

ACCESSNOV

Step by Step User Guide

v.7.3

Guide Topics

- Receiving Access – MYNOV Account Registration
 - Access NOV Dashboard
 - How to Access Applications
 - Adding Dashboard Cards
 - Access NOV Features
 - User Settings
-

Receiving Access

To receive access to the portal, you will need to have a MYNOV account. You can register for a MYNOV account by selecting “MYNOV REGISTRATION”.

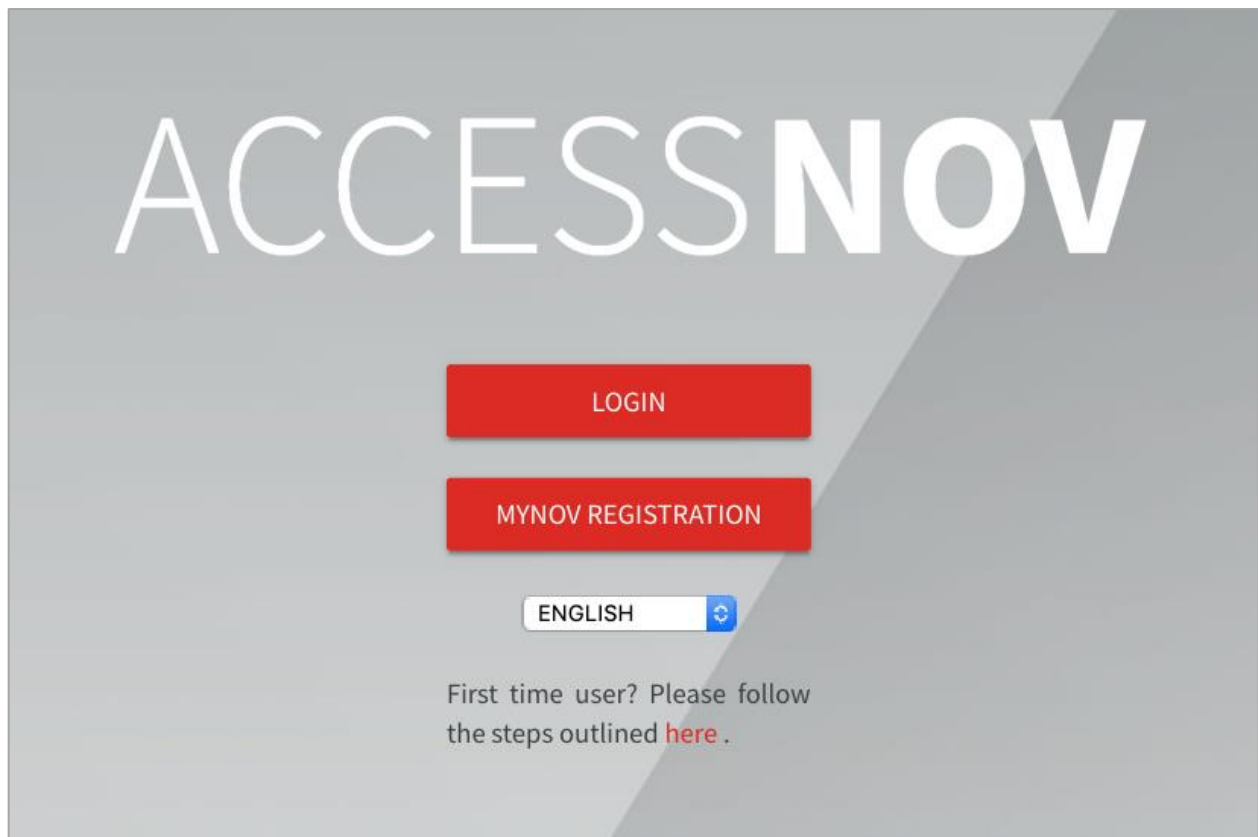


Figure 01: Access NOV Login screen

MYNOV Registration

Fill out the form on the MYNOV Account Registration page. After you verify your email, navigate back to Access.nov.com and login using your MYNOV credentials.

NOV MYNOV PORTAL / ACCOUNT REGISTRATION / PASSWORD RESET / APPLICATIONS / English

MYNOV is a single sign-on solution that allows customers and vendors to access internet facing applications and services developed by NOV.

