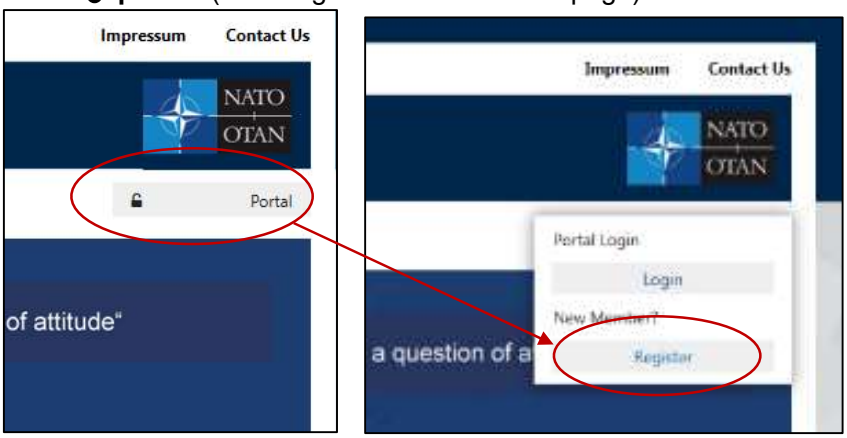
How to register

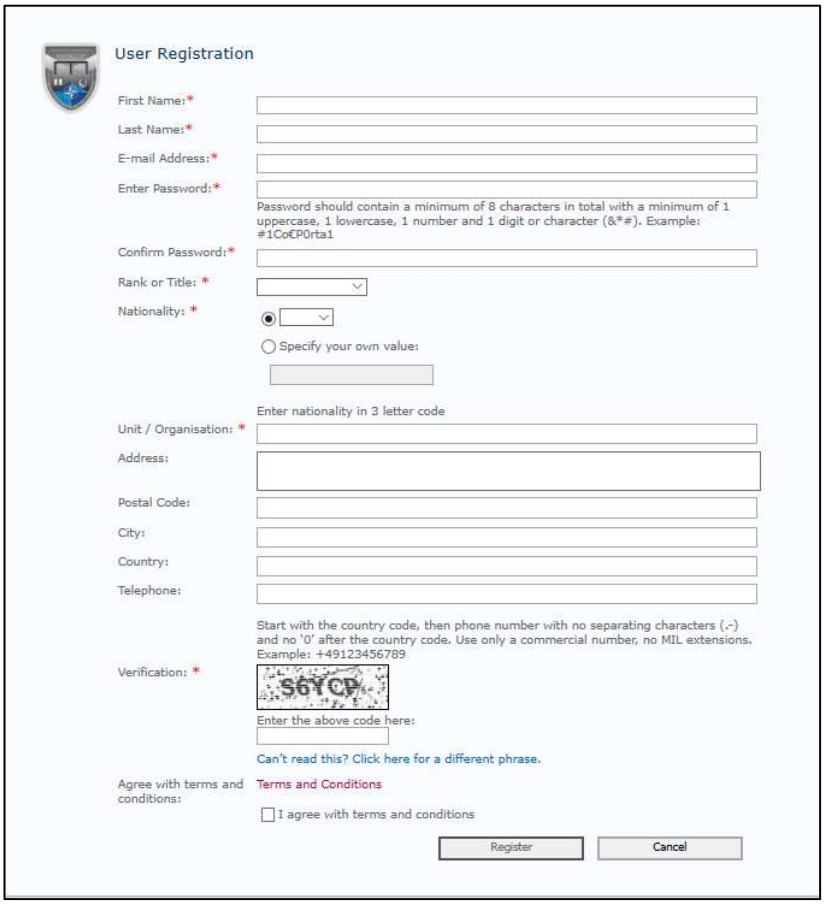
Before registering for a course/ event/ workspace access you must register for our webpage:

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"**

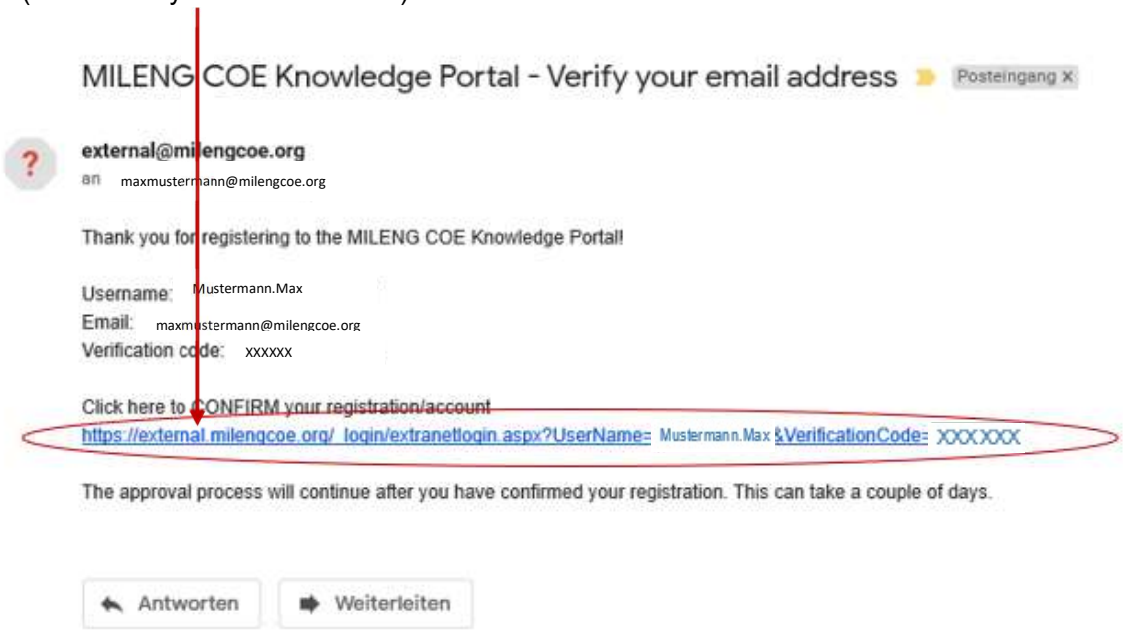


3) A registration form will open. Please use your **military E-mail account** for requesting access to our Portal. Only military & official civilian (industry) e-mail accounts will be accepted. If you do not have one, please register with your personal account, IKM-cell will contact you for an additional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

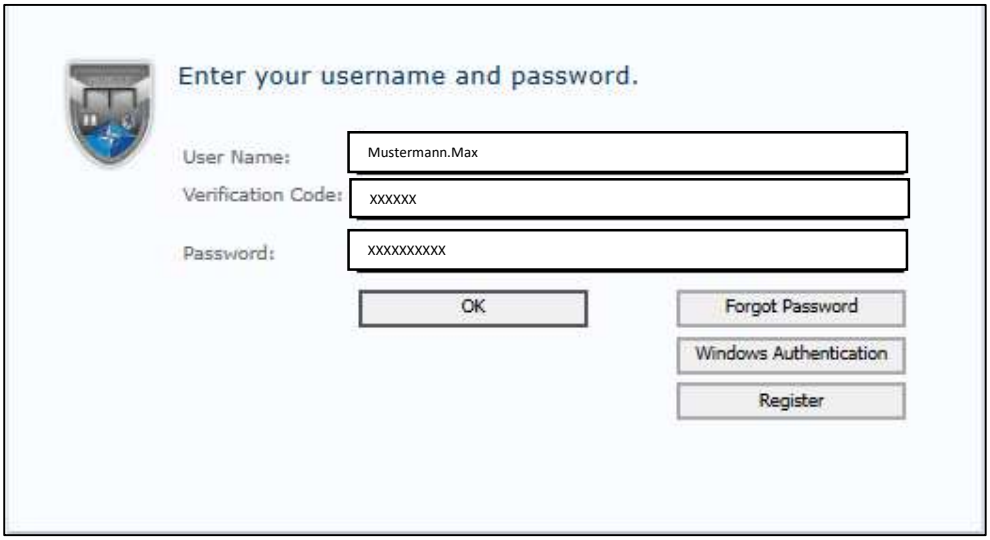


4) After clicking on **"Register"** you will get the message:

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):



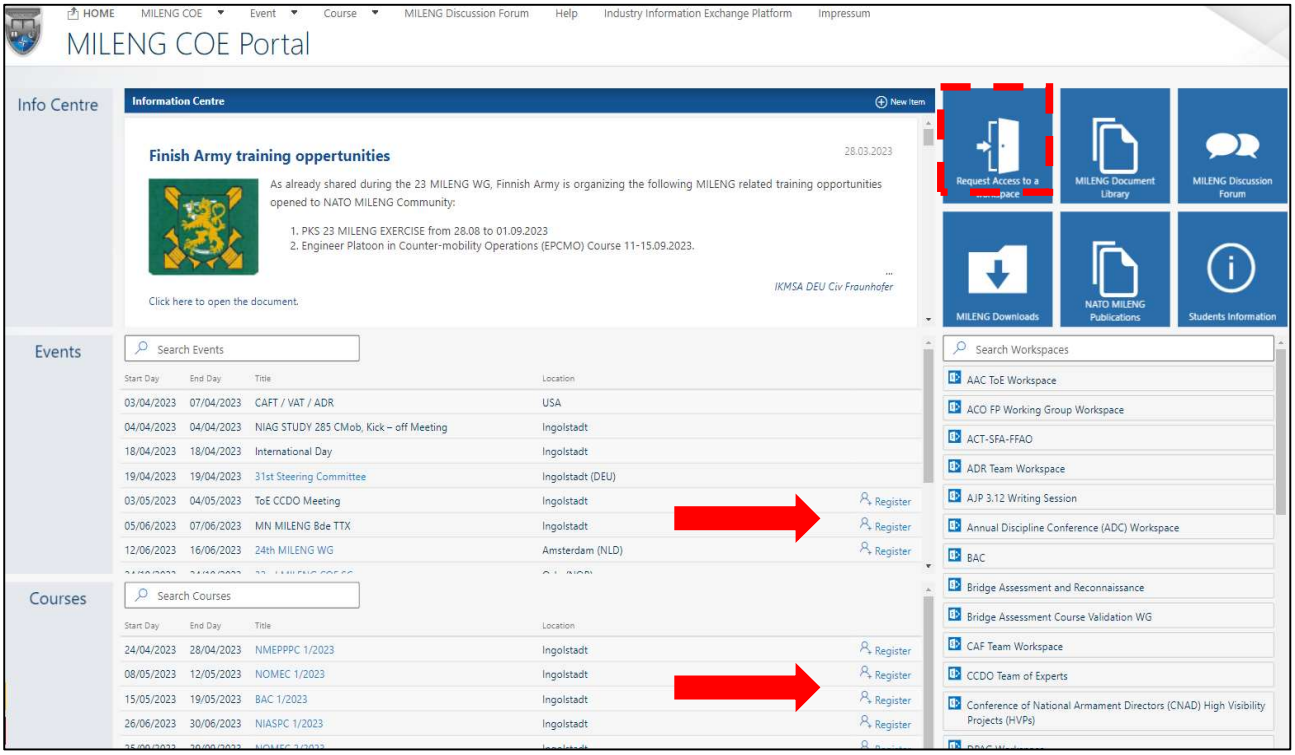
An internet page will open where you need to fill in your username and password together with the verification code you received in the e-mail. Click OK to finalize the verification process.



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.



2) <u>Course & Event Registration</u>

   a. 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).
   b. 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.
   c. You will receive a confirmation e-mail of you registration on the e-mail account you filled in in the registration form. Make sure to also check your spam-folder.

3) <u>Workspace access</u>

   a. If you need access to a specific "Workspace", please click on "**Request access to a workspace**".
   b. 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.
   c. 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.