



# Generate & Export DERCC Access Report

## SharePoint Quick Guide

Complete the following steps to generate, export, and manage your DERCC User Access Report.

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

**Step #2:** Enter Username and Password

**Step #3:** Click Sign In

**Step #4:** Click Other Sites, and select DERCC

**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...

EMERGENCY OPERATIONS TRAINING ACADEMY  
EOTA

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

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

General Information

About Emergency Operations Training Academy

Log In

Username:

Password:

Sign In

Forgot Password Register

**Quick Tip:** Click the **Forgot Password** link to recover your password.

Site Actions | Browse | Page

Search this site... | EOTA Home | EOTA Operations | DNDO Home | Other Sites | SharePoint

DERCC

Welcome to the SharePoint Site for Emergency Operations Training Academy!

First Responder

For help using SharePoint at any time, select the **Help With SharePoint** tab above for training aids 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 TestDOE@nnsa.doe.gov  
Change Password | Log Out

Important Contacts

EOTA SharePoint Coordinator -  
Jennifer Nachor at [jennifer.nachor@nnsa.doe.gov](mailto:jennifer.nachor@nnsa.doe.gov)  
or 505-845-6630

Online Learning Support Specialist -  
Janet Lee at [janet.lee@nnsa.doe.gov](mailto:janet.lee@nnsa.doe.gov)  
or 505-845-6617

The SharePoint Sites

Emergency Operations Training Academy (EOTA)

This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Training... it's what we do.

EMERGENCY OPERATIONS TRAINING ACADEMY  
EOTA



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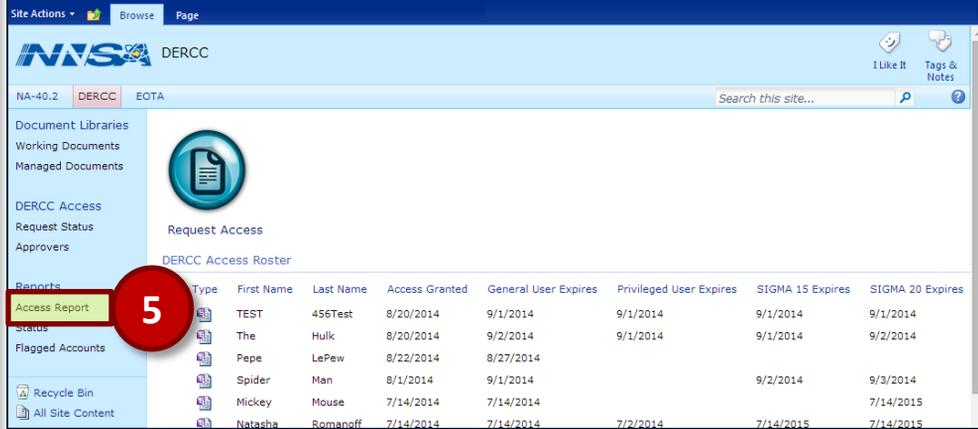
**Step #5:** Under *Reports*, click **Access Report**

**Step #6:** From the new *Reports* window, Click **Export to PDF**

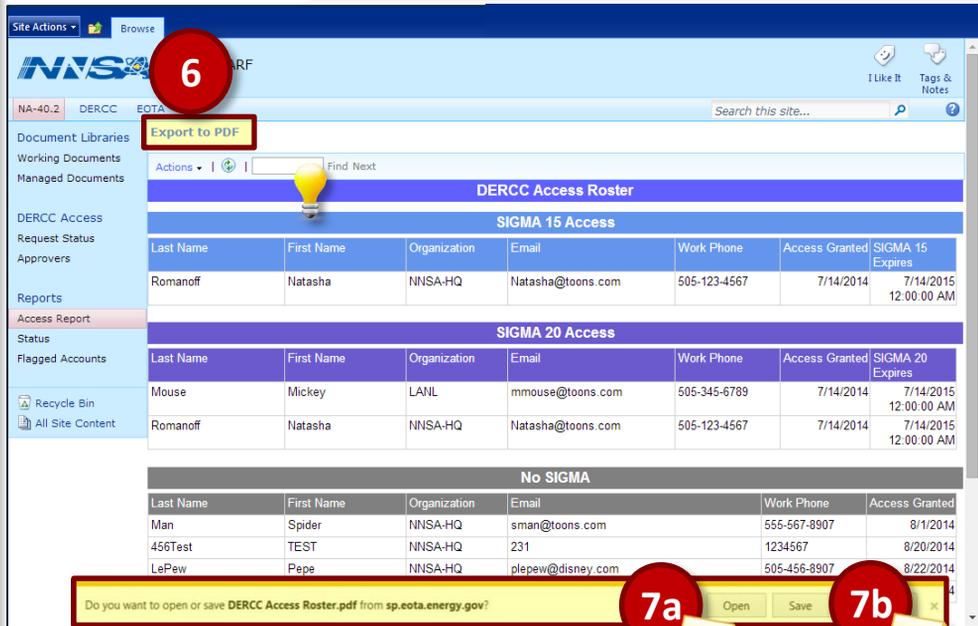
**Step #7a:** Click **Open** to view and print the *DERCC Access Roster .pdf*

**Step #7b:** Click **Save** and navigate to where you want this .pdf to be saved in your computer

**Please Note:**  
Step 7 may vary depending on your Browser & established Security Settings.



**Quick Tip:** Enter keyword, click **Find** to search and view desired information.



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**For EOTA LMS assistance:** Janet Lee

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