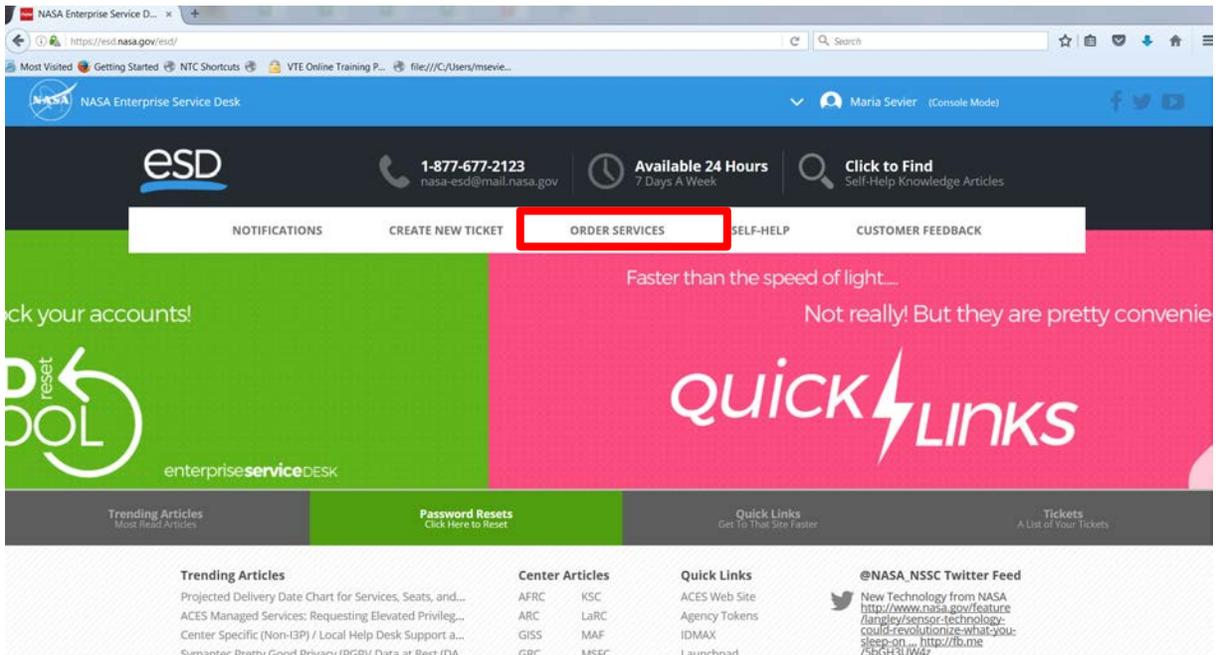
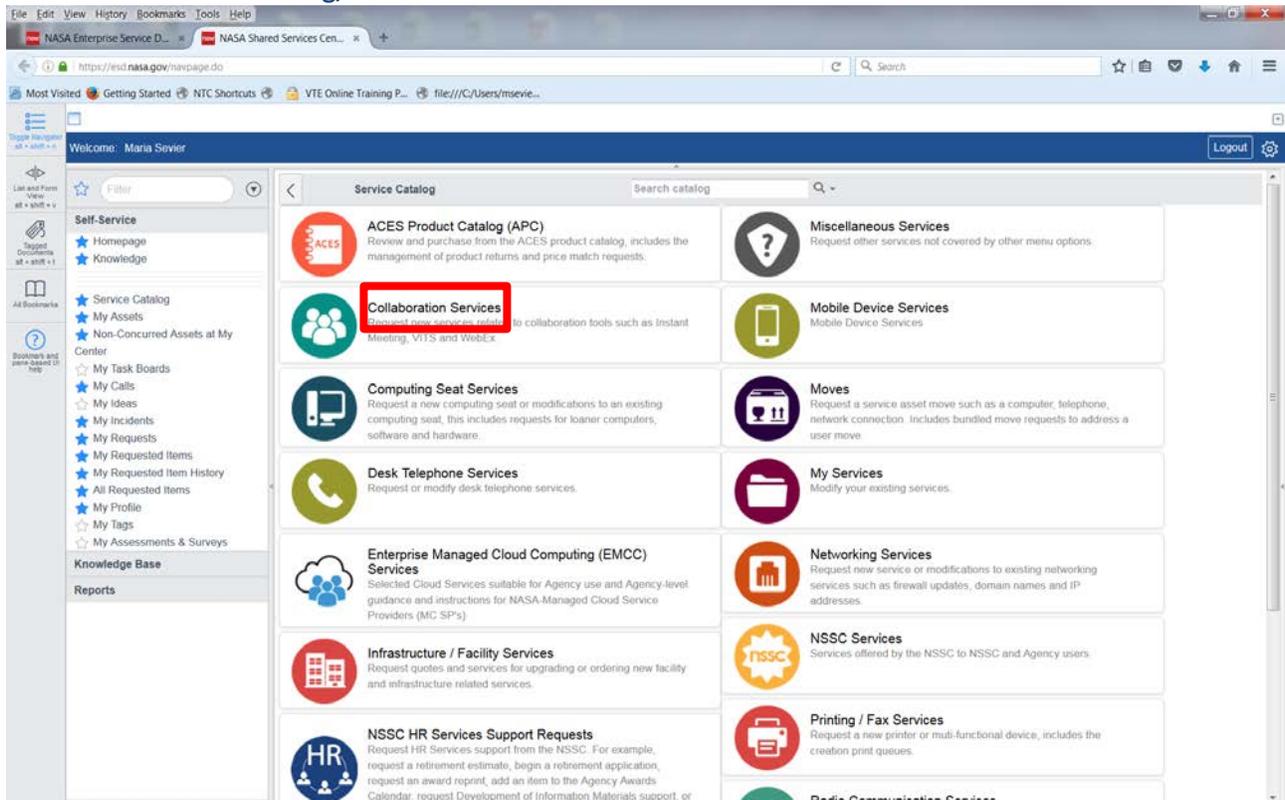


