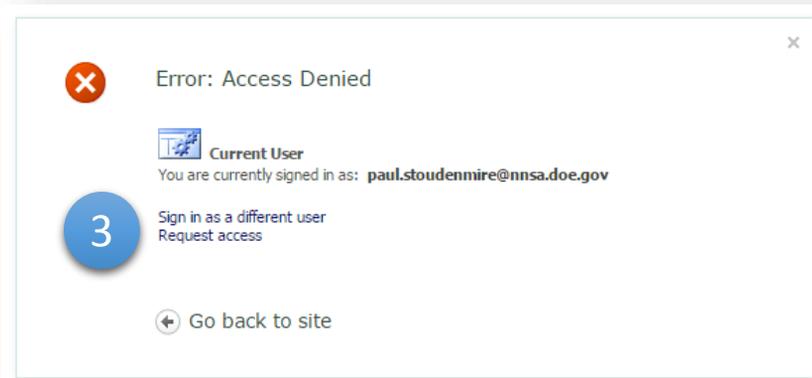


EDMS Quick Guide

The screenshot shows the 'ENTERPRISE DATA MANAGEMENT' website. At the top left is a logo with a caduceus, a radiation symbol, and a nuclear symbol. The top right says 'NA-40 Emergency Operations > EDMS'. Below the header is a navigation bar with 'NA-40 Emergency Operations' and 'SharePoint Help'. A search bar is on the right. The main content area is titled 'Emergency Operations - Enterprise Data Management System (EDMS)'. It features four office icons: NA-41 Plans & Policy, NA-42 Ops & Exercise, NA-43 Preparedness, and NA-44 Con. EOC. A large blue circle with the number '2' is overlaid on the NA-42 icon. To the right is a large graphic of a triangle with 'OFFICE OF EMERGENCY OPERATIONS' in the center, surrounded by 'U.S. NATIONAL NUCLEAR' and 'SECURITY ADMINISTRATION'. Below this is a 'Log In/New User' section with a 'Sign In' button and a large blue circle with the number '1' overlaid on it. The text below the navigation icons reads: 'DOE Emergency Management Concept of Operations' followed by a paragraph about emergency operations and a 'Log In/New User' section with a 'Sign In' button and a 'Forgot Password | Register' link.

After verifying your email address, return to the NA-40 homepage at: <https://sp.eota.energy.gov/>

- 1 Enter in the Username and Password you just created
- 2 Select the NA-40 office you need access to
- 3 You'll be redirected to a page where you can request access to the specific office site. It may take up to 48 hours to have your request vetted and access granted. You will receive an email notifying you that access has been granted. You can now click on the office and be redirected to that site.



For additional help contact Scott Stoudenmire at 505-845-4936 or scott.stoudenmire@nnsa.doe.gov