

## SharePoint Access

To request an account the users Government POC must follow these steps:

A Government POC is defined as Active Duty military or civilian personnel with an Active MCW account.

1. Go to the MCEITS EIS Home page at <https://mceits.usmc.mil>
  - o Select you Authentication certificate when accessing SharePoint.
2. Click on the Request MCEITS Account link.
3. Fill out the form, on behalf of the user.
4. Select your site collection under the SharePoint Site drop down.
5. Enter any comments and click Submit.

An email is sent to the user notifying the user of POC approval.

### SCO/SCA Approval

1. The SCO/SCA can navigate to <https://eis.usmc.mil/sites/spservices/pages/ManageMySC.aspx>
2. The SCO/SCA can either Approve or Disapprove the request. (If the account is disapproved then a justification will need to be entered).
  - o Users selecting MCSCVIPER site collections, will have the additional step of VIPER Active Directory group assignment.

Note: If the request is Disapproved then the process stops and the Government POC is notified of the justification and must restart the process.

**\*\*SCO/SCA must deny all account requests submitted by CTR personnel. \*\***

An email is sent to the user notifying the user of SCO/SCA approval.

The MCEITS EIS Tier 1 team will receive the request and create the account. EIS Helpdesk will then send an email to the user stating that their account has been created and the user must provide their PIV by following the instructions. When the user provides their PIV, they are accepting the terms and conditions of the MCEITS EIS user agreement.

Once this has been completed, the user will be able to log into the EIS SharePoint Services page.

The Site Collection Owner or Admin will need to grant the user the appropriate permissions to the site collection.

**\*\*All account requests older than 90 days are archived due to threshold limitations. \*\***