# How to Request an “Instant Meeting” Account via ESD

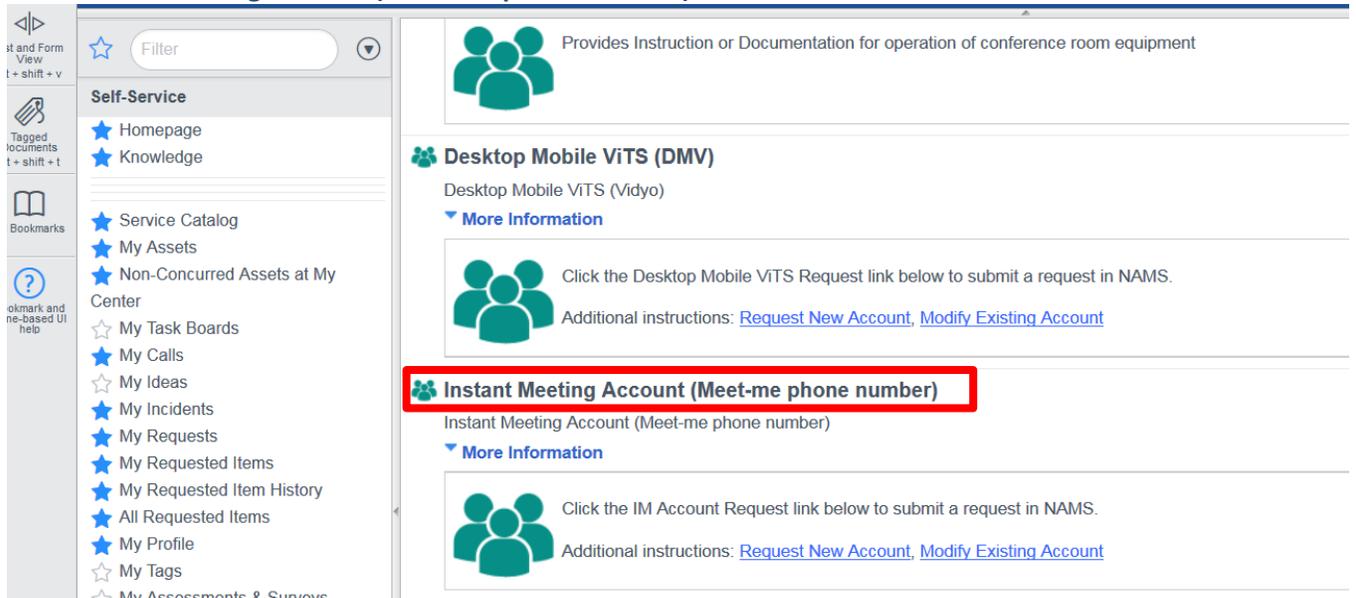
1. Launch ESD (<https://esd.nasa.gov>) and click on **Order Services**.



