



## 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).

DOI CONNECT  
Connecting the Department of the Interior  
Use DOI Connect to collaborate and share information with others across DOI.

DOI Connect - User Registration

First Name

Last Name

Registration Code

Password

Confirm Password

In case you forget your password

Secret Question 1

Your Answer

Secret Question 2

Your Answer

Secret Question 3

Your Answer

Of subare

Type the two words:

reCAPTCHA™

Register

### 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
- including no part of username

\*Note: If you don't see the red security phrase box you made need to click “Display unsecured content” in a yellow band 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 confirmation email to log into the DOI Connect Portal. Interior employees should use their regular NPS 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 of go directly to step 6.

U.S. DEPARTMENT OF THE INTERIOR  
MARCH 3, 1849

Connecting the Department of the Interior  
Use DOI Connect to collaborate and share

Connect > Home

Connect SharePoint Resources

**Bureaus and Offices**

- Bureau of Land Management
- National Park Service**
- Bureau of Reclamation
- Bureau of Ocean Energy Management Regulation & Enforcement

Welcome to External Users

**DOI Connect Portal**

The DOI Connect Portal leverages the Microsoft SharePoint platform for creating, storing, and collaborating on documentation and

## Step 6 - Select "Construction Projects"

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

National Park Service

National Park Service > Home

National Park Service Help and How To Press Releases Team Sites

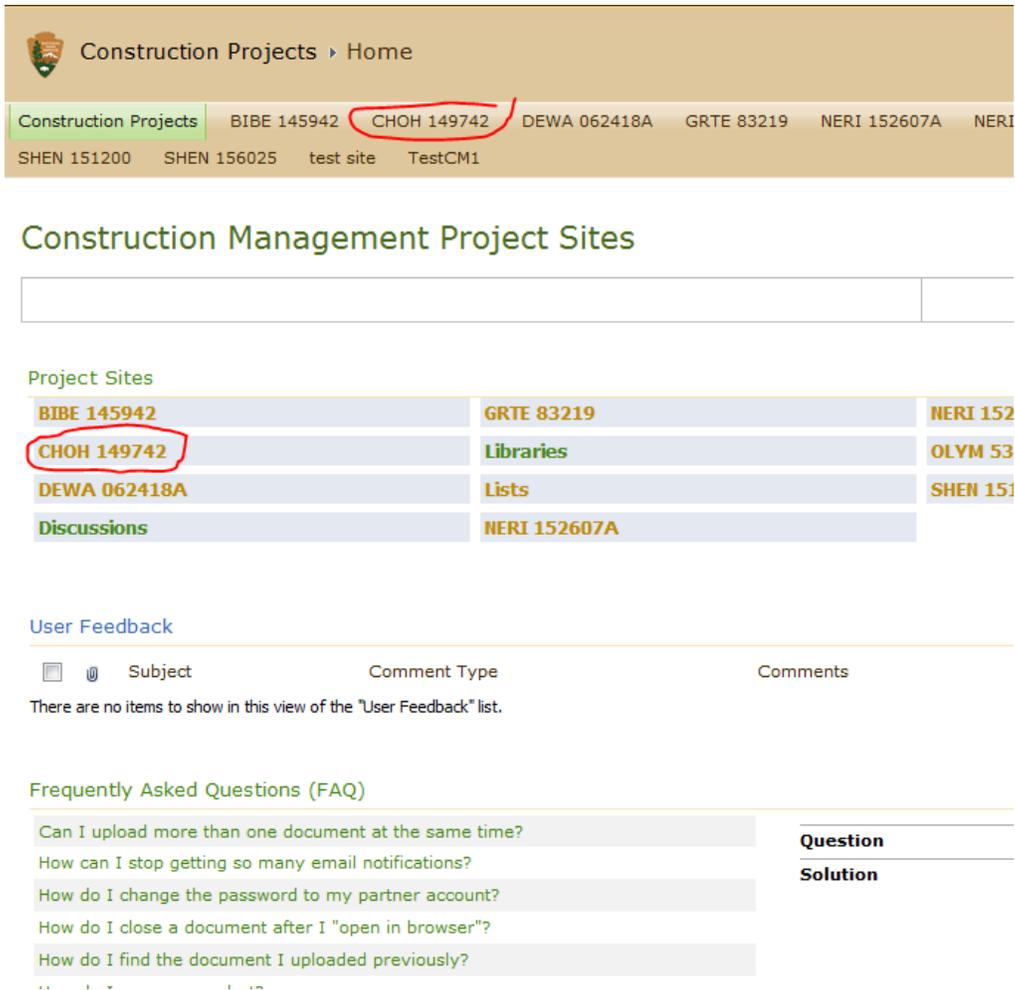
DOI Connect Rules of Behavior Rules

**Your Projects**

- Construction Projects**
- DAMSIT
- DSC Collaboration

## Step 7 - Select Your Site

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



The screenshot shows the 'Construction Projects' homepage. At the top, there is a navigation bar with a logo and the text 'Construction Projects > Home'. Below this is a horizontal menu with several project names: 'Construction Projects', 'BIBE 145942', 'CHOH 149742' (circled in red), 'DEWA 062418A', 'GRTE 83219', 'NERI 152607A', 'NERI 151200', 'SHEN 156025', 'test site', and 'TestCM1'. Below the navigation bar is a search bar and a section titled 'Construction Management Project Sites'. Under this section, there is a table of project sites:

Project Sites		
BIBE 145942	GRTE 83219	NERI 152
CHOH 149742	Libraries	OLYM 53
DEWA 062418A	Lists	SHEN 151
Discussions	NERI 152607A	

Below the project sites table is a section titled 'User Feedback'. It has a table with columns for 'Subject', 'Comment Type', and 'Comments'. The text below the table says: 'There are no items to show in this view of the "User Feedback" list.'

Below the user feedback section is a section titled 'Frequently Asked Questions (FAQ)'. It has a table with columns for 'Question' and 'Solution'. The questions listed are:

- Can I upload more than one document at the same time?
- How can I stop getting so many email notifications?
- 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?