SafeSeaNet Norway

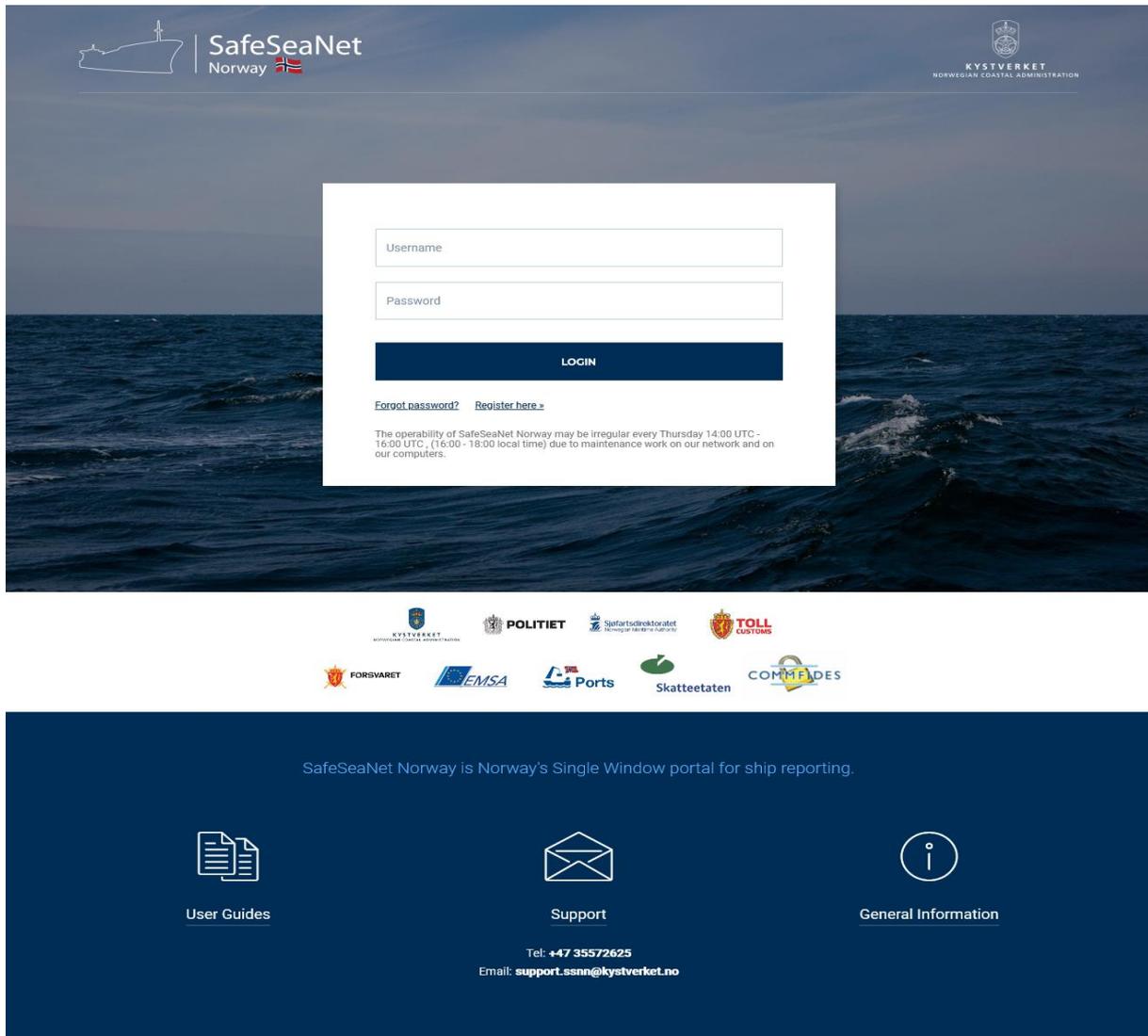# User Registration Guide

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1 Log In

Figure 1: Log In

To register a new user account, click the link `Register here`. The first registration step is described in section 2.1.

If you have forgotten your password, please refer to section 0.

