

User manual NinoxDrone2

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Registration

1. To start the registration process, click on **Create an account here.**



AVINOR

Login

The login can be done only with a valid email address.

Email

Password

[Forgot your password?](#)

LOGIN

[Create an account here.](#)

☐ Stay logged in

Avinor AS

+47 67 03 00 00

utm@avinor.no

Avinor AS, Postboks 150, 2061 Gardermoen

2. Fill out the registration form and click on SEND. Remember to:
 - a. Follow the password rules
 - b. Read and agree to the data privacy policy

Please fill out the form to create your account

First Name

Kari

Last Name

Nordmann

Email

kari.nordmann@avinor.no

Password

.....



Re-enter password

.....



Password rules

Password must be at least 12 characters containing:

- min. 1 uppercase letter
- min. 1 number
- min. 1 special character (e.g. `!@#\$%)



I have read and agree with the **data privacy policy**.

SEND

3. MFA setup – Web/Secondary device

- a. If you are using a web browser scan the QR code/barcode, follow the instructions and click submit.
- b. The **One-time code** field on the setup page in NinoxDrone2 app refers to the 6-digit one-time code provided by the MFA app.

1. Install one of the following applications on your mobile:

- Microsoft Authenticator
- FreeOTP
- Google Authenticator

2. Open the application and scan the barcode:



Unable to scan?

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

☐ Sign out from other devices

Submit

4. MFA setup – Single device

- a. If you are on your mobile device, click **Unable to scan?** under the QR code/barcode

Google Authenticator

2. Open the application and scan the barcode:



Unable to scan?

- b. The QR code is now replaced with instructions for an alternative process, where you are presented with a “key”. The following sub-steps may help simplify the alternative process:
- i. The key presented in step 2, consists of 32 characters including spaces, and can be copied.
 - ii. In your chosen MFA app, you can click “new” / “+” or a similar button to add a new MFA entry, and then select “Enter code manually” (Microsoft Authenticator) or “Enter setup key” (Google Authenticator) and paste the characters into the field labeled “secret key” or “your key”.

If the MFA app asks for configuration values, use the one mentioned one in step 3. You will then get a new entry in your MFA app with a continuously changing 6-digit one-time code. This is the code you must enter in the **One-time code** field back on the setup page in the NinoxDrone2 app.

2. Open the application and enter the key:

OE4E Q6RU HFDW OTCH NZFV M2LX KFCG 2MSW

Scan barcode?

3. Use the following configuration values if the application allows setting them:

- Type: Time-based
- Algorithm: SHA1
- Digits: 6
- Interval: 30

4. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

☐ Sign out from other devices

NOTE: If you take too long during the MFA configuration process, you will receive an error message when entering the one-time code to log in. In that case, you will need to delete the newly created MFA account and create a new one.

5. To continue your registration, you can register as:
- a. Drone operator – natural person or legal person/entity who owns, rents and/or manages the drone, or fleet of drones. They assume all legal and operational liability for the aircraft. This includes hobbyists. Most users should register as operator, unless they specifically fly as a pilot for another operator.
 - i. Click **CONTINUE AS OPERATOR**
 - b. Drone pilot – per standardized EASA regulation, the pilot is the physical person holding the controller and executing the flight maneuvers. The pilot can be an employee of a company, a freelancer hired for a specific task or a hobbyist flying. As a drone pilot you will **NOT** be able to submit drone operation plans unless you are invited by an operator to fly **for them** as a pilot.
 - i. Click **CONTINUE AS USER**

Register Operator

Choose this option if you want to create an operator profile.

CONTINUE AS OPERATOR

Continue as a pilot

Get invited by other operators and perform actions on their behalf.
You can also use certain services independently.

CONTINUE AS USER

Registration as drone operator

IMPORTANT NOTICE:

- A user that is registered as a drone pilot is only able to submit operation plans if they are invited to a drone operator
- A user that is registered as a drone operator (natural person) can be invited by a drone operator (legal person) to join as a pilot to fly for them
- Example: Per is a hobbyist flying his drone in his spare time. Per is also a professional drone pilot flying for a company. Per wants to use his account for both purposes. Per registers as drone operator (natural person). His company is registered as a drone operator (legal person).
- Example: Astrid is a hobbyist flying her drone in her spare time. Astrid is not flying for any company. Astrid registers as drone operator (natural person).

