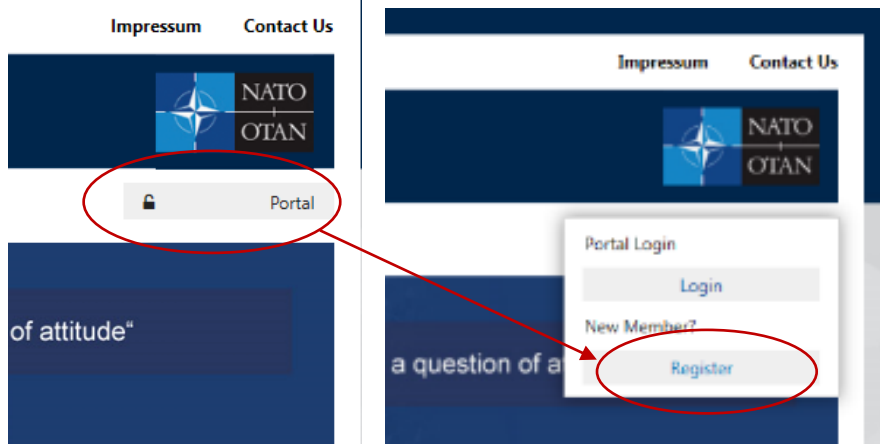


How to register


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

I. Register for our Webpage for access to our External

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



- 3) Please Register with your **Military E-mail Account** for our External Knowledge Portal by filling in the form:



User Registration

First Name: *

Last Name: *

E-mail Address: *

Enter Password: *

Confirm Password: *

Rank or Title: *

Nationality: *

Specify your own value:

Unit / Organisation: *

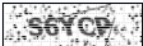
Address:

Postal Code:

City:

Country:

Telephone:

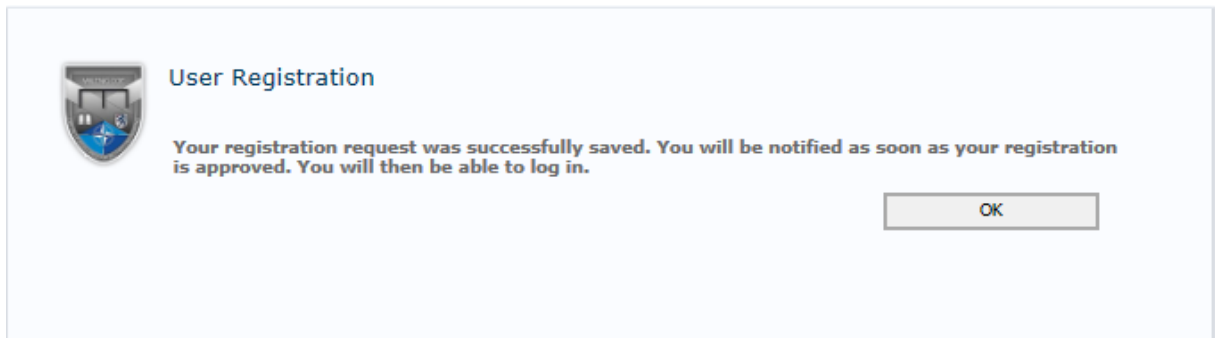
Verification: * 
Enter the above code here:

[Can't read this? Click here for a different phrase.](#)

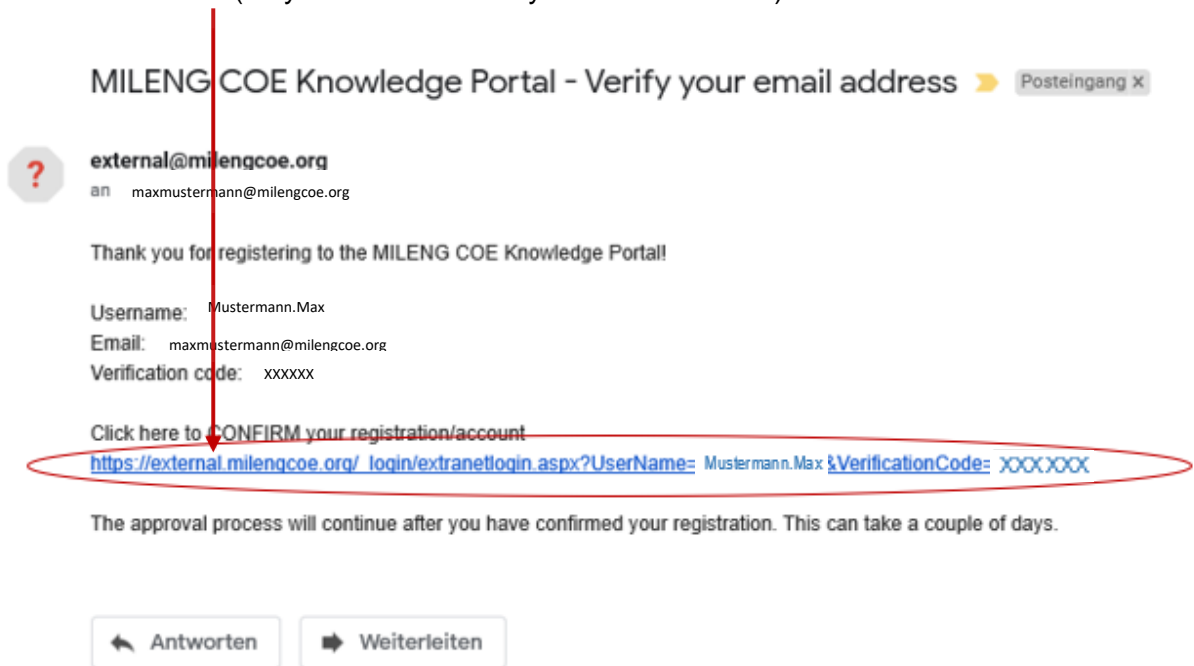
Agree with terms and conditions: [Terms and Conditions](#)

