



External Account Creation and General Log-In Guide

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

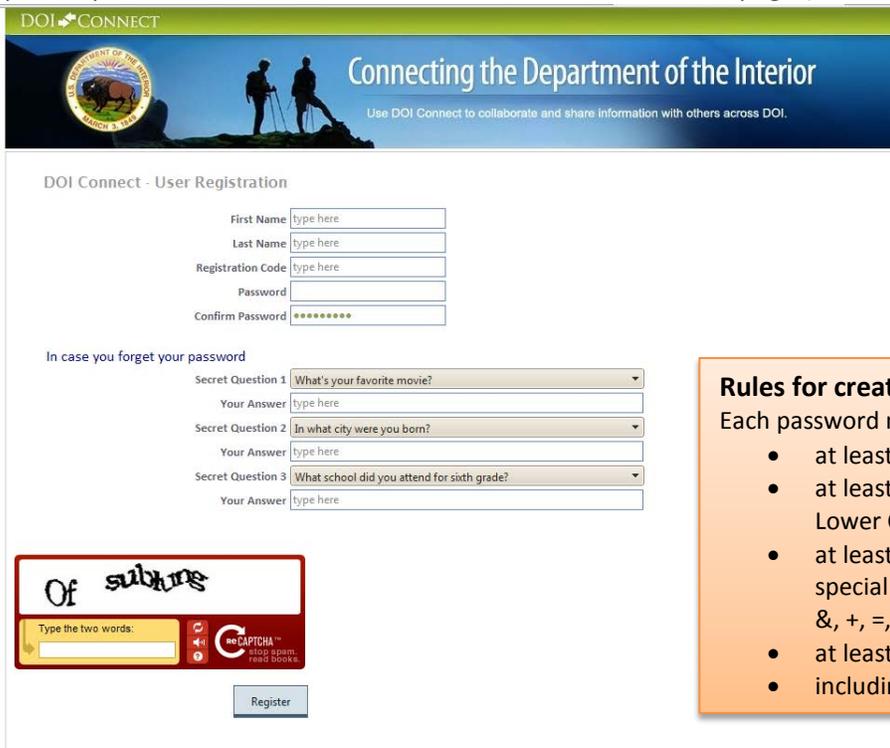
Step 1 – Accept Invitation to Join the Project SharePoint Site

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 information

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 the creating, storing of documentation and collaborating

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 ▾

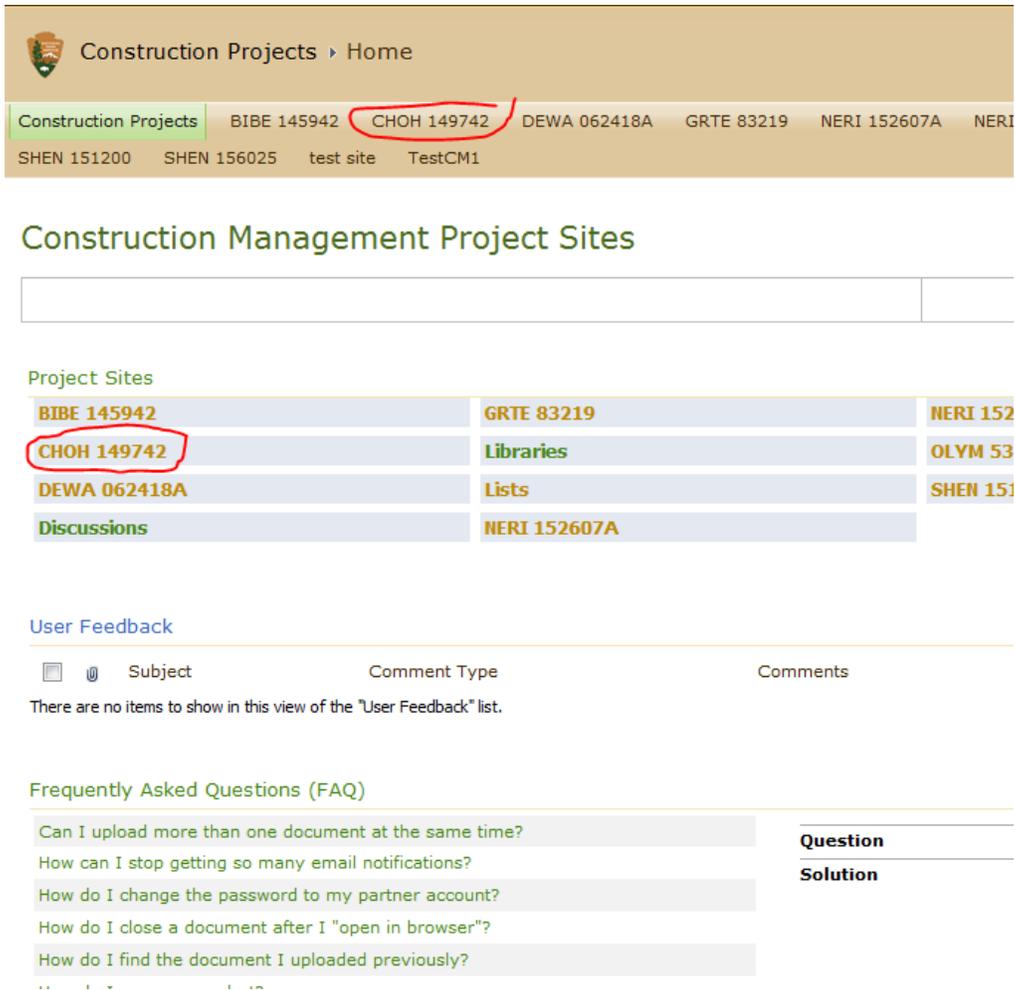
DOI Connect Rules of Behavior [Rules](#)

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 the text 'Construction Projects > Home'. Below this is a horizontal list of project names: 'Construction Projects', 'BIBE 145942', 'CHOH 149742', 'DEWA 062418A', 'GRTE 83219', 'NERI 152607A', 'NERI 151200', 'SHEN 156025', 'test site', and 'TestCM1'. The 'CHOH 149742' link is circled in red. Below the navigation bar is a section titled 'Construction Management Project Sites' with a search input field. Underneath is a 'Project Sites' table with the following data:

Project Sites		
BIBE 145942	GRTE 83219	NERI 152607A
CHOH 149742	Libraries	OLYM 53
DEWA 062418A	Lists	SHEN 151200
Discussions	NERI 152607A	

Below the table is a 'User Feedback' section with a table header:

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

Finally, there is a 'Frequently Asked Questions (FAQ)' section with a table of questions and solutions:

Question	Solution
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?	