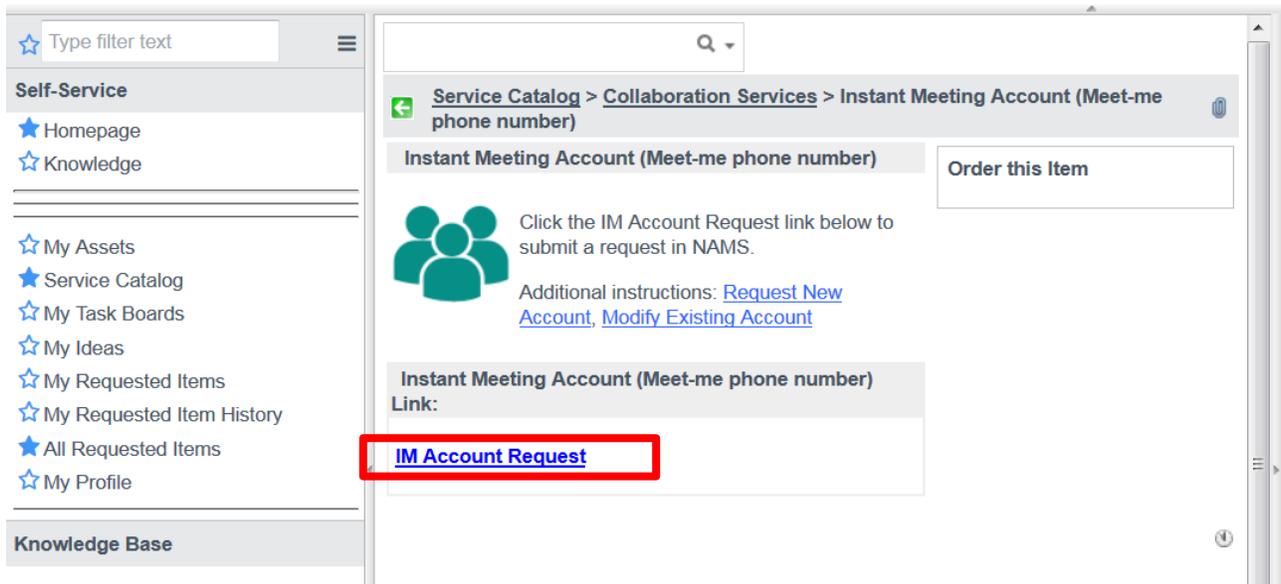
2. Under Service Catalog, Select **Collaboration Services**.



3. Click **Instant Meeting Account (Meet-me phone number)**.



4. Select **IM Account Request**. Note: This will redirect you to NAMS (<https://nams.nasa.gov>)



- Once redirected to NAMS, [Your NAMS Requests](#) link should be highlighted.

**NAMS**  
NASA Access Management System

**NAMS Requests**  
**Your NAMS Requests**  
Other People's Requests  
Requests You've Made for Others

**NAMS Sponsor**  
Transfer Sponsorship  
Revalidate on Someone Else's Behalf

**Reports**  
ICAM Reporting

**NAMS Approval Queue (0)**  
Your approval queue is empty.

Your NAMS Requests | Other People's Requests

- Type **"Instant Meeting"** into the New Request field. The link [AGCY Collaboration Services Instant Meeting Audio Conference](#) will appear below. Click on that link.

**NAMS**  
NASA Access Management System

**Your NAMS Requests**

New Request  Type All Center All

Type this here

Results (max 50) Clear

Title	ID	Description	Type	Center
<a href="#">AGCY Collaboration Services Instant Meeting Audio Conference</a>	227720	Instant Meeting (IM) audio conference subscriptions are available for the customer's use 24 hours a day, 7 days a week. After initial setup, conference reservations are not required. The customer is provided with a toll-free meet-me number and both Leader and Participant passcodes. Operator dial-out is not available. Various features are available to customers to manage their own IM accounts. No cancellation charges apply if a meeting is not held. This service is also known as meet me.	IT Asset	MSFC

7. A page detailing the request criteria will appear [see next page]. Review the personal requirements area at the top portion of the screen to ensure that all requirements are being met. The status for all items should be **OK**. Scroll down to review all items. **Note: If a requirement is not met, the system will not allow the request to process until the status is set to OK. Ensure that the associated Sponsor is correct.**

**AGCY Collaboration Services\_ Instant Meeting Audio Conference**

Instant Meeting (IM) audio conference subscriptions are available for the customer's use 24 hours a day, 7 days a week. After initial setup, conference reservations are not required. The customer is provided with a toll/toll-free meet-me number and both Leader and Participant passcodes. Operator dial-out is not available. Various features are available to customers to manage their own IM accounts. No cancellation charges apply if a meeting is not held. This service is also known as meet me.