Account Registration

* = Required

User Details

Preferred Language *
English

Email *
[input field]

First Name *
[input field]

Middle Name
[input field]

Last Name *
[input field]

Company Details

Company Name *
[input field]

Job Title
[input field]

Address
[input field]

City
[input field]

State/Province
[input field]

Country *
--Select Country--

Account Password

The password must be at least 10 characters long and meet at least 3 of the following requirements...

- An upper case letter (A-Z)
- A lower case letter (a-z)
- A number (0-9)
- One of the following symbols: ~!@#%*^&*

Password *
[input field]

Verify Password *
[input field]

Terms Of Use

Your use of the MYNOV Portal ("Portal") is governed by these Terms of Use ("TOU"). NOV reserves the right to update these TOU at any time without notice to you.

You may only access or use the Portal if you agree to these terms. If you do not agree, do not access or use the Portal.

[View The Full Terms of Use](#)

I have read & accept the MYNOV Terms of Use

Account

Please sign in to see your account information.

SIGN IN

SUBMIT REGISTRATION

Figure 02: MYNOV Registration page

Existing MYNOV Account users can select “Login” and sign in through the “MYNOV” option.

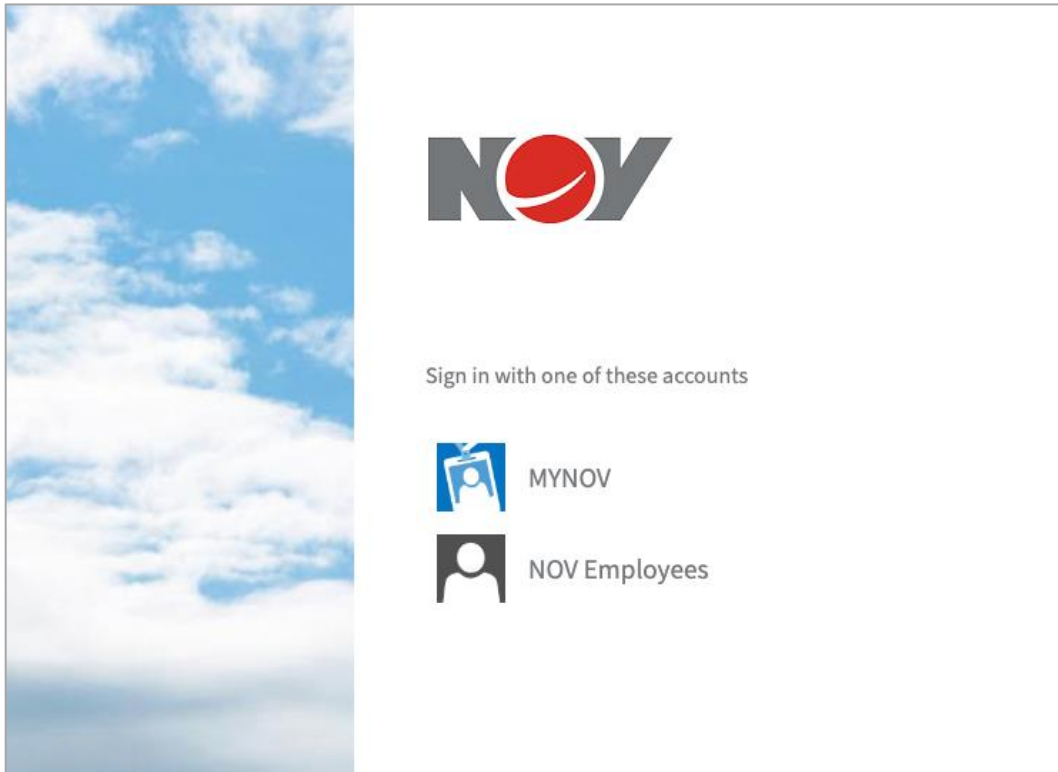


Figure 03: Access NOV sign in options

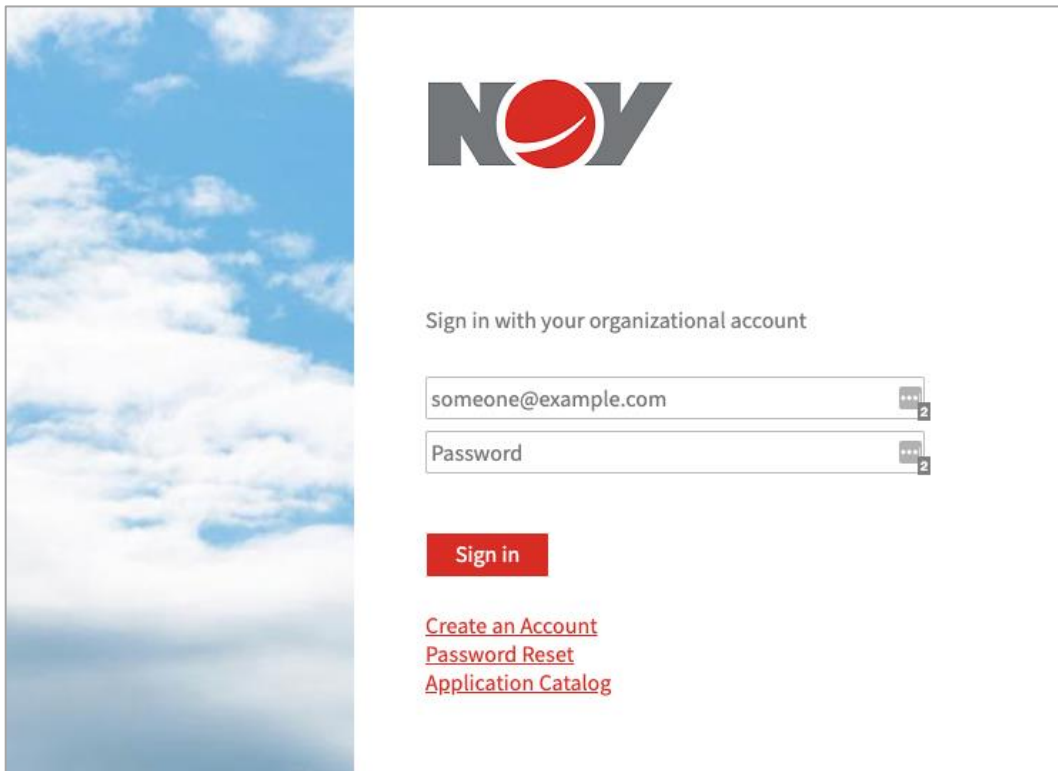


Figure 04: Sign in

Access NOV Dashboard

Once you login, you will be presented with the Access Dashboard. The first time you visit the dashboard, you will see a welcome card and an application access request card seen in Figure 06.

- **Application Access Request**
 - To view individual applications and associated information, you will need to request access. This can be done by using the “Application Request” dashboard card seen below. The applications available will depend on your domain and company.

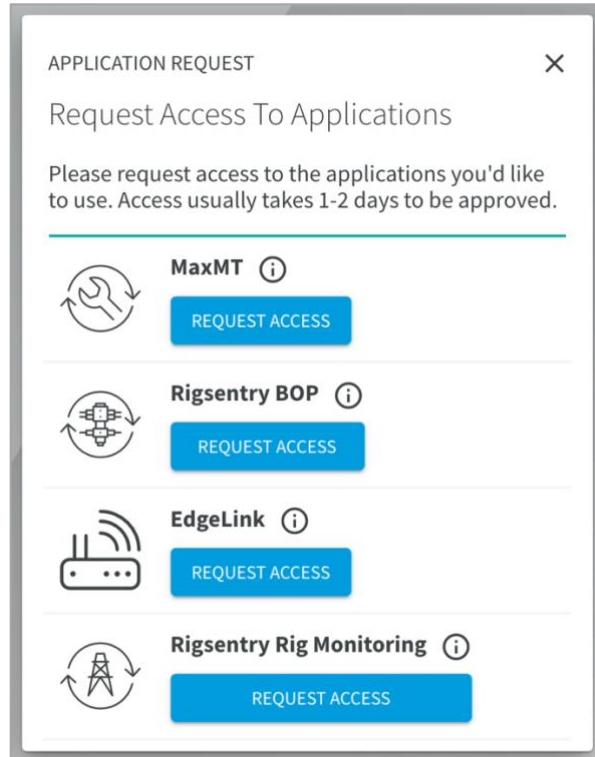


Figure 05: Application Request dashboard card

- **Dashboard Features**
 - The Access Dashboard is meant to be a way to quickly view key information and act as a launching point into applications.
 - The top navbar includes a notifications feature, favorites feature, and a menu that includes user settings, reset password, and logout. This is accessible from every page.
 - The section below includes quick launch points into all applications available.