2 Register New User

2.1 Start

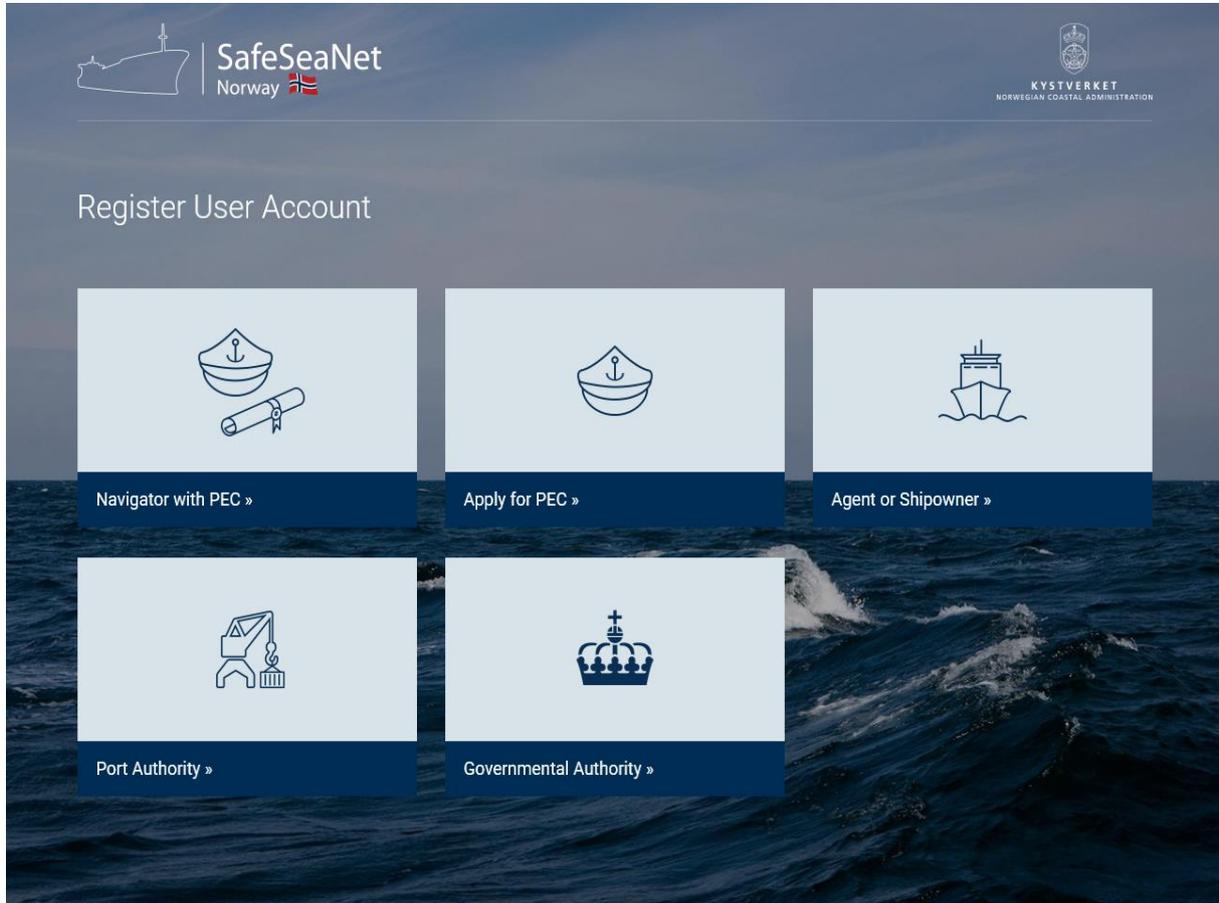Start by selecting your user account type.

Figure 2: User Account Type Screen

- **Navigator with PEC**: *Choose this if you already have a pilotage exemption certificate. Refer to section 2.1.1.*

- **Apply for PEC**: *Choose this if you are planning to apply for a pilotage exemption certificate.*

- **Agent or Ship Owner**: *Choose this if you wish to register voyages.*

- **Port Authority**: *Choose this if you are employed at a Norwegian port.*

- **Government Authority:** *Choose this if you are employed by the Norwegian Maritime Authority. A new selection of authorities will be displayed, and you should select the one that is relevant for your position of employment.*

2.1.1 Find Pilotage Exemption Certificate

When you choose `Navigator with PEC`, you will presented with a form to find your pilotage exemption certificate.

Figure 3: Search For PEC

Please enter your `PEC Number`, `First Name`, `Last Name` and `Date of Birth` in the `Find Pilotage Exemption Certificate` section.

When you have found your PEC, click `Next` button to proceed to the next step.

2.2 Personal Information

Figure 4: Personal Information Screen

In the `Personal Information` form the user must fill in first and last name. A valid mobile phone number must be provided to receive a verification text message.

If the mobile phone number is not Norwegian, make sure the country code is correct. You can type the country code directly, or type the country name in the `Country Code` field in front of the `Mobile Phone` field. When typing the country name a list of countries will appear, please select the appropriate one.

To be able to use SafeSeaNet Norway, users will have to accept both the `Terms and Conditions` and the `Privacy Statement` issued by the Norwegian Coastal Administration.

2.2.1 Credentials

The email address you provide will be your username.

Enter a desired password in the `Password` field. The password must be at least 8 characters long, must contain a mix of upper and lower case letters, and at least one digit. Enter the same password in the `Confirm Password` field.

When you have entered the required information, click `Next` to go to the mobile phone verification step.

