SharePoint Partner User Account Request Instruction

STEP ONE

Prepare an email with the subject line "**SharePoint Partner User Request - <agency name>**"
e.g. "*SharePoint Partner User Request – City of Minneapolis*"
*Make sure to have **SharePoint Partner User Request** in your subject line*

STEP TWO

Provide information in the body of the email as listed:

a. First Name: <your first name>
b. Last Name: <your last name>
c. URL of Site - : https://connect.mn.gov/sites/mndot-teams3/ADA/SitePages/Home.aspx
d. Email Address: <your email address>
e. Contact Person for Partner User: Dick Chng, dick.chng@state.mn.us, 612-352-8455

STEP THREE

Send email to ADAComplianceChecklists.dot@state.mn.us (example below)

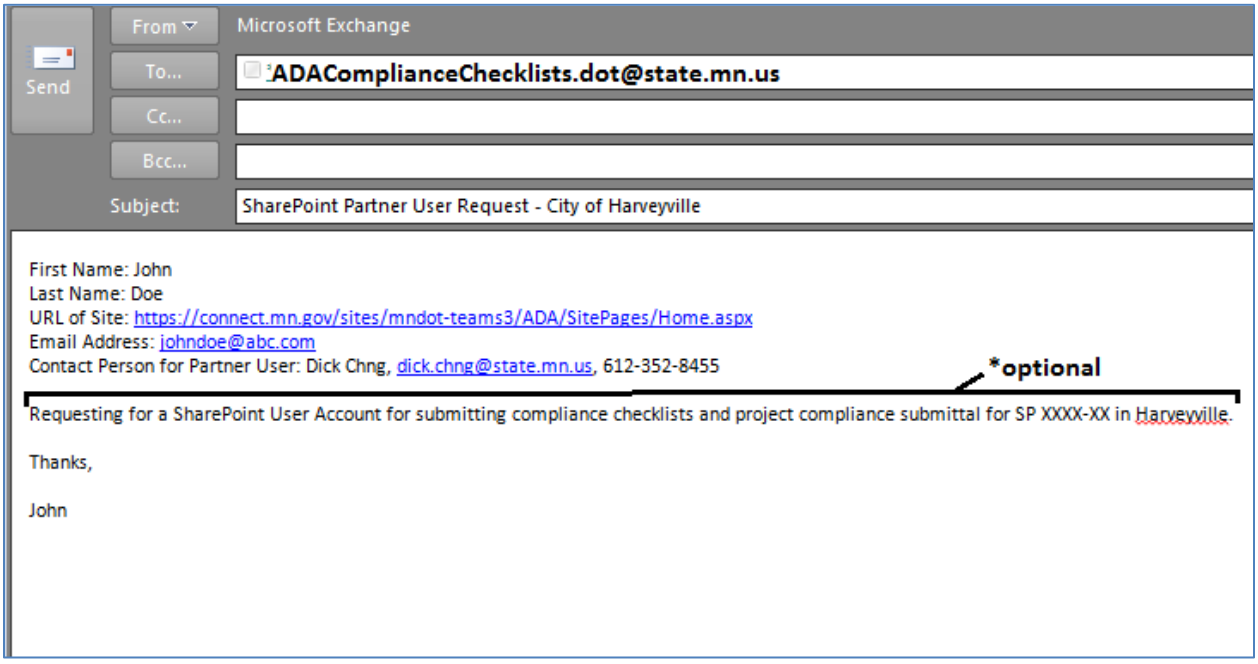
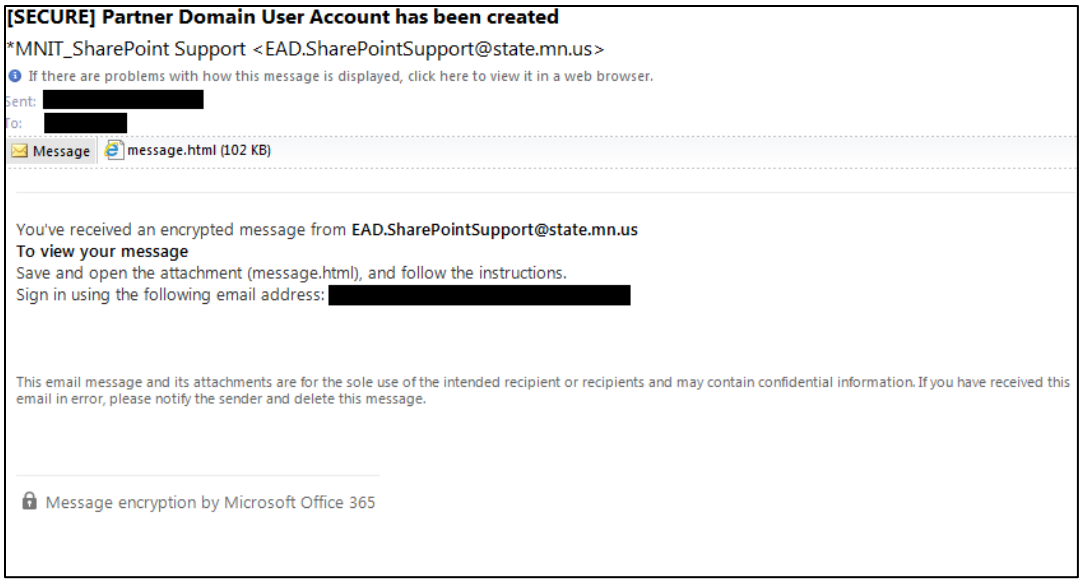