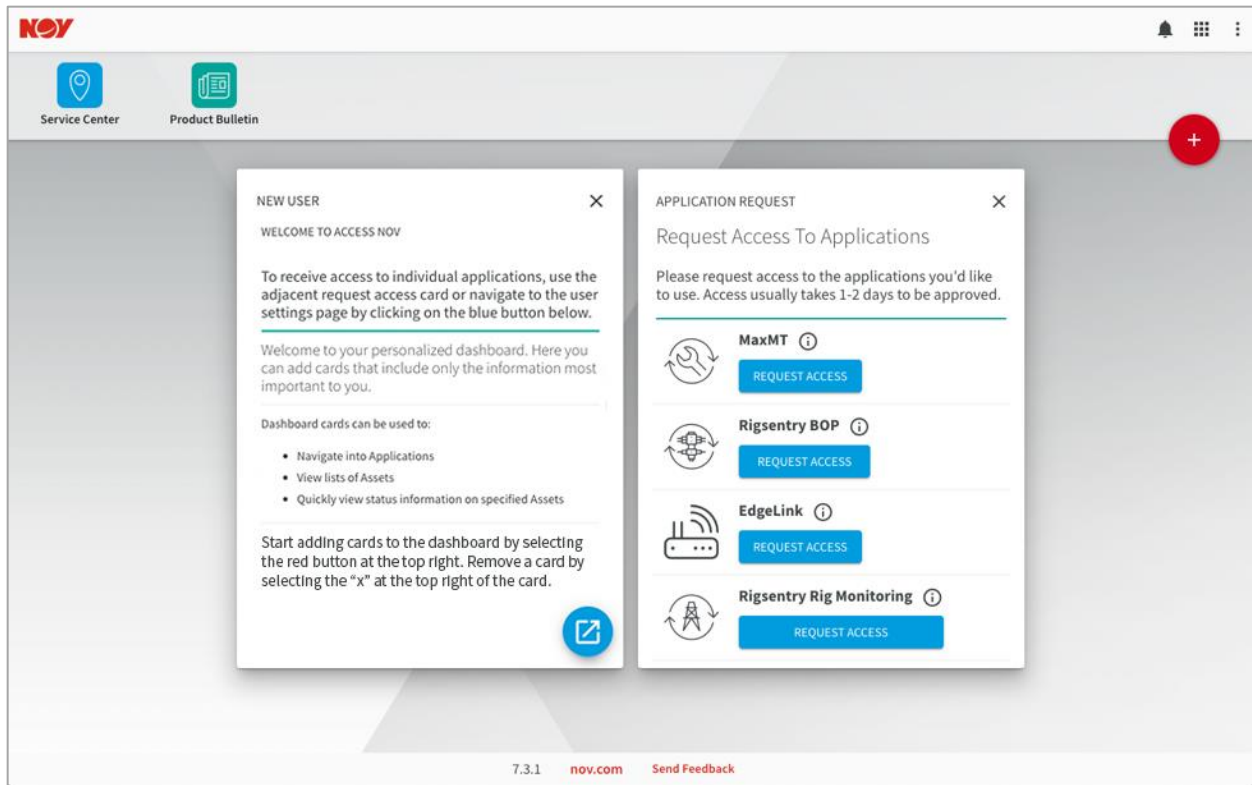


Figure 06: Access NOV Dashboard

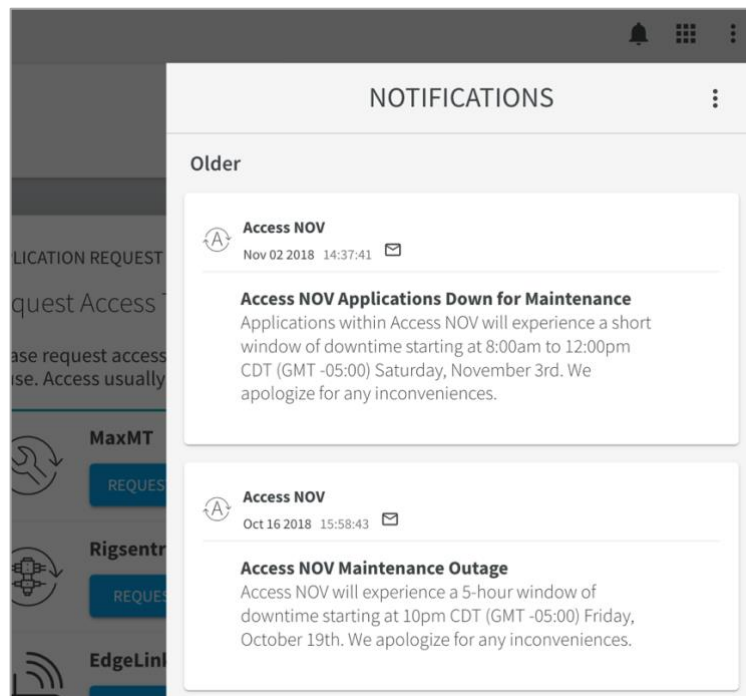


Figure 07: Notification Panel

- Adding Dashboard Cards

- Dashboard Cards are added by selecting the red “+” button located at the top right of the screen. A pop-up will appear with the available cards you can add.

