



## Accreditation Platform User Guide for Participants: Registering as a Civil Society Participant

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### Introduction

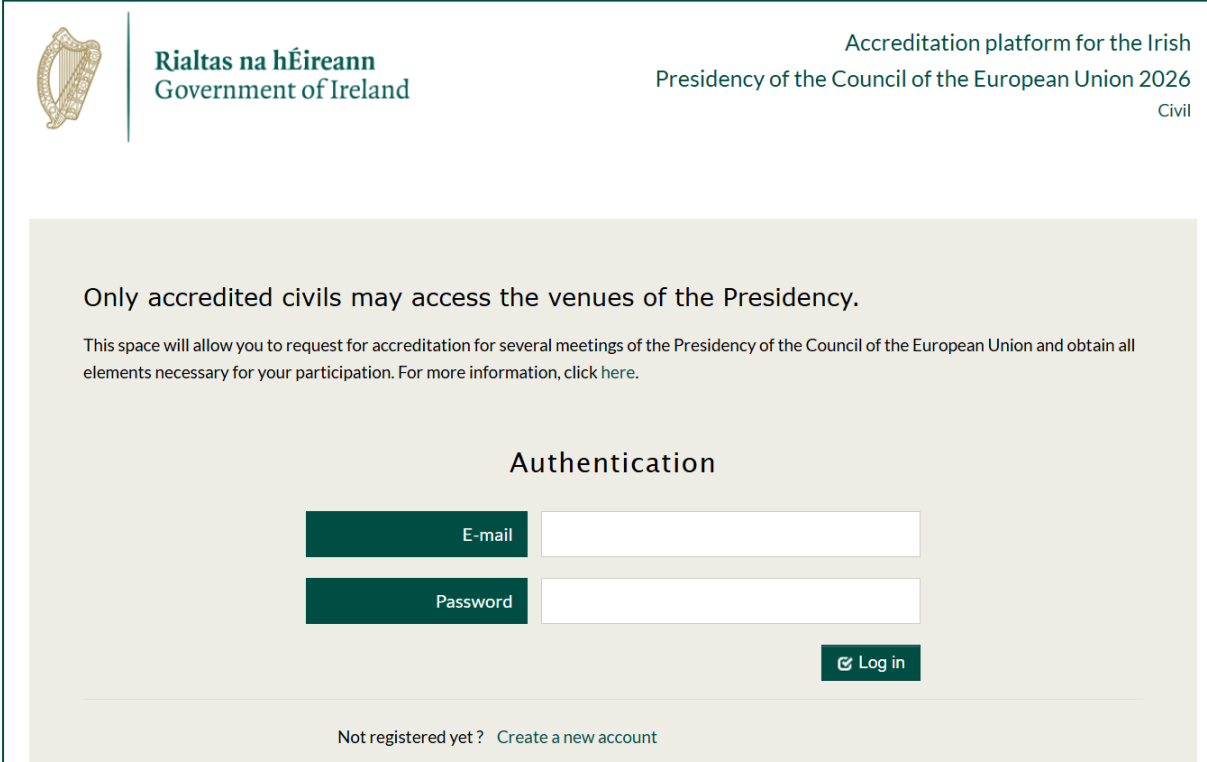
The Irish Presidency of the Council of the European Union looks forward to welcoming you to Ireland.

This user guide explains the steps that you will need to follow to register your attendance at an Irish EU Presidency meeting.

For queries or technical assistance, please contact [EUPresidency.accreditation@dfa.ie](mailto:EUPresidency.accreditation@dfa.ie)

### 1. Create your account

You have been provided with the dedicated registration link for the meeting that you wish to attend. From this registration page, to create your account, please click “Create a new account”. Then follow the steps on screen to set your personal account password.



The screenshot shows the login page of the Accreditation platform for the Irish Presidency of the Council of the European Union 2026 Civil. The header includes the Government of Ireland logo and the text 'Rialtas na hÉireann Government of Ireland' on the left, and 'Accreditation platform for the Irish Presidency of the Council of the European Union 2026 Civil' on the right. The main content area has a light beige background and contains the following text: 'Only accredited civils 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 a section titled 'Authentication' with two input fields labeled 'E-mail' and 'Password'. A 'Log in' button with a key icon is positioned to the right of the password field. At the bottom, there is a link: 'Not registered yet? [Create a new account](#)'.

