# Request Access to DERCC Systems

## SharePoint Quick Guide

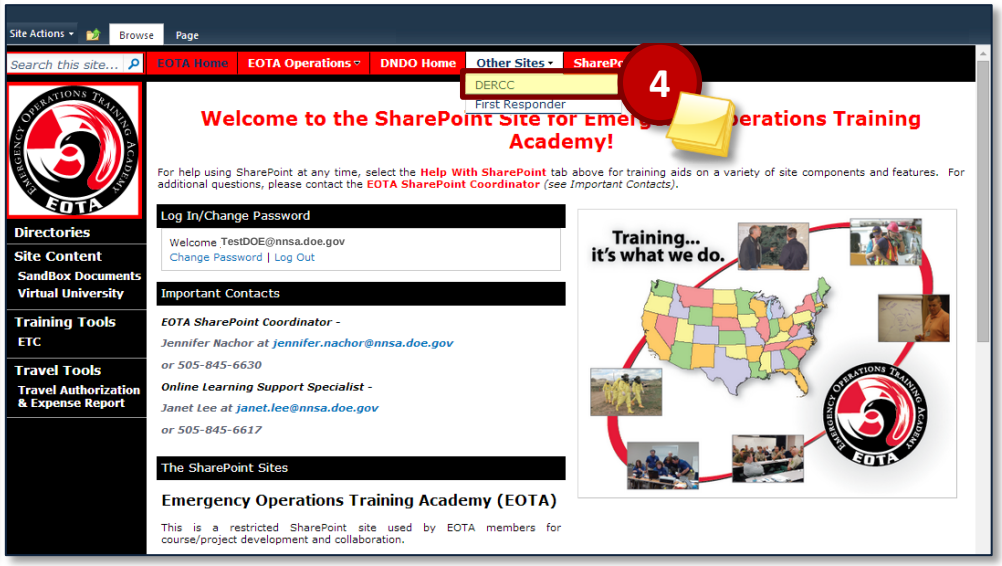
Complete the following steps to request and obtain access to DERCC Systems.

**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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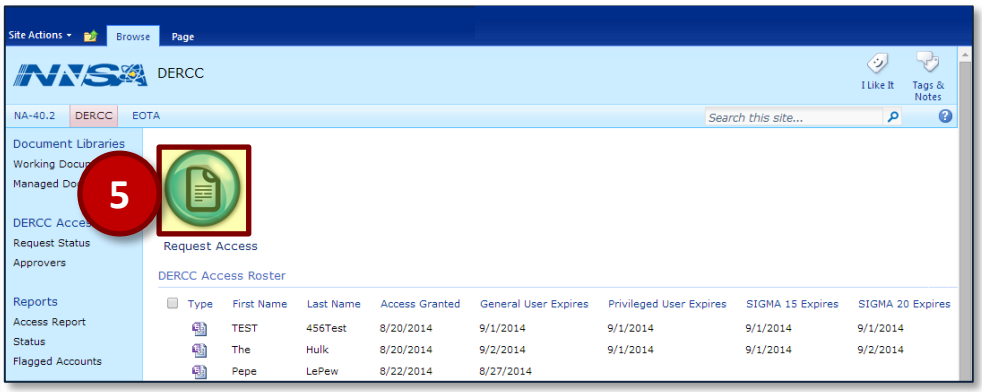
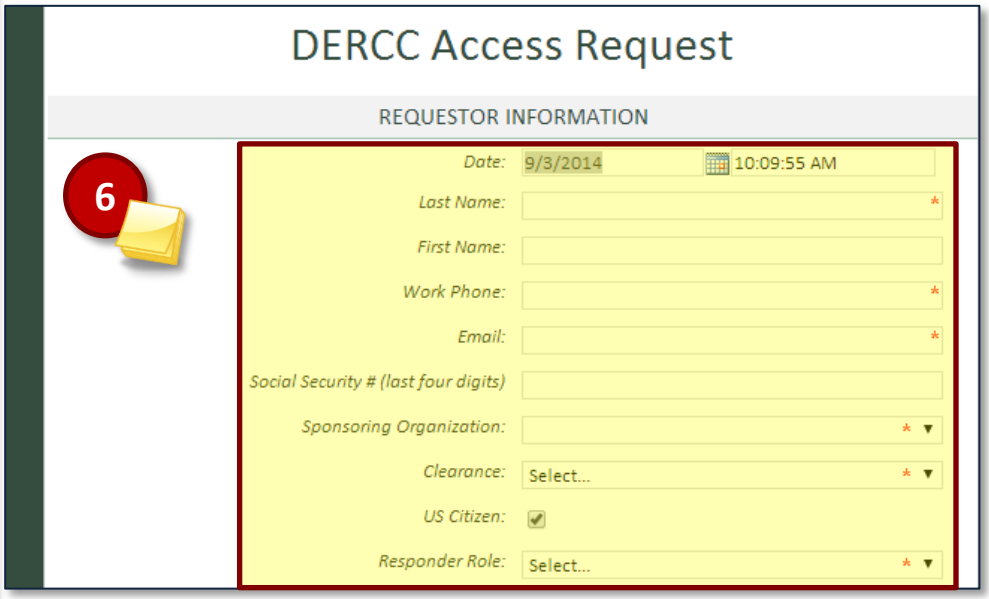
**Step #5:** Click on the **Request Access icon**