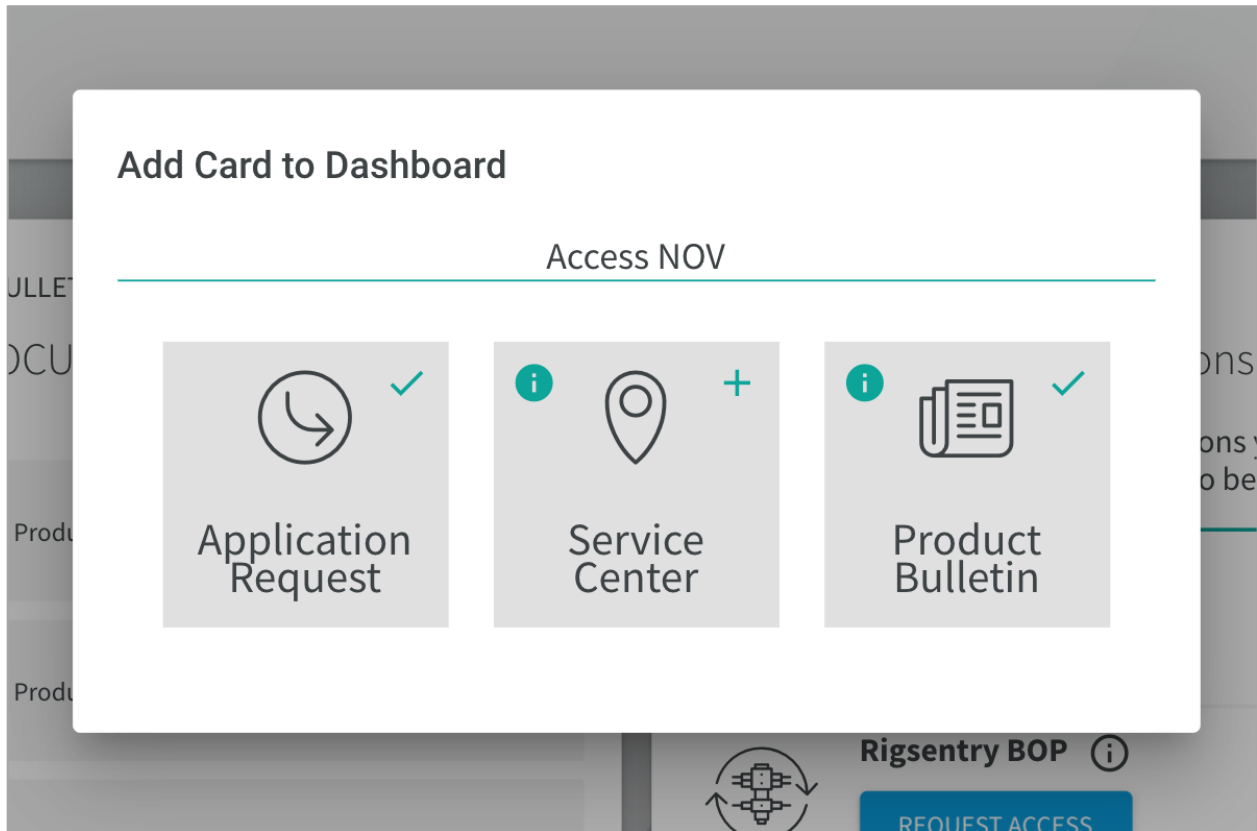


Figure 08: Add dashboard card pop-up

- **Favorites Feature**

- Almost every page within apps with have a “favorite” option. Favorite most frequently used pages so they can be quickly accessed from every screen using the top navbar.

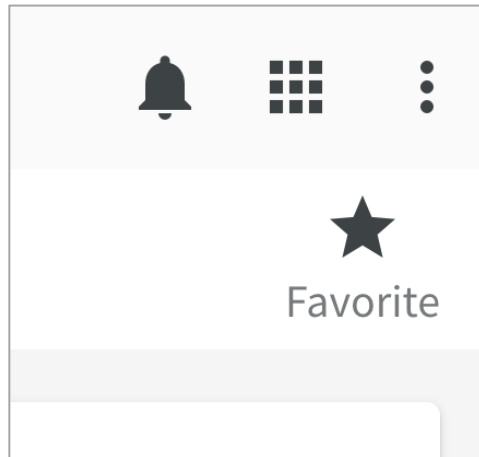


Figure 09: Favorite option at the top right of app pages