A user can register only one drone operator but can be pilot for multiple drone operators.

In general, the process is:

- Click on **CONTINUE AS AN OPERATOR** and fill out your profile information.
- If you want to register a legal entity, enter the data of the authorized representative in the profile information form. Upload a verification document to finish the verification process. Click on **CONTINUE**.
- If you have registered as pilot, but meant to be an operator, you can register as such in your profile by clicking register operator.

Registration as a drone operator (natural person)

1. Keep the selection on **Natural person** and fill out the mandatory fields in the form and click on **CONTINUE**.

Drone operator profile

☒ Natural person ☐ Legal person

Drone operator name*

Kari Nordmann

Drone operator phone*

Enter the phone number of the drone operator.

Drone liability insurance number

Enter the drone liability insurance number (recommended for all

Address

Street and number*

Enter your street and number.

City*

Enter your city.

Postal code*

Enter your postal code.

Country*

Norway

CONTINUE

2. A pop-up window will appear to upload your *registration*. Fill out the registration number (first 16 characters) enter the *valid to date* of the registration and upload a screenshot of your drone operator registration number or the registration fee receipt and press **CONTINUE**.

Upload your registration ×

Please upload a screenshot of your Drone Operator registration number from flydrone.no
OR
A registration fee receipt (can be found at flydrone.no).

Registration number (First 16 characters)*

1231241353534534

Valid to*

18-06-2030

Please upload Drone Operator registration number OR proof of receipt screenshot.

Upload criteria

- one file
- max 3000 KB
- jpg,png,jpeg

AvinorDroneCert1.jpg

CONTINUE

CHANGE FILE

3. Drone operator (natural person) registration is now completed, operations plans can be submitted.

Registration as a drone operator (legal person)

1. Select legal person, fill out all mandatory fields and click on **CONTINUE**

Drone operator profile

Status Valid

☐ Natural person ☒ Legal person

Drone operator name*

Drone operator phone*

Drone liability insurance number

Company identification number*

Sales taxation number (VAT)

In case your company does not have a company tax number, please fill in "0" (zero).

Address

2. A pop-up window will appear and you need to upload your registration details. Fill out your registration number (first 16

characters) enter the valid date of the registration and upload a screenshot of your drone operator registration number or the registration fee receipt. Press **CONTINUE**.

Upload your registration ×

Please upload a screenshot of your Drone Operator registration number from flydrone.no
OR
A registration fee receipt (can be found at flydrone.no).

Registration number (First 16 characters)*

1231241353534534

Valid to*

18-06-2030

Please upload Drone Operator registration number OR proof of receipt screenshot.

