

CAPS CONNECT EXTERNAL APPLICATION PORTAL

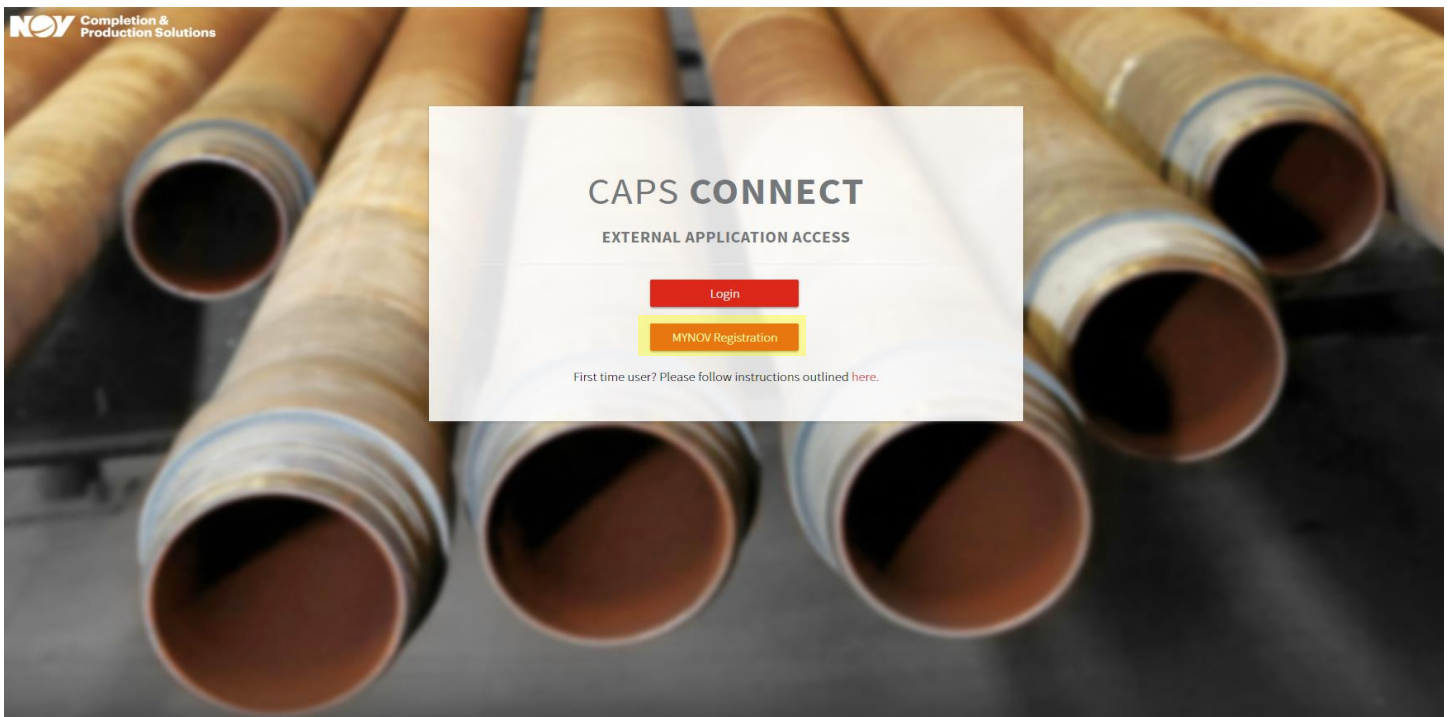
Step by Step User's Guide

TOPICS:

- MYNOV Account Registration
- CAPS Connect Portal Registration
- Application Access

MYNOV Account Registration

To receive access to the CAPS Connect portal, you will need to have a MYNOV account. You can register for a MYNOV account by clicking the “MYNOV Registration” button.





Fill out the form on the MYNOV Account Registration page. Once registered, you will need to confirm your email.



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

MYNOV Account Registration

Please fill out the fields below to register for a MYNOV account.

User Details

| | |
|-----------------------|----------------------|
| Email (Required) | <input type="text"/> |
| First Name (Required) | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name (Required) | <input type="text"/> |

Company Details

| | |
|-------------------------|---|
| Company Name (Required) | <input type="text"/> |
| Job Title | <input type="text"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State/Province | <input type="text"/> |
| Country (Required) | <input type="text" value="--Select Country--"/> |

MYNOV Account

Please sign in to see your account information.

[SIGN IN](#)



MYNOV Account Notification

User Account Verification

Thank you for filling out the MYNOV account registration. In order to complete the registration process and enable your new MYNOV account you must verify the email address you provided by clicking on the link below...

[Verify Your Email Address](#)

Once confirmed, **navigate back to Caps.nov.com** and login using your MYNOV credentials. Existing MYNOV Account users can select “Login” and sign in through the “MYNOV” option.