Figure 1: Example of a completed e-mail

You will receive a secure email from EAD.SharePointSupport@state.mn.us with your SharePoint Partner username and password (see example below) within 0-3 days after sending the email.



[SECURE] Partner Domain User Account has been created

*MNIT_SharePoint Support <EAD.SharePointSupport@state.mn.us>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: [redacted]

To: [redacted]

Message | message.html (102 KB)

You've received an encrypted message from **EAD.SharePointSupport@state.mn.us**

To view your message

Save and open the attachment (message.html), and follow the instructions.

Sign in using the following email address: [redacted]

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

Message encryption by Microsoft Office 365

Figure 2: Example of a received email.

STEP FOUR

Click on any ADA SharePoint link on Design or Construction and login with provided username/password.

Click here for MnDOT ADA SharePoint Home Page

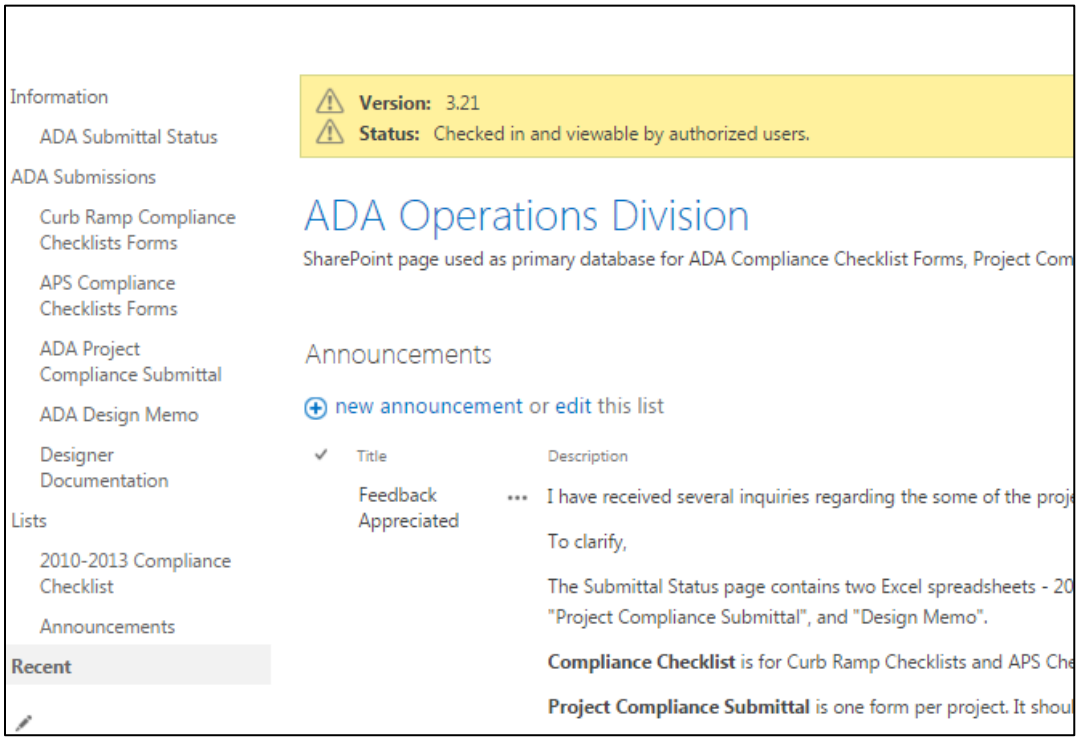


Figure 3: ADA SharePoint Page

Please contact Dick Chng (dick.chng@state.mn.us 612-352-8455) if you have any questions.