



## External Account Creation and General Log-In Guide

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*How to accept an invitation to create an account and log into the DOI SharePoint Server 2010 environment for the first time.*

## Step 1 – Accept Invitation to Join the Project SharePoint Site

The Project Manager or SharePoint Application Administrator will invite you to become a member of the Construction Management SharePoint Site for your project. You will receive an “Extranet User Registration” email similar to the one below, please click the blue “Register” link.



## Step 2 – Create “Partners” Account

Complete the “DOI Connect – User Registration” form with your first and last name, the registration code from your email and a password. Choose three security questions and make sure you type in the security phrase pictured in the red box on the lower left corner of this page (see below).

The DOI Connect - User Registration form. It includes fields for First Name, Last Name, Registration Code, Password, and Confirm Password. Below these are three security questions with dropdown menus and text input fields for answers. At the bottom left, there is a red box containing a CAPTCHA image with the words "Of" and "subline" and a "Register" button.

### Rules for creating a password

Each password must include the following:

- at least 12 characters
- at least one Upper Case and one Lower Case
- at least one of the following special characters: @, #, \$, %, ^, &, +, =
- at least one number

**\*Note:** If you don't see the red security phrase box you made need to click “Displayed unsecured content” in a yellow box under the address bar of your browser.

### Step 3 – Receive Account Name

You will receive this email containing your username:



### Step 4 - Log into SharePoint

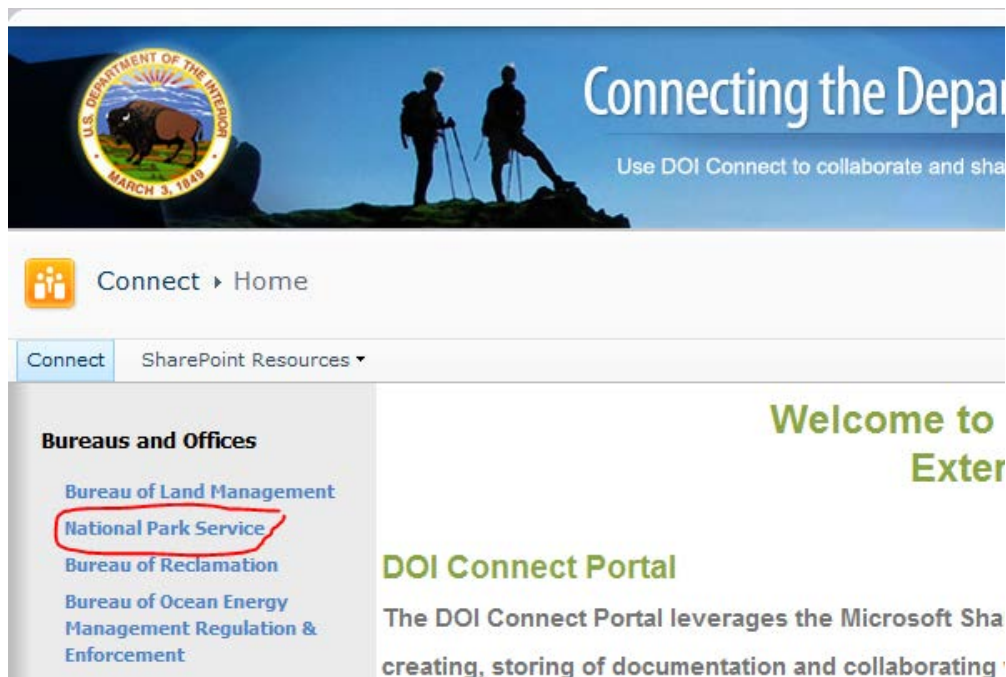
Go to this URL: <https://connect.doi.gov/nps/portal> or simply <https://connect.doi.gov>

The page below will appear (Figure 1). Partners should use their full username from the email to log into the DOI Connect Portal. Interior employees should use their regular windows username and password. Type the full username using a **partners\username** or **nps\username** (or **bor\**, **GS\** etc.) format. \*Remember the backslash



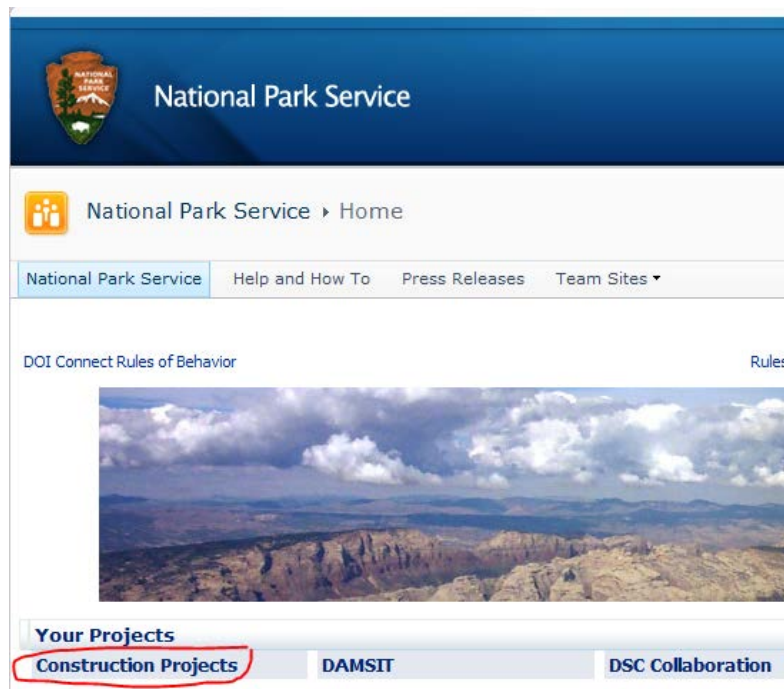
## Step 5 - Select "National Park Service"

If you used the <https://connect.doi.gov> link or go directly to Step 6.




## Step 6 - Select "Construction Projects"

From the NPS home page, select "Construction Projects".



## Step 7 - Select Your Site

At the Construction Projects homepage, you will be presented with a list of all the projects you have access to. You may see several sites like the example below or just one site. Click the project name that you would like to work with.

 Construction Projects ▸ Home

Construction Projects

BIBE 145942

CHOH 149742

DEWA 062418A

GRTE 83219

NERI 152607A

NERI 152607B

SHEN 151200

SHEN 156025

test site

TestCM1

### Construction Management Project Sites

Project Sites

|              |              |              |
|--------------|--------------|--------------|
| BIBE 145942  | GRTE 83219   | NERI 152607A |
| CHOH 149742  | Libraries    | OLYM 53      |
| DEWA 062418A | Lists        | SHEN 151     |
| Discussions  | NERI 152607A |              |

User Feedback

|  | Subject | Comment Type | Comments |
|--|---------|--------------|----------|
| There are no items to show in this view of the "User Feedback" list. |         |              |          |

Frequently Asked Questions (FAQ)

|   |          |
|---|----------|
| Can I upload more than one document at the same time? | Question |
| How can I stop getting so many email notifications?   | Solution |
| How do I change the password to my partner account?   |          |
| How do I close a document after I "open in browser"?  |          |
| How do I find the document I uploaded previously?     |          |