



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

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.

Log In

Username:

Password:

[Forgot Password](#) | [Register](#) | [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
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IMPORTANT NOTICE

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: *

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:

- 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/NSA and system-specific rules and regulations governing the secure operation and authorized use of the information system.



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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: *



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

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

Step #7: Click **Submit**

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

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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.

Code of Conduct

Agree to Code of
Conduct



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Submit

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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.





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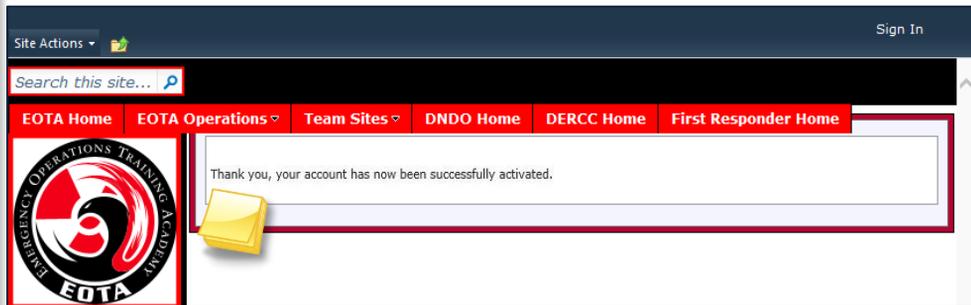
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Step #8: Click the link provided in *“Your New Account Has Been Created”* email to activate your EOTA SharePoint account

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

From: <SharePoint@eota.energy.gov>
Sent: Thursday, September 11, 2014 1:00 PM
To: <SharePointUser@gmail.com>
Subject: Your New Account Has Been Created

Hello SharePointUser,
Thank you for registering, please click [here](#) to 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 SharePoint help: Scott Stoudenmire

- (505) 796-0996 Ext 109
- [sstoudenmire@itpnm.com](mailto:ssoudenmire@itpnm.com)

For EOTA LMS assistance: Janet Lee

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