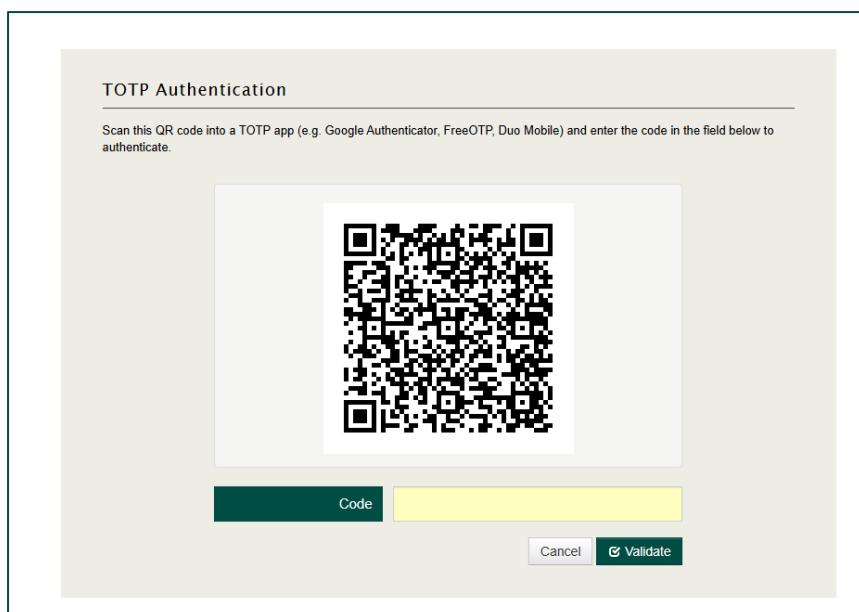
### 2. Verify your account

You will receive an email from [noreply@ireland2026.eu](mailto:noreply@ireland2026.eu) asking you to verify your account on the EU Presidency accreditation platform. Please click on the verification link in the email to activate your account. Please enter your email address, and the password that you created when you were setting up your account.

### 3. Set up two-factor authentication

You will see a QR code on screen. Scan the QR code with an authenticator app (such as Microsoft Authenticator, Google Authenticator or similar) to generate an access code. If you do not already have an authenticator app installed on your phone, you will need to download one from your app store. Enter the access code to log in.

You will only need to scan this QR code once, but you will need to enter an access code from your authenticator app each time you log into your Accreditation Platform account. Please save the “Novento” account into your authenticator app, so that you can obtain a new code when you are next logging in.



#### 4. Acknowledge data processing

The first time you log in to your account, you will see an “Acknowledgement” notice. This notice informs you of the Department of Foreign Affairs and Trade’s approach to processing the data stored in the EU Presidency accreditation system, and includes a link to the Privacy Notice for the accreditation system. Please read the Privacy Notice and click the check box to acknowledge the information.

#### 5. Complete the accreditation form

You can register to attend the meeting to which you have been invited.

Please complete the “Profile” tab. Please enter the requested details, and upload a recent identity photograph, to be printed on your accreditation badge.

 A screenshot of a web application interface. At the top, there is a dark green navigation bar with tabs: 'Meetings', 'Personal information', 'Password', and 'Disconnect'. The 'Personal information' tab is selected. On the left, there is a 'Profile' sub-tab. The main content area is titled 'Personal information' and contains several form fields: 'First Name(s) \*' (with a sub-field 'First Name'), 'Middle name', 'Surname \*' (with a sub-field 'Surname'), and 'Name to be printed'. There is also a 'Recent identity photo \*' section with an 'Edit image' button. On the right side, there is a 'Meeting' section showing details: 'Meeting', 'From 01/06/2026 to 31/12/2026', 'in Ireland', and a 'View meeting details' link.

When you have finished entering the mandatory information (marked with a red asterisk) in the “Profile” tab, you will be able to press “Save”. **Please provide all of the requested information before the end of the registration period, to support logistical planning. You can Save your application and return to it to complete later, once you have provided at least the mandatory information.**

You have the option to include information about the organisation that you are representing, and to upload a confirmation letter from that organisation, if this is relevant for you.

#### 6. Electronic confirmation of accreditation

You will be notified by email when your accreditation is approved. The email will include a link to access your “Electronic confirmation” document. This is a document containing a QR code, which you may be asked to present on arrival at the meeting, along with your i.d. document, to collect your accreditation badge or to gain access to the venue. Please remember to download or print your “Electronic confirmation” document, using the link that you receive by email.