



# Register for an EOTA SharePoint Account

## SharePoint Quick Guide

Before you can access the EOTA SharePoint site, you'll need to create a new account. Complete the following steps to **register for your EOTA SharePoint Account**.

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

**Step #2:** Click **Register**

**Please Note:**  
The **EOTA SharePoint** registration page will appear.

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

Search this site... P

**EMERGENCY OPERATIONS TRAINING ACADEMY**  
**EOTA**

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

This is a Department of Energy (DOE) computer system. DOE computer systems are provided for the processing of official U.S. Government information only. All data contained within DOE computer systems is owned by the DOE, and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS AUDITING, INTERCEPTION, RECORDING, READING, COPYING, CAPTURING, and DISCLOSURE OF COMPUTER ACTIVITY.

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

**General Information** | **Log In**

**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.

Username:  Password:  **Register** **2** Sign In

**Important Links**

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

Search this site... P

**EMERGENCY OPERATIONS TRAINING ACADEMY**  
**EOTA**

**IMPORTANT NOTICE** | **EOTA General User Code of Conduct**

**Password Rules:**

Passwords must contain:

- At least 8 characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

**All fields in the self-registration form are required!**

**User Self-Registration**

**Security Information**

Email Address: \*

The EOTA Enterprise SharePoint Portal is for the exclusive use of our nation's emergency responders. By agreeing to the terms of this Code of Conduct, I understand the responsibilities I have accepted as a General User of the EOTA Enterprise SharePoint Portal. I acknowledge that, at a minimum, I shall:

- Access only the data, control information, and software for which I am authorized access and have a need-to-know.
- Not redistribute information acquired from this SharePoint Portal without approval of the Site Owner.
- Protect my password.
- Immediately report the following to the Site Owner or the EOTA Support Team:
  - All security incidents and potential threats and vulnerabilities involving the information system.
  - Any compromise or suspected compromise of my password.
- Immediately inform the appropriate Site Owner or EOTA Support Team when access to SharePoint is no longer required.
- Comply with all DOE/NNSA and system-specific rules and regulations governing the secure operation and authorized use of the information system.



# Register for an EOTA SharePoint Account

## SharePoint Quick Guide

**Step #3:** Enter all \*required **Security Information**



**Please Note:**

All \*fields in the self-registration form are required.

### Security Information

**3**

Email Address: \*

Confirm Email: \*

Password: \*

Confirm Password: \*

Password Question: \*

Password Answer: \*



**Quick Tip:** Your Password must contain:

- At least 8 characters
- 1 number
- 1 lowercase letter
- 1 special character
- 1 uppercase letter

**Step #4:** Enter \*required **Contact Information**

### Contact Information

**4**

First Name: \*

Middle Name:

Last Name: \*

Organization: \*

Work Phone: \*

Country: \*

Work Address: \*

City: \*

State: \*

Zip Code: \*



# Register for an EOTA SharePoint Account

## SharePoint Quick Guide

5

**Step #5:** Read the **EOTA General User Code of Conduct**, in the column next to the self-registration form

### EOTA General User Code of Conduct

The EOTA Enterprise SharePoint Portal is for the exclusive use of our nation's emergency responders. By agreeing to the terms of this Code of Conduct, I understand the responsibilities I have accepted as a General User of the EOTA Enterprise SharePoint Portal. I acknowledge that, at a minimum, I shall:

1. Access only the data, control information, and software for which I am authorized access and have a need-to-know.
2. Not redistribute information acquired from this SharePoint Portal without approval of the Site Owner.
3. Protect my password.
4. Immediately report the following to the Site Owner or the EOTA Support Team:
  - a. All security incidents and potential threats and vulnerabilities involving the information system.
  - b. Any compromise or suspected compromise of my password.
5. Immediately inform the appropriate Site Owner or EOTA Support Team when access to SharePoint is no longer required.
6. Comply with all DOE/NNSA and system-specific rules and regulations governing the secure operation and authorized use of the information system.
7. Use the EOTA Enterprise SharePoint Portal only for official government business.
8. Understand the provisions of the SharePoint log-on banner, which outlines the privacy/security expectations of using a government computer system.

As a General User of the EOTA Enterprise SharePoint Portal, I further acknowledge I shall not:

1. Introduce malicious code into any information system or physically damage the system.
2. Attempt to bypass, strain, or test security mechanisms.
3. Introduce or use unauthorized software, firmware, or hardware.
4. Share my password or access authorization with others.
5. Assume the roles and privileges of others and/or attempt to gain access to information for which I have no authorization.

**Step #6:** In the box next to **Agree to Code of Conduct**, click in the box to confirm your agreement

**Step #7:** Click **Submit**

### Code of Conduct

Agree to Code of Conduct



Submit

7

**Please Note:**  
A message will appear with directions to check for an email confirmation.

### User Self-Registration

Your account has been created and a confirmation email has been sent to the address you have provided. Please complete the process by following the instructions in the email. Thank you.





# Register for an EOTA SharePoint Account

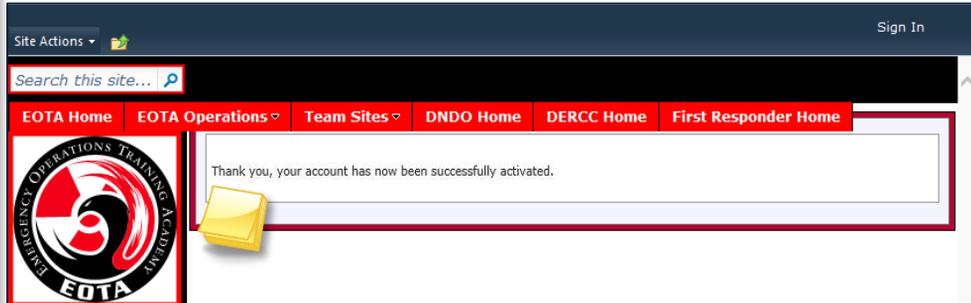
## SharePoint Quick Guide

**Step #8:** Click the link provided in **“Your New Account Has Been Created”** email to activate your EOTA SharePoint account

**Please Note:** If an administrator has approved your request, this link will direct you to an **account activation** message.

**From:** <[SharePoint@eota.energy.gov](mailto:SharePoint@eota.energy.gov)>  
**Date:** September 3, 2014 at 10:44:22 AM MDT  
**To:** <[jhutchinsconsulting@gmail.com](mailto:jhutchinsconsulting@gmail.com)>  
**Subject:** Your New Account Has Been Created!

Hello Jenn Hutchins,  
Thank you for registering, please click [here](#) request that your account be activated. After an administrator has approved you, you will be notified by email and able to log-in. Please be patient as this could take a few days.



**For EOTA LMS assistance:** Janet Lee

- (505) 845-6617
- [na-40\\_2trainingacademy@nnsa.doe.gov](mailto:na-40_2trainingacademy@nnsa.doe.gov)

**For SharePoint help:** Jennifer Nachor

- (505) 845-6630
- [jennifer.nachor@nnsa.doe.gov](mailto:jennifer.nachor@nnsa.doe.gov)