will receive an e-mail from our system in order to verify your account. Please click on the link (also check your Junk-mail box):

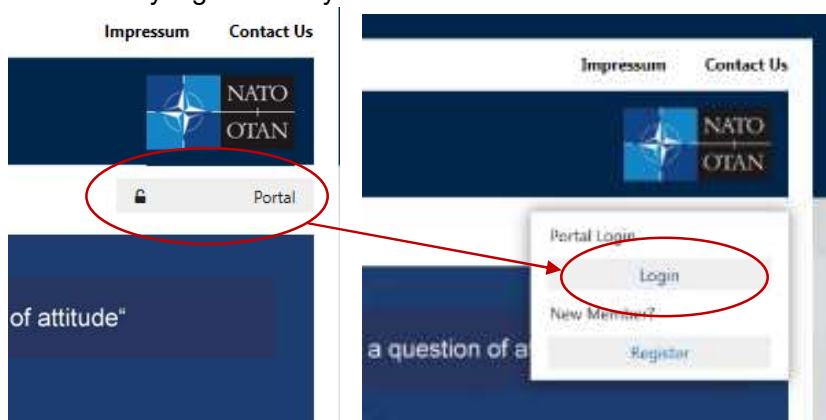


An internet page will open where you need to fill in your username and password together with the verification code you received in the e-mail. Click OK to finalize the verification process.

The screenshot shows a web page titled "Enter your username and password." with a NATO/OTAN logo. The form contains the following fields and buttons:

- User Name: Mustermann.Max
- Verification Code: xxxxxx
- Password: xxxxxxxxxxxx
- Buttons: OK, Forgot Password, Windows Authentication, Register

- 6) Now that your e-mail is verified, MILENG COE Admin can approve your account and you will receive a confirmation email when this is done. Now you have access to the Knowledge Portal of our External by login in with your credentials via our website.



II. Register for a course/ event/ workspace access

1) After you logged in to our Portal, you can start your course/ event/ workspace registration.

The screenshot displays the MILENG COE Portal interface. At the top, there is a navigation bar with links for HOME, MILENG COE, Event, Course, MILENG Discussion Forum, Help, Industry Information Exchange Platform, and Impressum. The main content area is divided into sections: Info Centre, Information Centre, Events, and Courses. The Information Centre features a news item titled "Finish Army training opportunities" dated 28.03.2023, with a list of training opportunities and a link to open the document. The Events section contains a table of upcoming events with columns for Start Day, End Day, Title, and Location. The Courses section contains a table of upcoming courses with columns for Start Day, End Day, Title, and Location. In both the Events and Courses tables, red arrows point to "Register" links in the right-hand column. On the right side of the portal, there is a sidebar with various icons and links, including "Request Access to a workspace", "MILENG Document Library", "MILENG Discussion Forum", "MILENG Downloads", "NATO MILENG Publications", and "Students Information".

2) Course & Event Registration

- In the calendar on the portal homepage, you can see which courses/events we are organizing. If registration for the course/event is open a “**Register**” link will be available (see picture above).
- Click on the “**Register**” link for the course/event you want to attend. A registration form will open, fill in all the details and click “Submit Registration” if you filled in all the required info.
- You will receive a confirmation e-mail of your registration on the e-mail account you filled in in the registration form. Make sure to also check your spam-folder.

3) Workspace access

- If you need access to a specific “Workspace”, please click on “**Request access to a workspace**”.
- An e-mail will be opened, please fill in which workspace you would like to have access to, and the IKM-cell will process your request and reply to your e-mail.
- If you are registered for a course/event and a specific workspace is created for that course/event, you will automatically get access to that workspace 3 weeks before the start of the course/event.