



# NUGENIA – NOIP User Guide 1.

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For Contact person

NUGENIA Secretariat  
[support.noip@nugenia.org](mailto:support.noip@nugenia.org)

NUGENIA is mandated by SNETP to coordinate  
nuclear Generation II & III R&D



[www.snetp.eu](http://www.snetp.eu)

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## Organisation profile



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Official name :

Acronym :

Address :

ZIP/City :

Country :

Category :

Website :

Overview of information provided to NUGENIA.

Information provided serves as the **only** reference used by the NUGENIA Secretariat to keep in official contact with your organisation.

## Brief description (1500 characters)

**B I U** | | | | Font

Lagrange Innovation.

Update the description of your organisation.

See authorised domain(s) for your organisation.

See all contacts for your organisation and its roles

## Auhotrised email domain( s ) - My organisation

mail domain(s)	Approval type for Registered user's accounts
lgi-consulting.com	Manual confirmation
lgi-consulting.eu	Manual confirmation

## Registered users - My contacts

Contact person: Mr. Martin PECANKA

Manage new NOIP users

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There can be only **1 Contact person, 1 Invoice contact person and 1 or 2 Authorised representatives and 1 GA representative** per organisation.

It is also possible that all roles are covered by only one person.

## Representation in NUGENIA

As a Contact person you can add and edit roles of persons involved in NUGENIA activities within your organisation. For persons who have already registered to NOIP you only add a role in the table NOIP Registered users and they will appear in the table Representation in NUGENIA.

For those who are not or do not need to be registered to NOIP (Authorised representatives, GA representative, Invoice Contact person) but have a role within NUGENIA, you can add them and create their role independently by clicking on Add new person (not NOIP Registered user)

Be aware that for each organisation there can be only **1 General Assembly representative, 1 Invoice Contact person and 1 or 2 Authorised representatives**. You have to keep the table with the roles in NUGENIA up to date as it is the main source of contact information on your organisation for the NUGENIA Secretariat.

## NOIP users

Status review and options for editing NOIP roles and confirming new Registered users.

Member	Role(s)	Type	Action
Role			Action
Invoice person			
Authorised representative	Non-registered user		
Contact person	Registered user		
Registered user	New Registered user under confirmation		

Non-registered users have a specific role in NUGENIA but are not NOIP users. **To activate their accounts contact: [support.noip@nugenia.org](mailto:support.noip@nugenia.org)**

Clicking on **green wheels** allows you to delete or add a role to a Registered user.

Click on **green check** for confirming the NOIP access to a new Registered user from your organisation.

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Invite your colleagues to join NOIP.

After sending the invitations please check how you will confirm the users requests in the section **Manage new NOIP users**

## Send invitations to join NOIP

Invite colleagues from your organisation to join NOIP. Write their email addresses separated by comma.

 Send

Invitation date

Email

Status

### See the status of the invited persons

**Sent** – if they have received the invitation but have not yet registered or their registration was not yet confirmed and your action is required.

**Registered** – if they have already access to NOIP

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## How to manage the confirmations for Registered users of my organisation

### **Automatic confirmation**

Automatic confirmation is an option for the Contact person to accept automatically all requests for user account creation submitted by interested person from the member organisation. To allow this, the Contact person defines the approved domain (@organisation.com) of the NUGENIA member organisation (example: Name.Lastname@organisation.com). If an organisation uses more than one domain, the Contact person has the possibility to add/edit various domains. The automatically confirmed user receives the password and becomes visible in the NUGENIA Members Directory.

### **Manual confirmation**

Manual confirmation allows the Contact person to accept one by one requests for user account creation submitted by interested persons from the organisation. Following this manual confirmation the user receives the link to create a password and becomes visible in the NUGENIA Members Directory.

### **Restricted list of users**

The restricted list of users is defined by the Contact person with the aim to limit the access to the NOIP to a preselected group of persons. The identified persons will receive an invitation to join NOIP by filling up the online form - New NOIP user - registration.

3 options to confirm NOIP access requests from Registered users of your organisation.

## Add a domain valid for my organisation

## Registered domain(s)

Domain	Choose the type of confirmation
lgi-consulting.com	Manual confirmation
lgi-consulting.eu	Manual confirmation

## Activate the restricted list of users

Create/edit a restricted list of Registered users for your organisation (add emails separated by comma)

If an email domain used by your organisation is not added to the list of Registered domains, a new user will not be able to proceed with registration.

Always decide for each domain how will you confirm the received user registration.

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*Invoice contact person: Ms. Emmanuelle JORE*

Official name :	<input type="text" value="LGI Consulting"/>	
Acronym :	<input type="text" value="LGI"/>	
Address :	<input type="text" value="13, Rue Marivaux"/>	
	<input type="text"/>	
	<input type="text"/>	
ZIP/City :	<input type="text" value="75002."/>	<input type="text" value="PARIS"/>
Country :	<input type="text" value="France"/>	<input type="button" value="▼"/>
VAT number :	<input type="text" value="FR11485241368"/>	

If you need to change the Invoice contact person – go to Manage my contacts and attribute a role to a new Registered user.

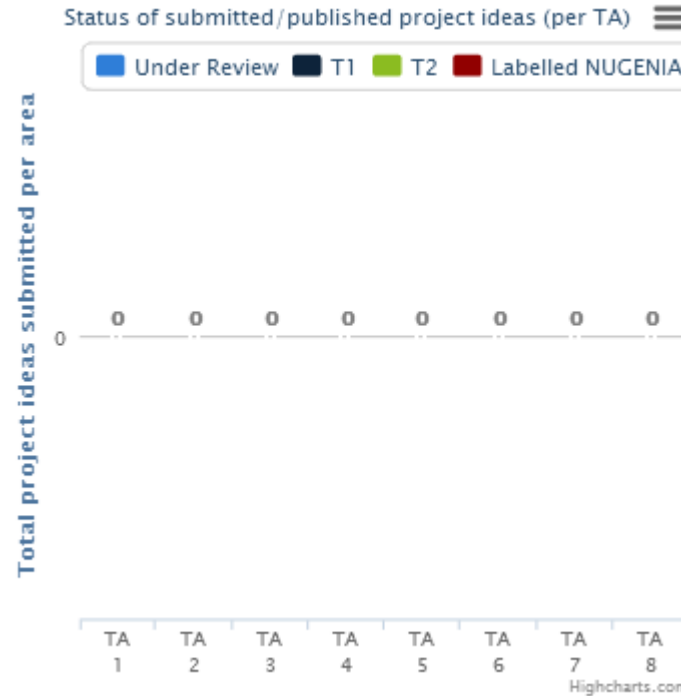
Assure that there is only 1 Invoice contact person.

Invoicing address and Invoice contact person needs to be always updated by the Contact person.

The information provided is the only reference to the NUGENIA Secretariat to prepare and distribute the annual membership invoice.

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Follow the status or project ideas submitted by your colleagues.

Click on the upper right corner to download the image with the graph.

All projects submitted by Registered users from your organisation are listed with all necessary technical details.



For any doubts or problems  
with the NOIP use, please do  
not hesitate to contact:

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[support.noip@nugenia.org](mailto:support.noip@nugenia.org)