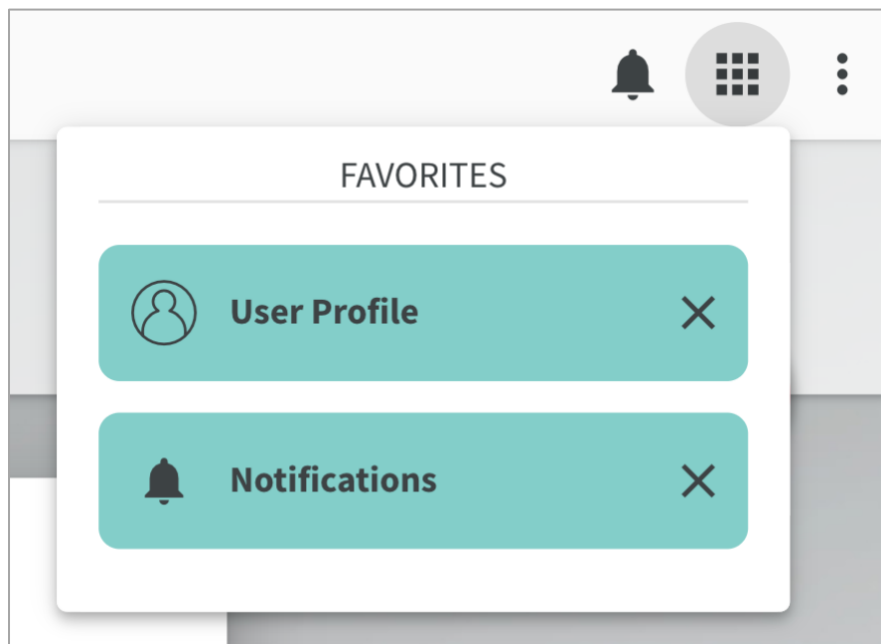


Figure 10: Favorited pages will appear here by selecting the icon in the navbar

- **Send Feedback Feature**

- Access the “Send Feedback” feature from the bottom footer. Use this feature to send feedback regarding your experience or report any bugs on things that aren’t working as expected.