Sign in with one of these accounts



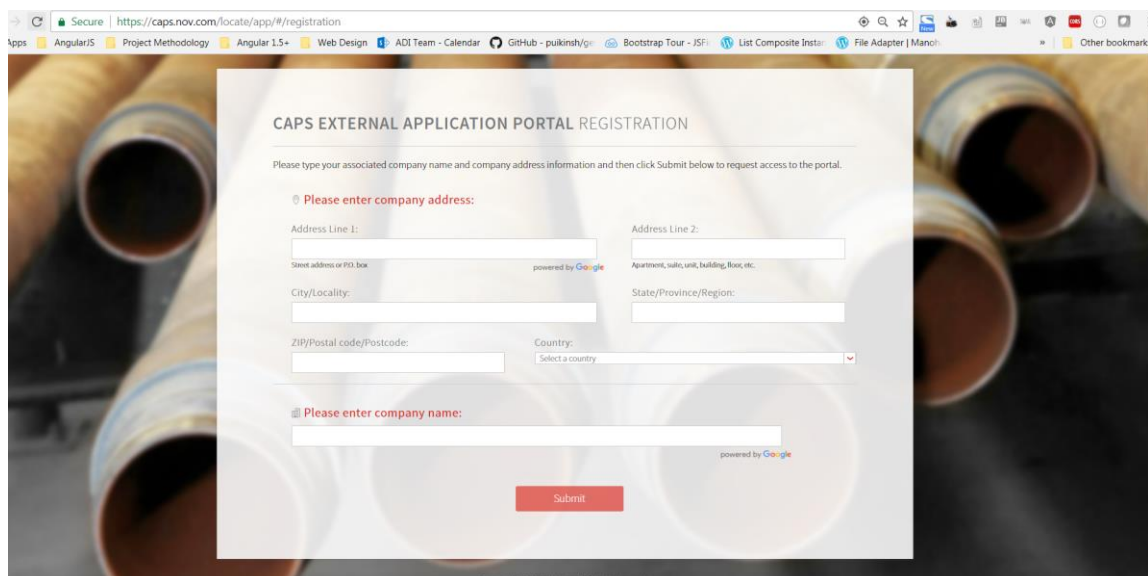
MYNOV



NOV Employees

CAPS Connect Portal Registration

For users that have an unrecognized email, additional access request steps are required. Please fill out the additional information required for registration.



Secure | <https://caps.nov.com/locate/app/#/registration>

Apps AngularJS Project Methodology Angular 1.5+ Web Design ADI Team - Calendar GitHub - puikishy/g Bootstrap Tour - JSF List Composite Inst File Adapter | Manol Other bookmarks

CAPS EXTERNAL APPLICATION PORTAL REGISTRATION

Please type your associated company name and company address information and then click Submit below to request access to the portal.

Please enter company address:

Address Line 1: Street address or P.O. box powered by Google

Address Line 2: Apartment, suite, unit, building, floor, etc.

City/Locality:

State/Province/Region:

ZIP/Postal code/Postcode:

Country: Select a country

Please enter company name: powered by Google

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Once the user registers using the form and is approved, the user will receive an email stating their request to the portal has been approved/denied.

National Oilwell Varco
Completion & Production Solutions

To whom it may concern,

Your recent access request to the CAPS External Application Portal has changed status to "COMPLETE".