I agree with terms and conditions

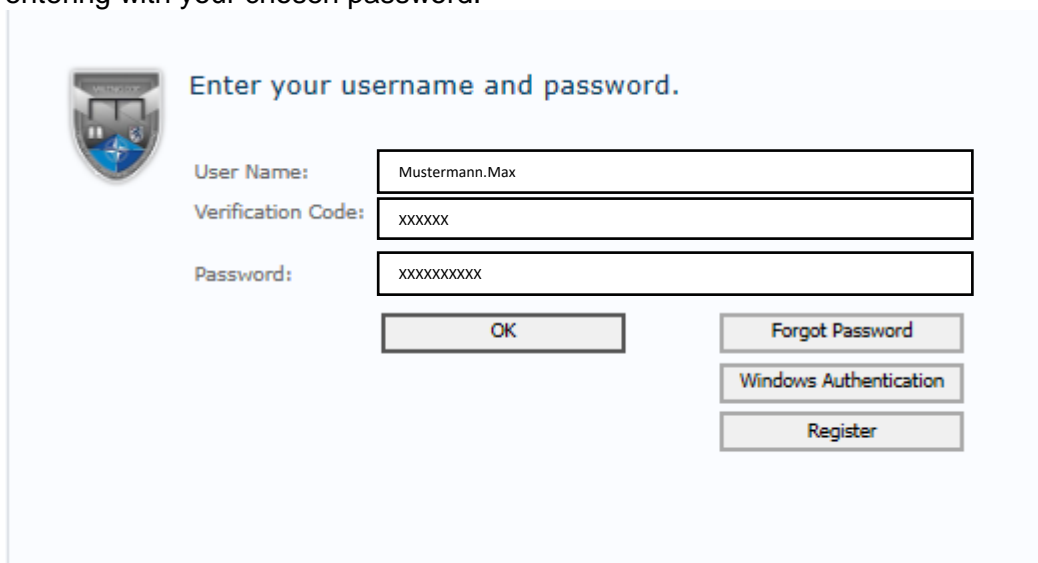
- 4) After clicking on “**Register**” you will get the message:



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



- 6) After MILENG COE Admin has approved your account, you will receive a confirmation email. Now you have access to the Knowledge Portal of our External by entering with your chosen password.



II. Register for a course/ event/ workspace access

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

The screenshot shows the MILENG COE Knowledge Portal interface. The main navigation bar includes 'Home', 'Event Registration', and 'Course Registration' buttons, which are highlighted with red dashed boxes. Below this, there are sections for 'Events' and 'Courses', each with a 'View my registrations' link. The 'Workspaces' section on the right lists various workspaces, with a 'Request access to a workspace' button highlighted at the bottom. The page also features a search bar, a sidebar with navigation options, and contact information for the Military Engineering Centre of Excellence.

2) By click on “**Event Registration**” or “**Course Registration**”, you can apply for a Course or an Event by filling in the “**Registration Form**”.
If you need access to a specific “**Workspace**”, please click on “**Request access to a workspace**”.

For example: Course Registration Form

[the same with events/ workspaces]

- 1) Fill in the **“Course Registration Form”** to send a request for the course you want to join:

The screenshot shows a web-based form titled "Course Registration Form". At the top, there is a toolbar with buttons for "EDIT", "Save", "Cancel", "Paste", "Copy", "Cut", "Spelling", and "Commit". Below the toolbar, the form fields are as follows:

- Course Title ***: A dropdown menu with "BAC 2/2020" selected.
- Start Time**: 2020-10-26 00:00:00
- End Time**: 2020-10-30 23:59:00
- A note: "If a course is not listed, slots are not available anymore."
- Rank or Title ***: A dropdown menu.
- First Name ***: A text input field.
- Family Name ***: A text input field.
- Nationality ***: A dropdown menu with "ABW" selected.
- Gender ***: Radio buttons for "Female" and "Male".
- Official Military Email**: A text input field.
- Supervisors' military email address ***: A text input field with the label "Commanders/Directors/Branch Chiefs" below it.
- Contact Email ***: A text input field with the label "Email address to send course information" below it.
- Contact Telephone**: A text input field with the label "Mobile Phone, + Country Code,no space, no characters, eg.+4912345678" below it.
- Unit / Organisation ***: A text input field.
- Experiences ***: A large text area with the label "Please describe your experiences/previous position with time data on the basis of the course" below it.

- 2) After filling in the form, you will receive an email, that your request was successful.

Course confirmation Posteingang x

external@milengcoe.org <external@milengcoe.org>

an Max

Englisch > Deutsch [Nachricht übersetzen](#)

Dear Mustermann

Your request for BAC 2/2020 on 26/10/2020 01:00 at Ingolstadt

has been successfully submitted.

You will receive a confirmation email from tesa@milengcoe.org. Additional information we send you at least **3 weeks ahead** of the course. If you have any questions contact tesa@milengcoe.org, please.

If you require to update/change any details, please contact the following email address:

external@milengcoe.org

Best Regards,

Additional course information will be sent at least **3 weeks ahead** by OPR and Course Admin.