2.3   SMS Verification

You should receive a text message with your verification code after clicking next in the `Personal Information` screen.

Figure 5: SMS Verification Screen

Enter your code in the `Verification Code` field and click `Next`.

If you did not receive a text message within 5 minutes you can try to have it sent to you again by clicking the `click here to resend the SMS` link.

Please verify that you have entered the correct mobile phone number.

2.4   Company

This step does not apply to Government Authority employees.

In the `Company` screen you choose which company you are associated with. Enter your company name or organization number, and click search. Alternatively select your company from the list that appears when typing your company name.

If you wish to register a non-Norwegian company, please refer to section 2.4.1.

Figure 6: Searching For Your Company

If your search returns more than one company, use the `Select` link to select your company.

Your company details will appear and you can proceed to the `Confirmation` step by clicking the `Next` button.

2.4.1 Register Foreign Company

To register a foreign company, click `I am trying to find a non-Norwegian company`. Then click the `Create new foreign company` button. This will bring you to the `Company Information` screen.

Figure 7: New Foreign Company Screen

The following fields are required `Company Name, Postal Code, City, Country` and `Email`

You must upload one or more company certificates to verify the companys existence.

When you have entered the required information, you can click `Next` to go to the `Confirmation` screen.

2.5   Confirmation

Figure 8: Confirmation Screen

Click `Register` to finish the user registration process. A verification email is sent to the provided email address with instructions on how to verify your user account.

Figure 9: Registration Complete

2.6   User Account Verification

Figure 10: User Account Verification Email

Click the link in the email to verify your email address.
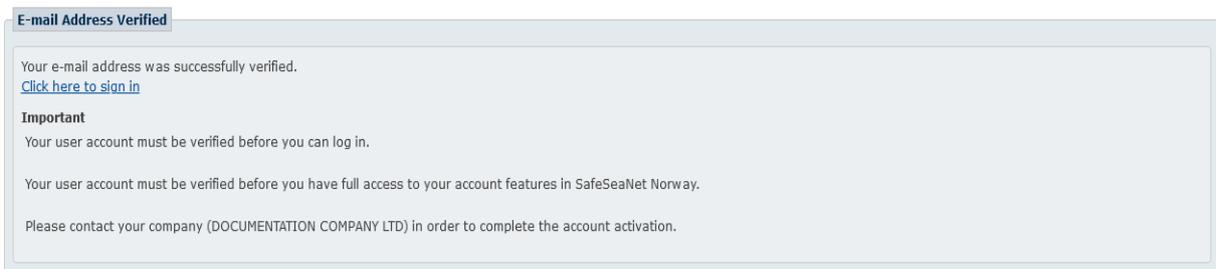

Figure 11: Email Address Verified

2.7   Activate User

When you associate with a company, your association must be verified by an existing user in that company. If there are any new unverified user accounts in your company, a notification will appear at the top of the screen. Click on the `Go to My Company` link and then the `Company User Accounts` tab.

Figure 12: Activate Users

Newly created user accounts are unverified by default.

To verify new user accounts, tick the `Verified` checkbox. A link labeled `Save` will appear. Click the `Save` link to verify the account.

You can verify multiple accounts on each save. Make all the changes you want, and then click the `Save All` button to the right above the grid.

To cancel the current set of changes, click the `Cancel All` button.

When users have been verified, they will be able to log in to SafeSeaNet with their new usernames and passwords.

A `Blocked` user account is not able to log in to SafeSeaNet Norway.

New user accounts are blocked by default until the new user has verified his/hers email address. The email address verification is open for one month after account creation.

After one month, only Kystverket may control the `Blocked` property of a user account.

New users are active by default. You can activate or deactivate a user by the `Active` checkbox. A deactivated user will not be able to log in. If an inactive user is removed from your company, he will be set to active so that he may log in and select a different company.

When you click the `Remove` link, you remove the association between the user account and the company. The user account will still exist even if you remove it from the company. The user can then select a new company if needed.

An email will be sent to each changed user account with a summary of the changes.

3 My Profile

3.1 Confirm Profile

The first time you log in you will be asked to confirm your profile information.

Figure 13: Confirm Profile

Click Update to confirm your profile.

3.2   Update Email for Correspondence

In the My Profile screen you can change the email address you use for correspondence.

Figure 14: Change Email

If you change the email address and click Update, an email will be sent to the new address. You must click the link in the verification email to start using the new email address. The old email address will be used until the new email address has been verified.

Changing your email for correspondence will not change your username.

4 Forgot Password

If you have forgotten your password, click the `Forgot Password` link at the `Log In` screen.

Figure 15: Reset Password Request

Enter your username in the `Username` field and click `Submit`. An email will be sent to you with a link. Clicking the link in the email will send you to a screen where you must choose a new password.