Online Credential Application

The CEMS Online Credential Application lets you enter credential requests for an event online. Your contact at the event will send you a link that will take you to this page:

Pending Credential Requests   **Cueto & Cueto, Inc.**

Your changes to existing requests will be saved after you tab away from a field; you can treat this part of the page just like an Excel spreadsheet.

You don't have any credential requests in the system yet.

How would you like to add requests?   Guided (Basic) ▾

Guided Mode allows you to use these fields to add up to five requests at a time. First name and last name are mandatory, but the title field is optional. Once you've filled in the fields, hit the **Add** button and you can add five more. Lines with errors will not be cleared.

	First Name	Last Name	Title
1.			
2.			
3.			
4.			
5.			

Add Requests

The first time you load the page, you should see your company or organization's name in the upper right corner and everything else will be blank.

Adding Requests – Guided

New users may prefer the default **Guided** option for adding requests. In this mode, you use the labeled fields to add up to five requests at a time.

How would you like to add requests?   Guided (Basic) ▾

Guided Mode allows you to use these fields to add up to five requests at a time. First name and last name are mandatory, but the title field is optional. Once you've filled in the fields, hit the **Add** button and you can add five more. Lines with errors will not be cleared.

	First Name	Last Name	Title
1.	John	Cueto	Programmer
2.	Cassie	Cueto	
3.			
4.			
5.			

Add Requests

The first and last names are mandatory, whereas the title is optional. Clicking **Add Requests** will process each line and you'll see the requests appear at the top of the page. Lines with errors (such as forgetting a first or last name) will remain.

Adding Requests – Free-Form

Advanced users may prefer the faster **Free-Form** option, which allows you to use a text box to add an unlimited number of requests at a time.

As you can see in the graphic above, each request must go on its own line with the fields separated by commas. There are no spaces around the commas and the last field for title is optional. Clicking **Add Requests** will process each line and you'll see the requests appear at the top of the page. Unlike the **Guided** mode, lines with errors are simply discarded.

Editing and Deleting Requests

Once you have at least one request in the system, the top half of the page will become an editable list.

You can modify the first name, last name and title for any of your pending requests. Just like an Excel document, your changes are saved as soon as you tab away from a field. If you've made a mistake and need to undo a change before tabbing away, hit the **Escape** key.

To delete a request, click the red X symbol to the right of the line; you'll be asked to confirm the delete operation and given a chance to cancel.

Approved Requests

Requests will automatically disappear as they are approved or denied by the event staff and subsequently imported into the credential system.