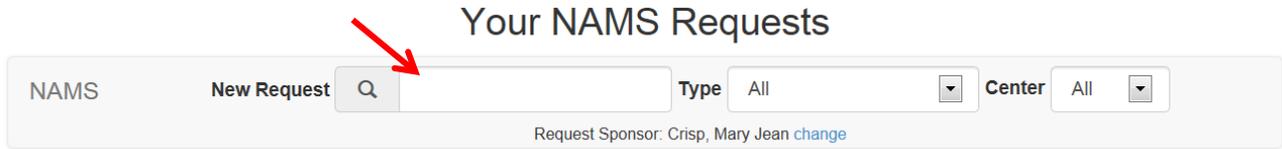


NAMS Instructions for Access to CSO/NICS SharePoint site

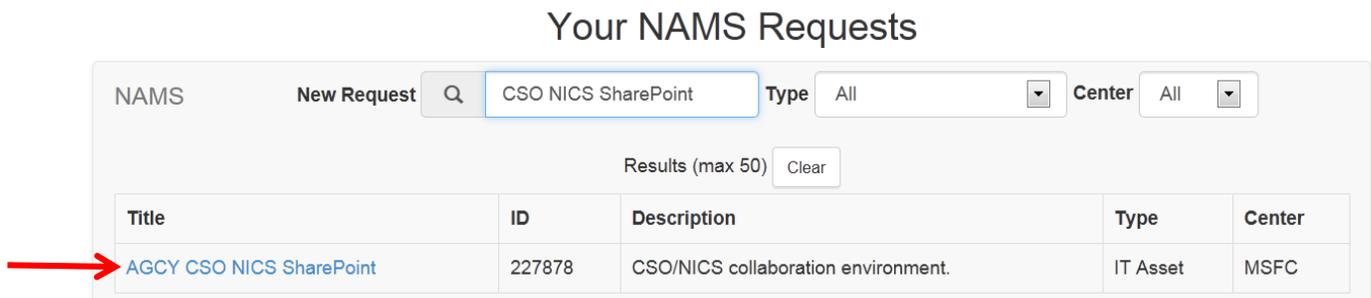
The following are general instructions on how to submit a Request for access to CSO/NICS SharePoint via NAMS.

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



The screenshot shows the 'Your NAMS Requests' interface. At the top, there is a search bar with the text 'CSO NICS SharePoint' entered. A red arrow points to the search bar. To the left of the search bar is a 'New Request' button with a magnifying glass icon. To the right are dropdown menus for 'Type' (set to 'All') and 'Center' (set to 'All'). Below the search bar, it says 'Request Sponsor: Crisp, Mary Jean change'.

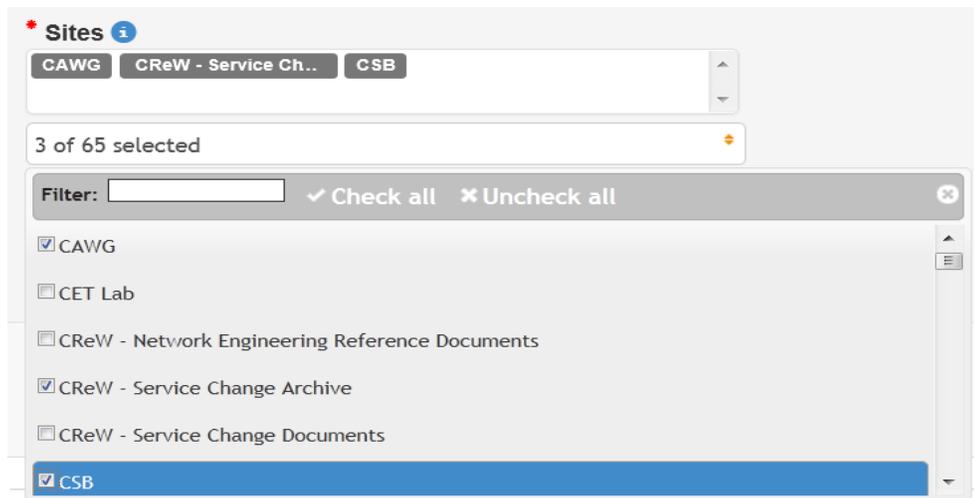
3. Under the Title header; **click** on AGCY CSO NICS SharePoint



The screenshot shows the 'Your NAMS Requests' interface with search results. The search bar contains 'CSO NICS SharePoint'. Below the search bar, there is a table with the following columns: Title, ID, Description, Type, and Center. The first row is highlighted with a red arrow pointing to the 'AGCY CSO NICS SharePoint' title.

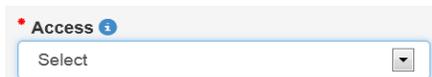
Title	ID	Description	Type	Center
AGCY CSO NICS SharePoint	227878	CSO/NICS collaboration environment.	IT Asset	MSFC

4. Via the “AGCY CSO NICS Sharepoint” page, scroll down to the **Create Request** section and
 - a. Provide ***Business Justification** details
 - b. In the **Select Options** dropdown; put a checkmark in the box of the site(s) you want to access. *Note: the selected sites will then appear under ***Sites** as you select them.*



The screenshot shows the 'Sites' selection dropdown. It has a search filter and a 'Check all' button. The list of sites includes: CAWG (checked), CET Lab, CReW - Network Engineering Reference Documents, CReW - Service Change Archive (checked), CReW - Service Change Documents, and CSB (checked).

- c. Select the permission level you are requesting under ***Access**.



The screenshot shows the 'Access' dropdown menu with 'Select' chosen.

NOTE: If you need *READ ONLY* to some sites and *CONTRIBUTOR* to others, you will need to complete separate requests (one selecting sites for View-Read Only and one selecting sites for Contributor)

5. Click **Submit Request** button.

Once your account is created, you will receive an account completion notification from NAMS