Upload criteria

- one file
- max 3000 KB
- jpg,png,jpeg

AvinorDroneCert1.jpg

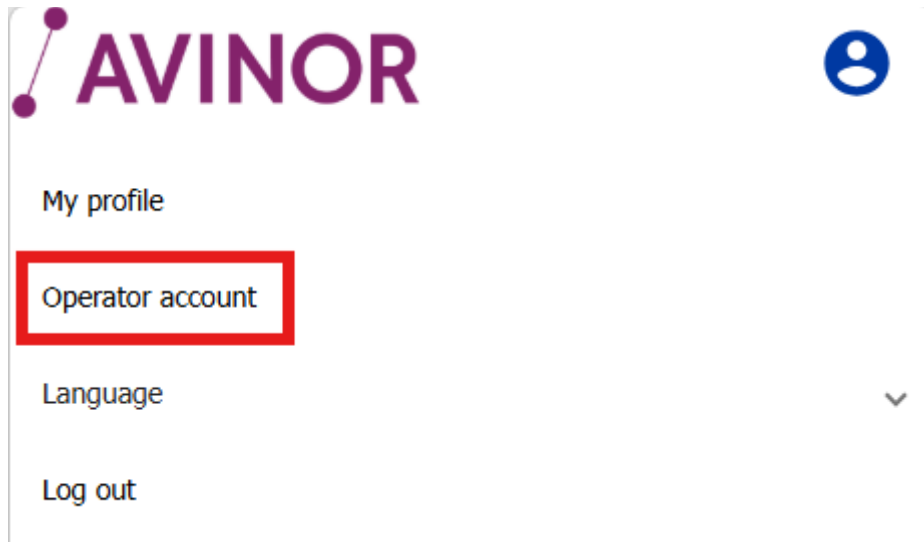
CONTINUE

CHANGE FILE

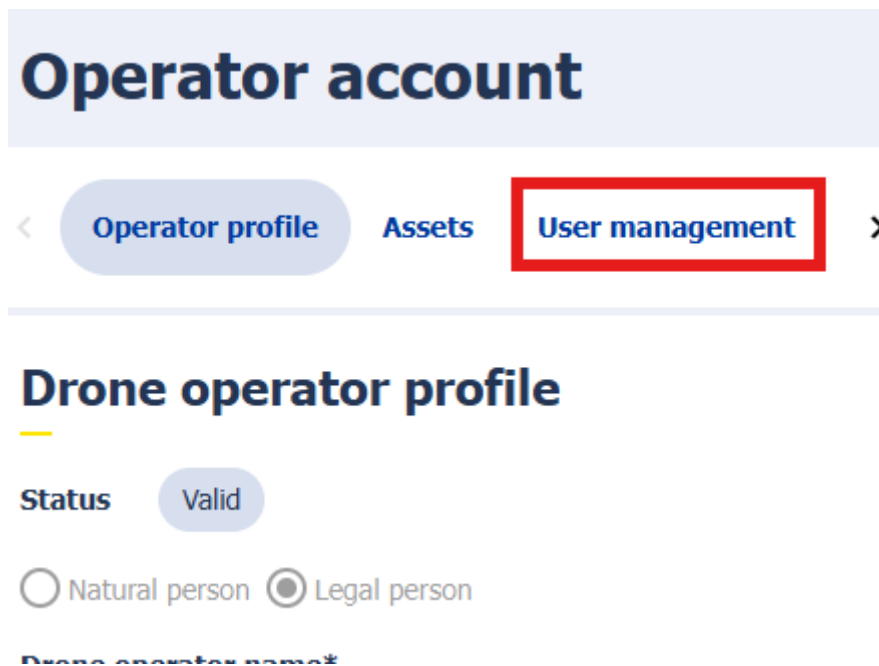
3. Drone operator (legal person) registration is now completed, operations plans can be submitted, and you can invite drone pilots to your organization.

User management as drone operator (legal person)

1. Log in to your drone operator account, click on the **My profile** icon in the upper right corner and select **Operator account**.



2. In your operator account click on **User management**:



3. In the user management screen, click on **INVITE A NEW USER**.

Operator account

< Operator profile Assets **User management** >

User management

INVITE A NEW USER

4. Enter the email address the pilot used to register and click **SEND INVITE**. The pilot is now invited. To fly for your organization and submit operation plans (Ninox Drops), the pilot must complete their pilot registration

Invite a new pilot. ×

Enter the new user's e-mail address here and click send. The user will receive the role "Pilot" by default. If needed, you can add additional roles via user management later on.

E-mail

Enter e-mail address.

SEND INVITE

Registration as a drone pilot

IMPORTANT NOTICE:

As a drone pilot you are able to see current active operation plans, but **not** able to submit them. To submit an operation plan as a drone pilot, you need to be invited by a registered drone operator and do it on their behalf. This option is for pilots who fly under a different legal entity, and where the drone pilot can perform actions on behalf of a drone operator.

If you want to act as both pilot and operator (legal entity), you need to register as an operator yourself.

1. Complete your profile information, fill out the mandatory fields and click on **SAVE**
 - a. NOTE: Remote pilot identification number is 16 characters long. Do not include the secret characters.

First name*

Kari

Last name*

Nordmann

Remote Pilot Identification Number

Enter your Remote Pilot Identification Number.

Date of birth*

17-06-2000



E-mail

kari.nordmann@avinor.no

Phone number*

7999874

SAVE

2. Click on **REGISTER A NEW OPERATOR** to complete your drone pilot verification.

Kari Nordmann

Default user

REGISTER A NEW OPERATOR

First name*

Kari

Last name*

Nordmann

Remote Pilot Identification Number

Enter your Remote Pilot Identification Number.

3. Click on **CONTINUE AS OPERATOR**

Register Operator

Choose this option if you want to create an operator profile.

