

NAMS Instructions for Access to CSO/NICS SharePoint Site

The following are general instructions on how to submit a Request for access to CSO/NICS SharePoint via NAMS.

1. Launch NAMS (<https://idmax.nasa.gov/>)
2. From the **Your NAMS Requests** screen; **type CSO NICS SharePoint** in the box for **New Request**.

Your NAMS Requests

NAMS New Request Type All Center All

Request Sponsor: Collins, Gregory A [change](#)

Note: Please change your “Request Sponsor” to your supervisor

3. Under the Title header; **click** on AGCY CSO-NICS SharePoint

Your NAMS Requests

NAMS New Request Type All Center All

Title	ID	Description	Type	Center
AGCY CSO-NICS SharePoint	233642	CSO/NICS collaboration environment.	IT Asset	MSFC

4. Via the “AGCY CSO-NICS Sharepoint” page, scroll down to the **Create Request** section and
 - a. Select “Urgency” level
 - b. Provide ***Business Justification** details
 - c. Please select the SharePoint Site(s) and Permissions (Read Only or Contributor) required

CAWG

Collaboration Services Engineering

Comm SME

Configuration Mgmt Office Internal (for CMO employees only)

Contract Integration - Telecom Svcs

5. Click button.

Once access has been approved and provisioned, you will receive a completion notification from NAMS