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.

![Enter username and password](image)

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.

![Knowledge Portal login](image)
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) Course & Event Registration
   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 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
   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.