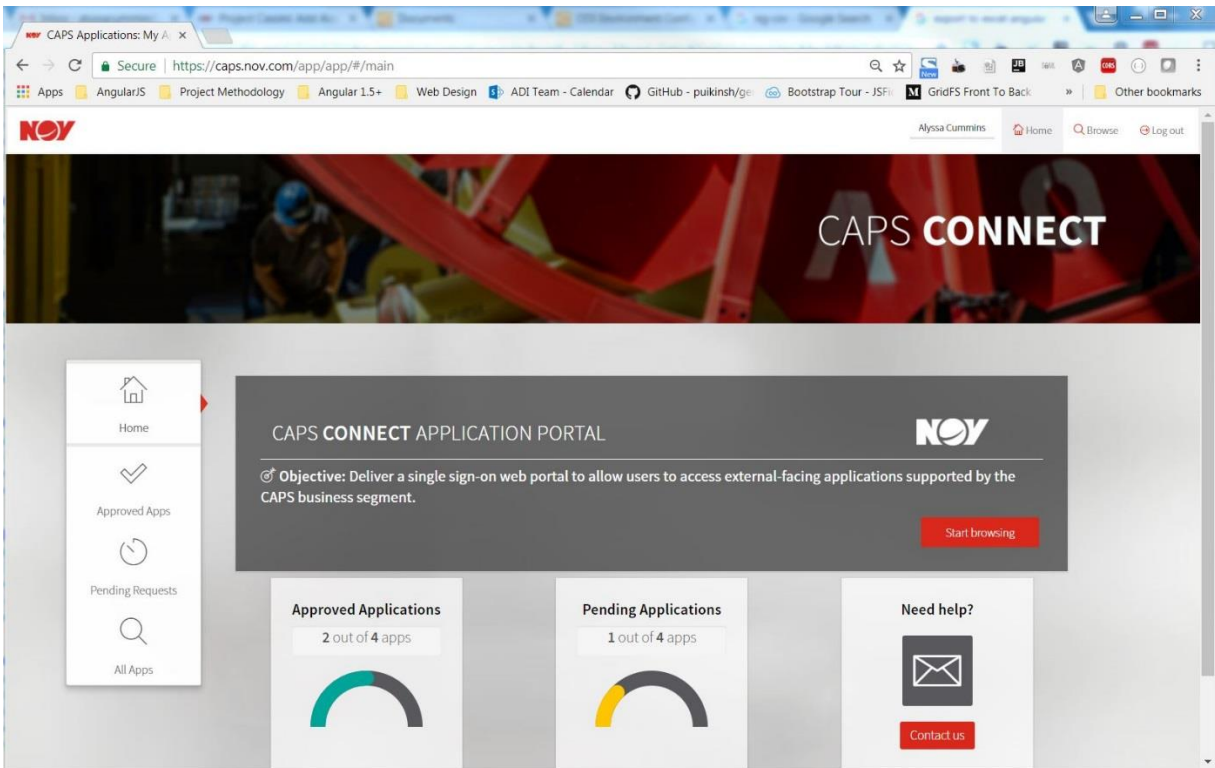
Please allow at least 60 minutes for the update to take place in the portal.

[Go to portal](#)

Thank you,
CAPS External Application Portal Team

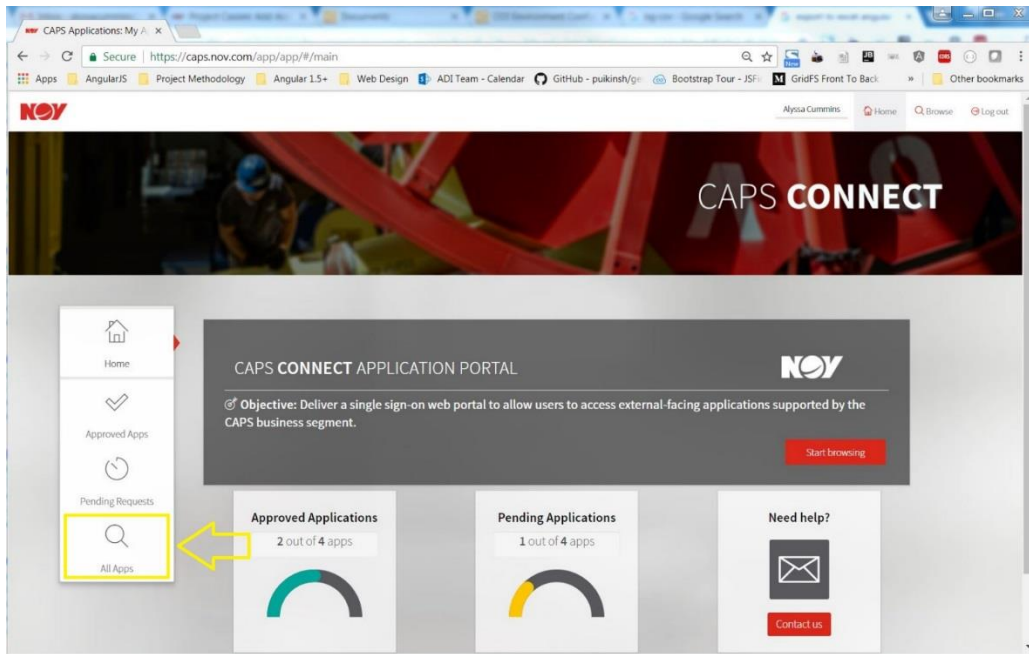
Application Request

Once the contact registration request is approved, navigate to <https://caps.nov.com> again by clicking the “Go to portal” button and you will see a similar screen* below:

