



Grant Access to DERCC Site

SharePoint Quick Guide

Complete the following steps to allow General or Privileged DERCC Users, under your supervision, access to the DERCC Site.

Step #1: Enter <https://sp.eota.energy.gov> into your browser URL bar, then press **↵ Enter** key on your keyboard

Step #2: Enter Username & Password

Step #3: Click Submit

Step #4: Click DERCC Home

Please Note: If you receive an "Access Denied" message, please contact **SharePoint Help** (see page 3)

1 <https://sp.eota.energy.gov>

Search this site...

2 Log In

Username:
 Password: **3** Sign In

Forgot Password | Register

Important Links

- Domestic Nuclear Detection Office
- Emergency Operations Training Academy (EOTA)
- Learning Management System (LMS)
- First Responder Resource Site

About Emergency Operations Training Academy

General Information and Training

The Emergency Operations Training Academy (EOTA) has established this SharePoint portal allowing users/customers to access information, request enrollment into specific areas, print materials, view schedules/calendars and share resources.

EOTA web-based and computer-based training is available free of charge. EOTA instructor-led training and exercises occur at various sites across the country, including the EOTA facility in Albuquerque, NM. Use the link on the right to explore our Learning Management System and to search for dates, times, and registration information.

Our Vision

The Emergency Operations Training Academy will be recognized as the model training provider for Department of Energy Emergency Operations Personnel, while expanding its customer base to include other designated

Search this site...

[EOTA Home](#) [EOTA Operations](#) [EOTA Training Compliance](#) [Team Sites](#) [DNDO Home](#) **[DERCC Home](#)** [First Responder Home](#)

Welcome to the SharePoint Site for Emergency Operations Training Academy! **4**

For help using SharePoint at any time, select the **Help With SharePoint** tab above for training on a variety of site components and features. For additional questions, please contact the **EOTA SharePoint Coordinator** (see **Important Contacts**).

Log In/Change Password

Welcome jennifer.hutchins@nnsa.doe.gov
 Change Password | Log Out

Important Contacts

EOTA SharePoint Coordinator -
 Jennifer Nachor at jennifer.nachor@nnsa.doe.gov
 or 505-845-6630

Online Learning Support Specialist -
 Janet Lee at janet.lee@nnsa.doe.gov
 or 505-845-6617

The SharePoint Sites

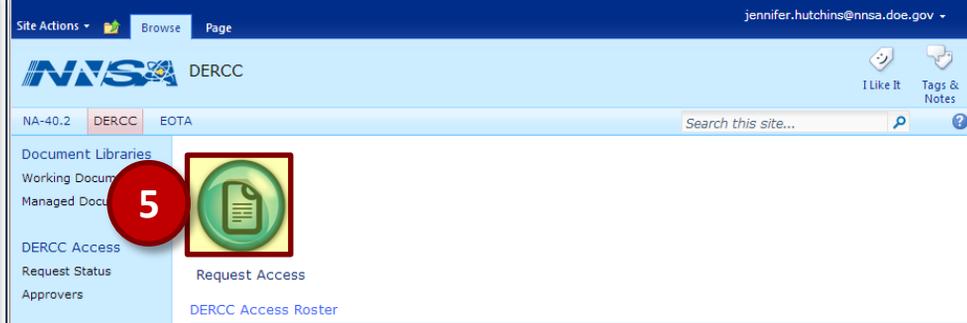
Training... it's what we do.



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Step #5: From the
NNSA DERCC Site, click
Request Access icon



Step #6: Enter all
*required **Requestor
Information**

 **Please Note:**
All *fields in the
DERCC Access
Request form are
required.

DERCC Access Request

REQUESTOR INFORMATION

Date: 9/3/2014 10:09:55 AM

Last Name: *

First Name:

Work Phone: *

Email: *

Social Security # (last four digits)

Sponsoring Organization: *

Clearance: Select... *

US Citizen:

Responder Role: Select... *

Step #7: Select **Request
Type**

Step #8: Enter
applicable Agency

Step #9: Select
*applicable User Access
Level*

Step #10: If applicable,
select **Special Access**

ACCESS TYPE

Request Type: New Access Request Access Reinstatement

Agency:

User Access Level: General User ("Least privileges" allowing the user access to the computer for RSP analysis only.) Privileged User (Elevated privileges allowing changes to the computer such as adding printers, etc.)

Special Access: No SIGMA SIGMA 15 SIGMA 20 Both SIGMA 15 & 20

 **Quick Tip:** [Do we need to provide more
direction/links to Special Access???



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Please Note:

ONLY Enter Supervisor/ Sponsor Name and Email **IF** different than the person completing this request form.

Step #11: Click **Submit for Approval**



Please Note:

You will be redirected back to the NNSA DERCC Site homepage where you can check the request status.

SUPERVISOR/SPONSOR*

Supervisor/Sponsor Name:

Supervisor/Sponsor Email:

* if different than the person completing this request (requestor)

11 Submit for Approval

Site Actions | Browse | Page | jennifer.hutchins@nnsa.doe.gov

NNSA DERCC

NA-40.2 | DERCC | EOTA | Search this site...

Document Libraries: Working Documents, Managed Documents

DERCC Access: Request Status, Approvers

Reports: Access Roster, Flagged Accounts

Recycle Bin | All Site Content

Request Access

DERCC Access Roster

Type	First Name	Last Name	Access Granted	General User Expires	Privileged User Expires	SIGMA 15 Expires
	TEST	456Test	8/20/2014	9/1/2014	9/1/2014	9/1/2014
	The	Hulk	8/20/2014	9/2/2014	9/1/2014	9/1/2014
	Pepe	LePew	8/22/2014	8/27/2014		
	Spider	Man	8/1/2014	9/1/2014		9/2/2014
	Mickey	Mouse	7/14/2014	7/14/2014		
	Natasha	Romanoff	7/14/2014	7/14/2014	7/2/2014	7/14/2015

DERCC Calendar | September, 2014



For EOTA LMS assistance: Janet Lee

- (505) 845-6617
- na-40_2trainingacademy@nnsa.doe.gov

For SharePoint help: Jennifer Nachor

- (505) 845-6630
- jennifer.nachor@nnsa.doe.gov