CONTINUE AS OPERATOR

Continue as a pilot

4. Click on **UPLOAD DOCUMENTATION** to upload your verification documentation.

First name*

Kari

Last name*

Nordmann

Remote Pilot Identification Number

Enter your Remote Pilot Identification Number.

Date of birth*

17-06-2000



E-mail

kari.nordmann@avinor.no

Phone number*

7999874

UPLOAD DOCUMENTATION

5. Click on **CHOOSE FILE** and select a screenshot of your drone pilot competence from flydrone.no.
 - a. Note: Brreg is short for Brønnøysundregistrene.

Upload Documentation



Please upload a screenshot of your drone pilot competence from flydrone.no. For organizational accounts upload screenshot of your Brreg organization number.

Upload criteria

- one file
- max 3000 KB
- jpg,png,jpeg

CHOOSE FILE

6. Click **UPLOAD** to upload your selected file and finalize the verification process for drone pilot. Click on **CHANGE FILE** to select a new file if a mistake was made in the selection in the previous step.

Upload Documentation



Please upload a screenshot of your drone pilot competence from flydrone.no. For organizational accounts upload screenshot of your Brreg organization number.

Upload criteria

- one file
- max 3000 KB
- jpg,png,jpeg

AvinorDroneCert2.jpg

UPLOAD

CHANGE FILE

7. Your **Status** will change to **Verified** and with that you have completed the registration and verification as a drone pilot. Click on the AVINOR logo in the upper left corner to return to the operator map.

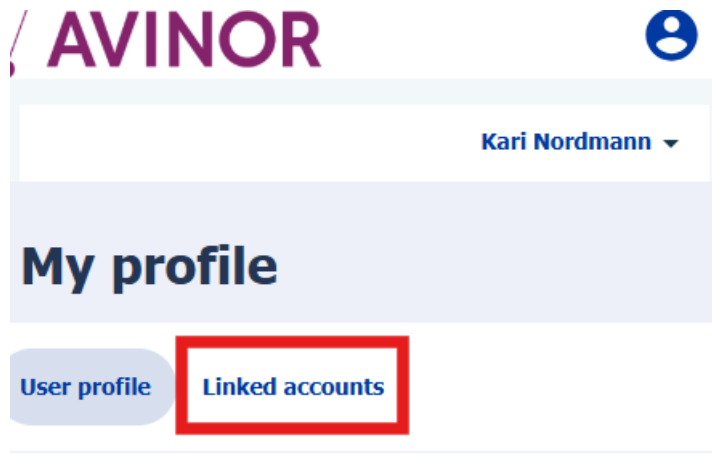
Status: Verified

CONTINUE

BACK

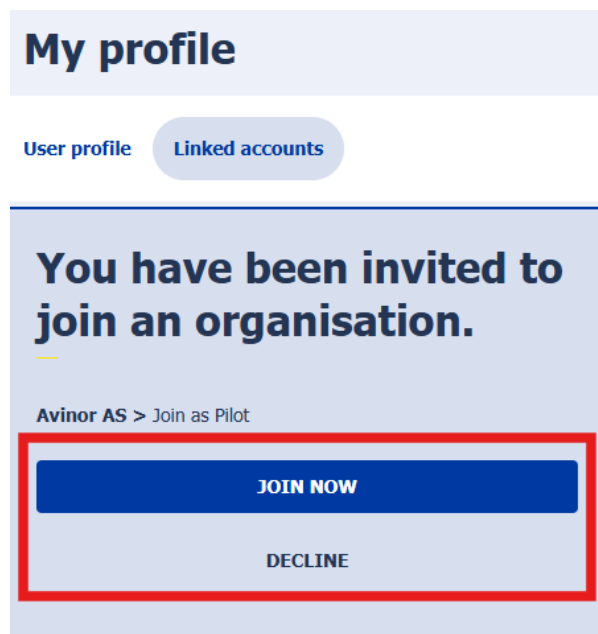
Accepting an invitation to join a drone operator as a pilot

1. On **My profile** page click on **Linked accounts**:



Kari Nordmann

2. The invitation to join a drone operator will be show where you can select:
 - **JOIN NOW** to join the drone operator
 - **DECLINE** to decline the invitation



3. If you join the drone operator, you will be able to submit drone operation plans.