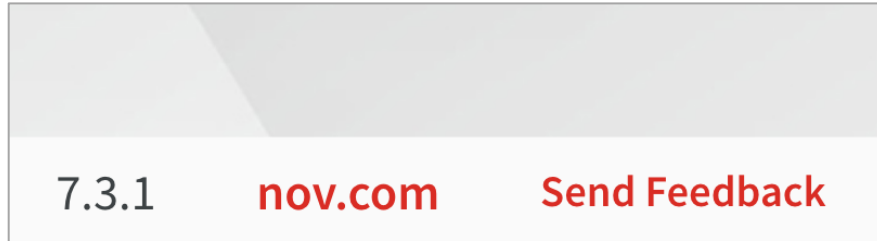


Figure 11: Send Feedback link in the bottom footer

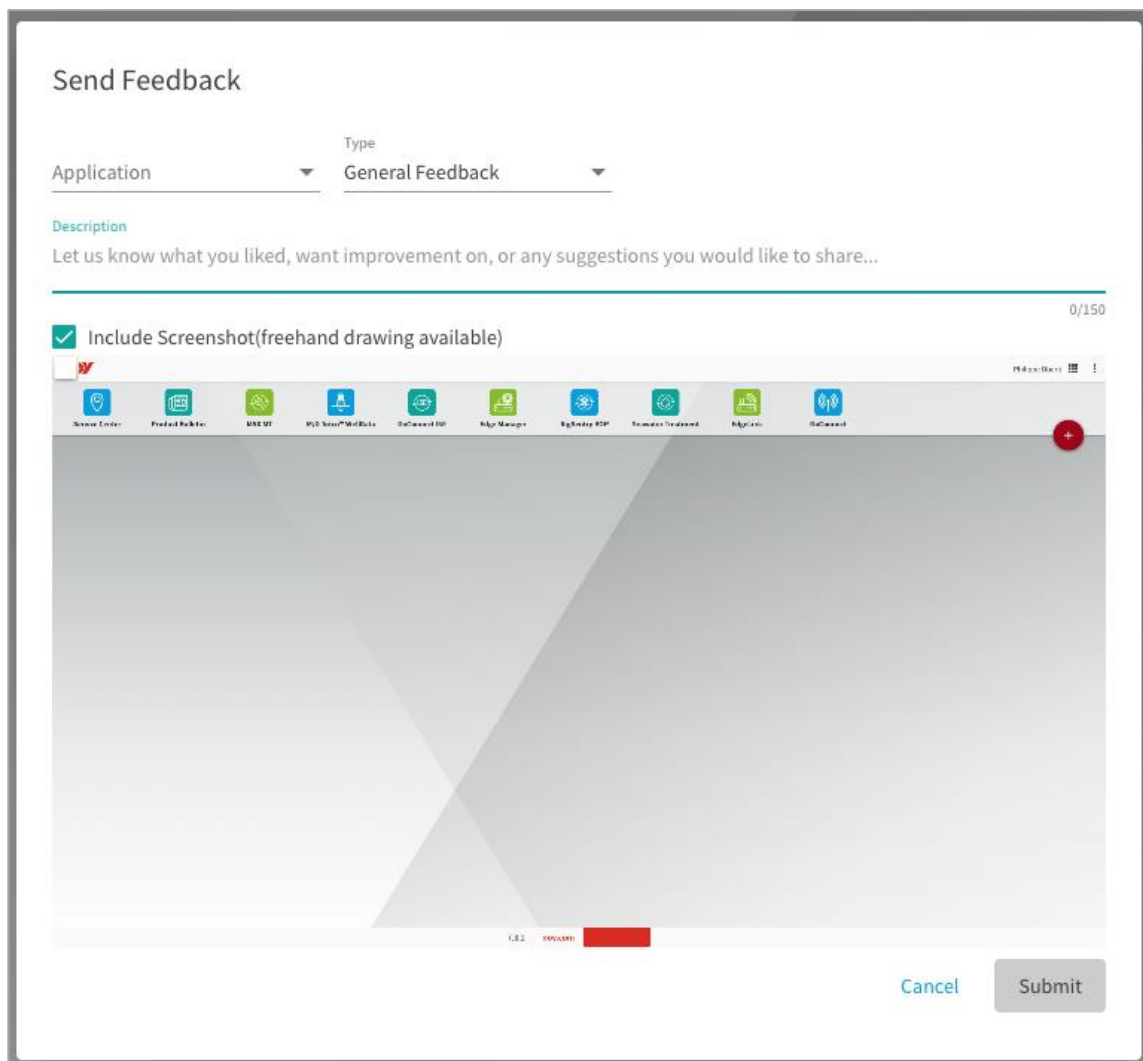


Figure 12: Send Feedback feature

User Settings

The User Settings is accessed by selecting the drop-down menu in the top right of the top navbar. User Settings includes the option to change the theme from Light or Dark, as well as specify notification settings.