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

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

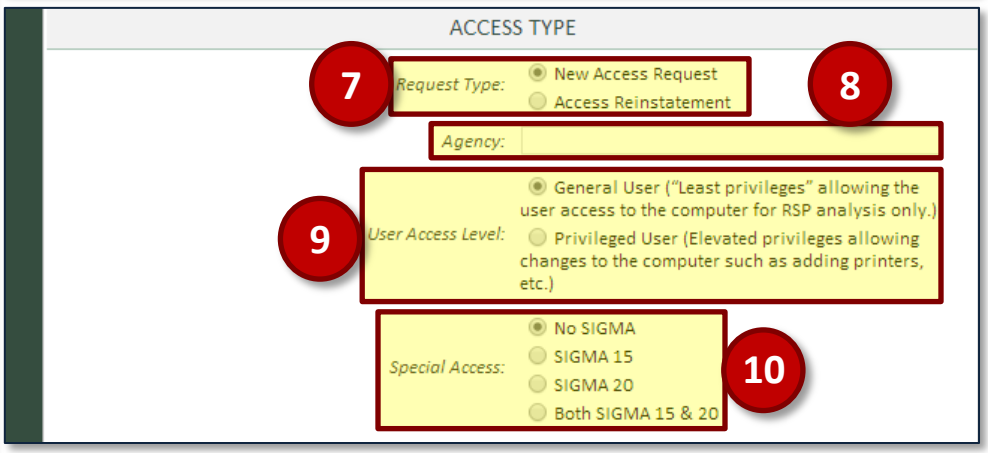



**Step #7:** Select **Request Type**

**Step #8:** Enter the **Agency** you represent

**Step #9:** Select **User Access Level**

**Step #10:** Select **Special Access**



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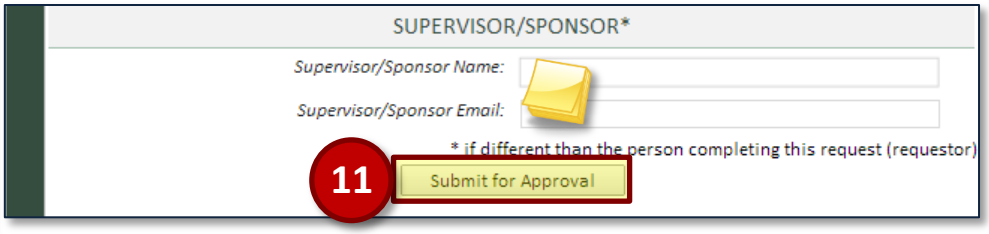
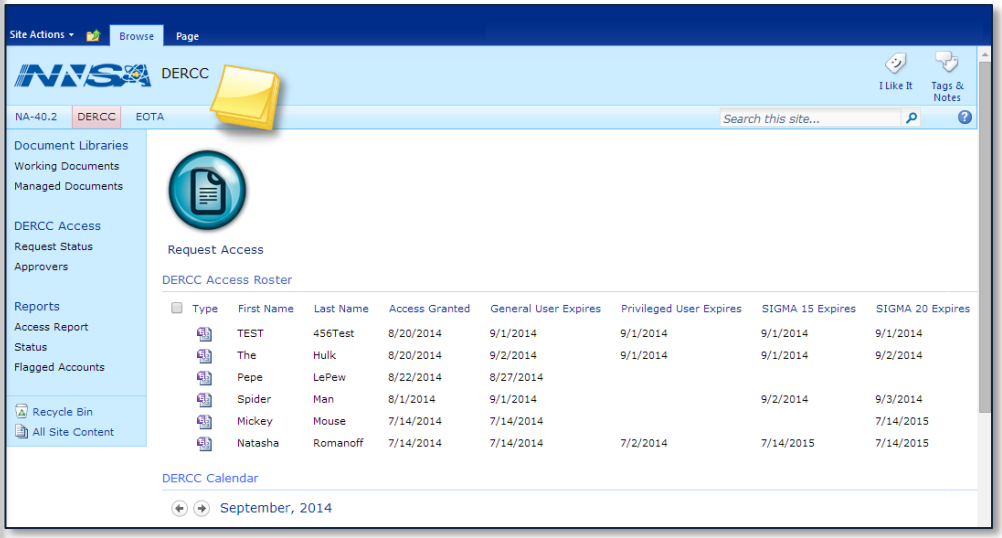
**Please Note:**
**ONLY** Enter Supervisor/Sponsor Name and Email **IF** different than the person completing this request form.

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




**Please Note:**
You will be redirected back to the **NNSA DERCC System homepage** where you can check the request status.





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