Owned by **HATLEY, KATHY A**

User:

Modify Request | History

Requirements	Details	Status
Citizenship	User is a US Citizen.	OK
Security Level	User Level of Confidence: 40 Asset Level of Risk: 20	OK
Annual IT Security Training	Completed on 01/03/2014.	OK
Role: Normal		

Requester:

Sponsor:

**Scroll down to review all items**

8. Review and complete the rest of the form on the remainder of the page:
  - i. Provide **Business Justification** details.
  - ii. Complete **Request Type** field:
    - a. Choose **Add** when creating a new teleconference number or adding an additional teleconference number to what you already manage.
    - b. Choose **Delete** when deleting a teleconference number. **Please note: The Moderator Passcode "Deletes only" field MUST be filled out in order to accurately process a deletion request.**

Moderator Passcode - Deletes only

- iii. Select **Employer**: Note if you are a NASA employee (civil servant) or contractor.
- iv. Complete **Instant Meeting Reservation Type**
  - Domestic Only**
  - Global**
  - Global Enhanced**

[Go to <https://cso.nasa.gov/content/instant-meeting> for definitions for each of the **Instant Meeting Reservation** types.]
- v. The **VOTS Group Field** is already pre-selected. This cannot be changed.

Figure 1. Sample Form

**Urgency** ⓘ  
 Normal  
 Priority  
 Emergency

\* **Business Justification** ⓘ  
I manage meeting and teleconferences for my office.

**Special Instructions** ⓘ

\* **Request Type** ⓘ  
Add

\* **Employer** ⓘ  
Contractor

\* **Instant Meeting Reservation Type** ⓘ  
Domestic  
Domestic  
Global  
M Global Enhanced

\* **VOTS Group Fields** ⓘ  
VOTS Group Field

Note the urgency of the request. The default is **Normal**.

Provide a **Business Justification** for the request.

Provide any **Special Instructions**. Otherwise, leave this blank.

Choose the **Request Type**: **Add** or **Delete**.

Choose whether you are a **NASA Employee** or **Contractor**.

Choose your **Reservation Type**. The default is **Domestic**. Go to <https://cso.nasa.gov/content/instant-meeting> for definitions of each type.

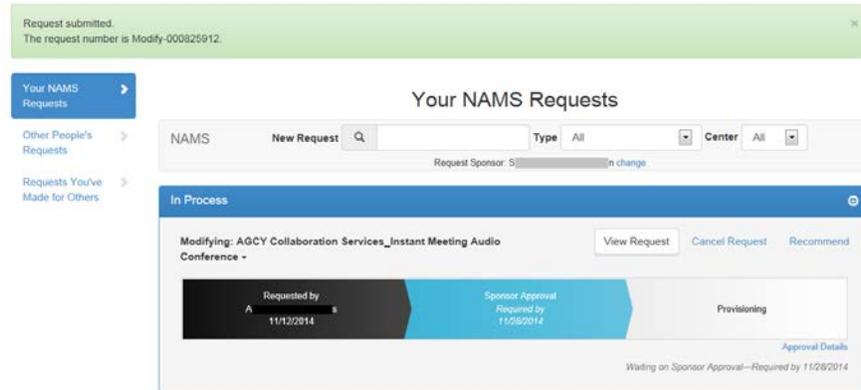
**Moderator Passcode**: Provide the existing passcode for the Moderator **ONLY** if you are deleting an existing account.

**VoTS Group Fields**: There is only one choice for this.

9. Click **Submit Request** (first time requesters) or **Submit Modification** (requesting additional accounts) button:

Submit Modification   Save for Later   Clear Changes

10. A banner will appear at the top of the confirmation page noting that your request is submitted. A box will appear below to show you the status of the approval of the request:



11. Upon completion of the approval process, a confirmation from IDMAX (Identity-Manager) will be sent informing that the request has been completed. Shortly thereafter, a notification will be sent from NASA-ASK-CSO with the IM subscription details enclosed.