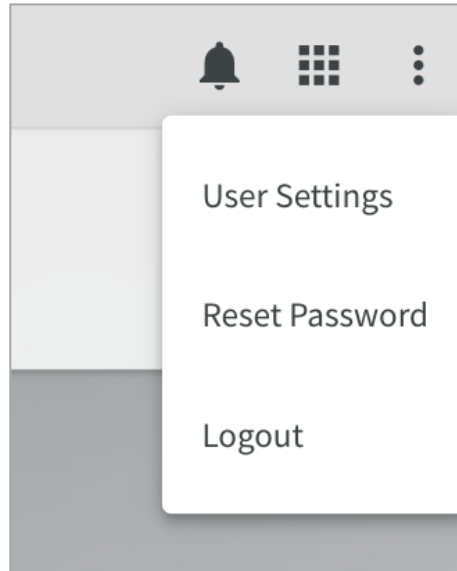


Figure 13: Top navbar menu options

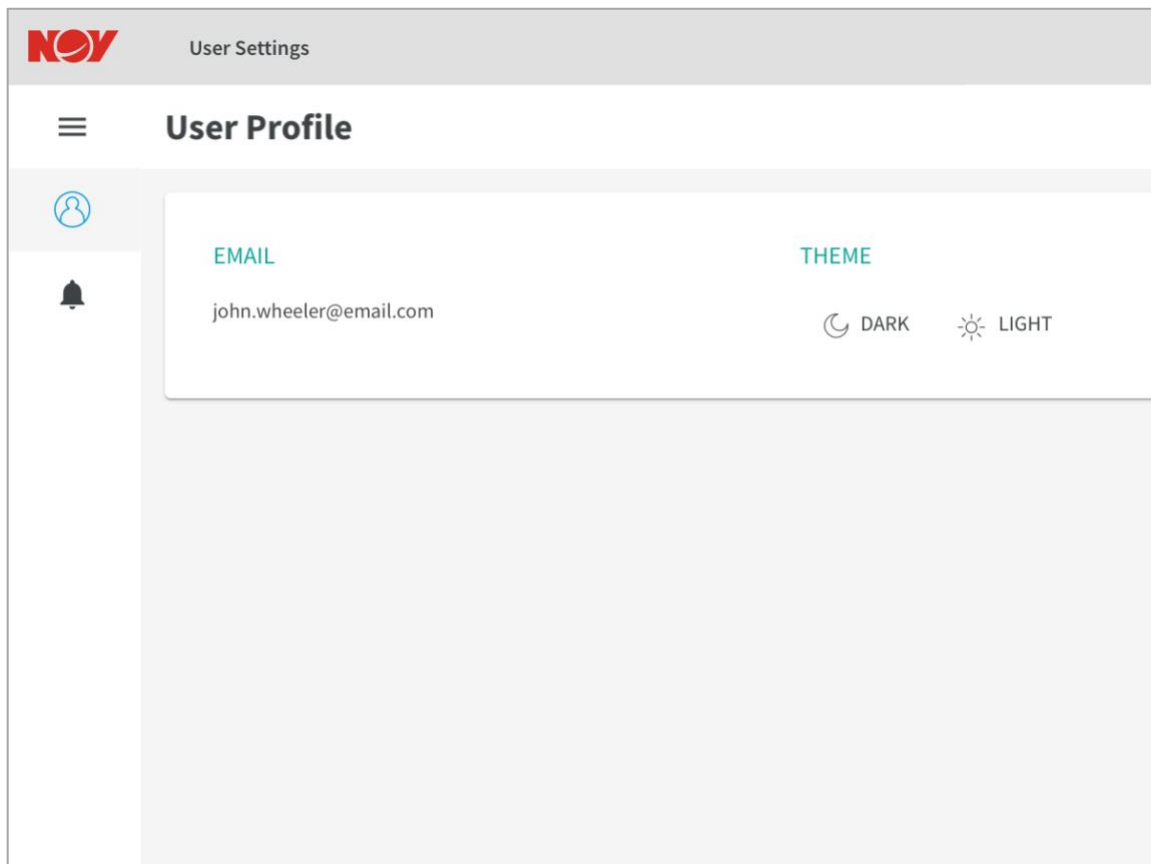


Figure 14: User Settings