



Request Access to DERCC Systems

SharePoint Quick Guide

Complete the following steps to request and obtain access to DERCC Systems.

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 **Other Sites**, and select **DERCC** from the drop-down menu

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



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Step #5: Click on the Request Access icon

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NASA DERCC

NA-40.2 | DERCC | EOTA

Document Libraries

Working Documents
Managed Documents

DERCC Access

Request Access **5**

Request Status
Approvers

DERCC Access Roster

Reports	Type	First Name	Last Name	Access Granted	General User Expires	Privileged User Expires	SIGMA 15 Expires	SIGMA 20 Expires
Access Report		TEST	456Test	8/20/2014	9/1/2014	9/1/2014	9/1/2014	9/1/2014
Status		The	Hulk	8/20/2014	9/2/2014	9/1/2014	9/1/2014	9/2/2014
Flagged Accounts		Pepe	LePew	8/22/2014	8/27/2014			

Step #6: Enter all *required Requestor Information

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

DERCC Access Request

REQUESTOR INFORMATION

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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 the Agency you represent

Step #9: Select User Access Level

Step #10: Select Special Access

ACCESS TYPE

7 Request Type: New Access Request Access Reinstatement **8**

Agency: _____

9 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 **10**



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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 System 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)

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NNSA DERCC EOTA

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Request Access

DERCC Access Roster

Type	First Name	Last Name	Access Granted	General User Expires	Privileged User Expires	SIGMA 15 Expires	SIGMA 20 Expires
TEST	456	Test	8/20/2014	9/1/2014	9/1/2014	9/1/2014	9/1/2014
The	Hulk		8/20/2014	9/2/2014	9/1/2014	9/1/2014	9/2/2014
Pepe	LePew		8/22/2014	8/27/2014			
Spider	Man		8/1/2014	9/1/2014		9/2/2014	9/3/2014
Mickey	Mouse		7/14/2014	7/14/2014			7/14/2015
Natasha	Romanoff		7/14/2014	7/14/2014	7/2/2014	7/14/2015	7/14/2015

DERCC Calendar
September, 2014



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