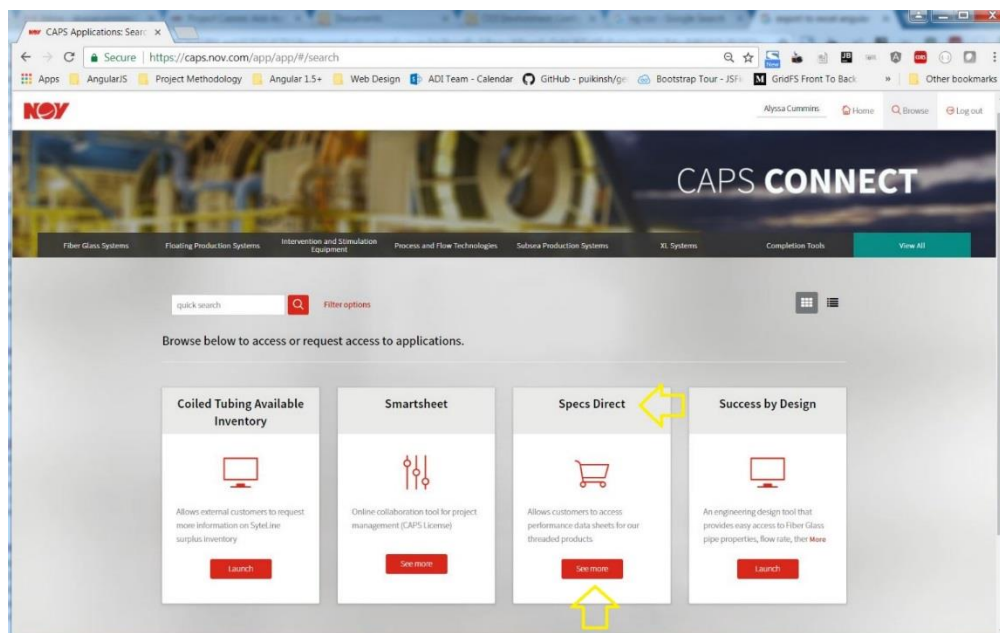


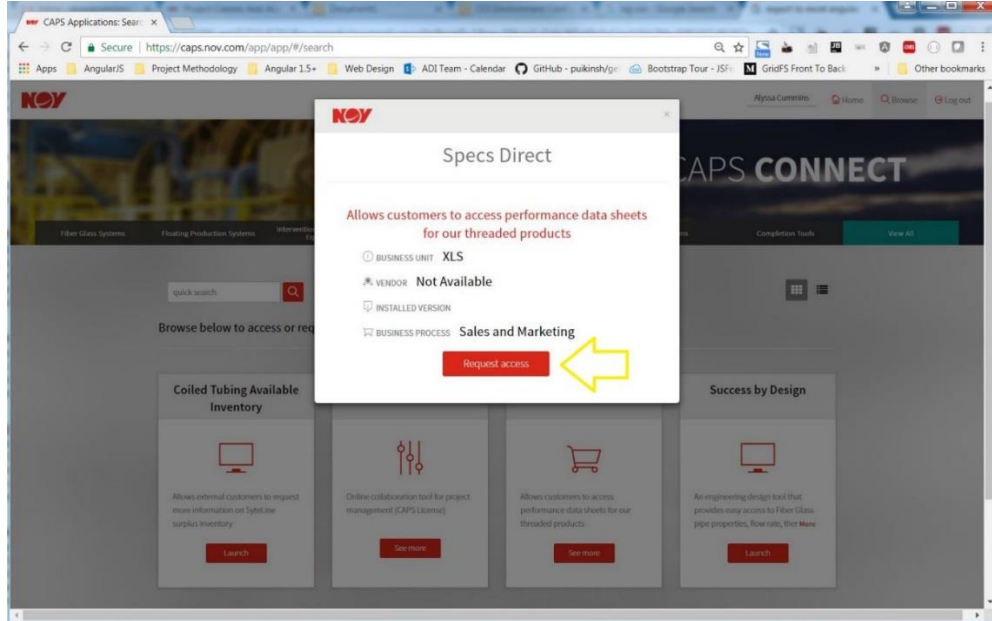
*Please note: The user may need to clear the browser cache when navigating back to the portal.

Click the “All Apps” navigation button to see all the available applications.



On the browsing page, you can request access to various applications by clicking “Request access” button for each application. Please do so by either clicking the “See more” button or clicking the title of the application. A dialog box will pop up with details of the application as well as a “Request access” button.





Once you click the Request Access button on the dialog box, the request will need to be approved by the CAPS IT team or application owner. You will receive an email once the request status has changed. Please note: the user may need to clear the browser's cache to see updated changes.

National Oilwell Varco Completion & Production Solutions

To whom it may concern,

Your access request to the application "Specs Direct" has recently changed status to APPROVED.

[Go to portal](#)

Thank you,
CAPS External Application Portal Team

National Oilwell Varco - Completion & Production Solutions

You are receiving this email because you have requested access to an application on the CAPS External Application Portal.

If you believe this was sent to you in error, please [contact us](#).

Additional instructions regarding clearing browser cache:

If needed, please see below for instructions to clear the browser cache:

Chrome: <https://support.google.com/googleplay/answer/32050?hl=en-GB>

Firefox: <https://support.mozilla.org/en-US/kb/how-clear-firefox-cache>

Internet Explorer: <https://support.microsoft.com/en-us/help/17438/windows-internet-explorer-view-delete-browsing-history#ie=ie-11>