

Getting Access to the BIE EMS SharePoint Website:

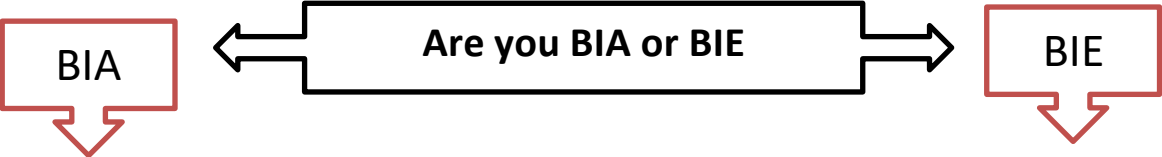
<https://connect.doi.gov/bia/ems>

<https://connect.doi.gov/bia/iasafety>

Guidance Created - 08/16/2017



Step 1: Getting an Account



Go to <https://connect.doi.gov/bia/ems> or <https://connect.doi.gov/bia/iasafety>

Username is *ia\firstname.lastname* (e.g. *ia\spencer.cooper*)

Password is your Windows/Bison Connect Active Directory

Step 1: Do you have a IA or BIA account? (NOTE: many BIE users have IA accounts for quicktime. Email scooper@sundance-inc.net and we'll check for you)

Yes

No

Email scooper@sundance-inc.net with your Name, School and email address

Go to the Next Page!

Did that work?

Yes

No

Reset your password by calling the Indian Affairs Helpdesk at 1-866-703-7100. When on the phone, ask them to "reset your **BIA or IA** active directory/e-mail/windows password."

You're on Connect!

DOI Connect – BIA EMS SharePoint Website Registration Instructions

1. Once you get the invitation email from no-reply-invitation@connect.doi.gov, click “register.”

U.S. Department of the Interior
Extranet User Registration

Dear XXXXXX XXXXXX,
You have been invited to register to the U.S. Department of the Interior extranet portal. Your registration code is **unique code for you.**
The registration code expires after **7 days** so please register soon.

[Register](#)

2. You will see the following screen. Enter your first name, last name, the registration code exactly as it appears in the invitation email, and

DOI CONNECT
Connecting the Department of the Interior
Use DOI Connect to collaborate and share information with others across DOI.

DOI Connect - User Registration

First Name

Last Name

Registration Code

Password

Confirm Password

In case you forget your password

Secret Question 1

Your Answer

Secret Question 2

Your Answer

Secret Question 3

Your Answer

PONDERS McLean

Type the text

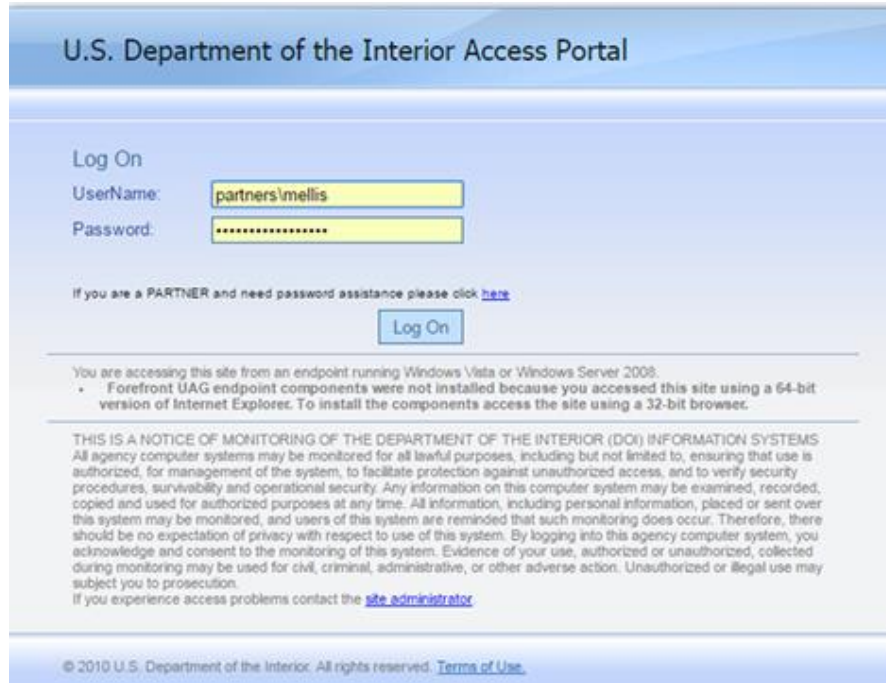
Privacy & Terms

reCAPTCHA

Register

3. Create a password (12 characters, lowercase, uppercase, number and special character). Make sure to write it down.
4. Answer the security questions. NOTE: Make sure you **KNOW THESE WELL**. Every 90 days, the system requires you to confirm you still are using the site – and you’ll need to answer a security question.
5. Be sure to type in the security code on the bottom left hand side (**separate words with a space**).
6. Once done, you will receive an email with your username.

- You may be directed to the main DOI Connect Portal, but you want to go directly to the BIA EMS page. In Internet Explorer, go to the following site: <https://connect.doi.gov/bia/ems>.
- Type in the username you received (partners\firstinitiallastname or firstnamelastinitial, e.g. partners\mellis) and the password you wrote down. NOTE: It may ask you if you want to save your password. If you do this, it will automatically save your information here next time you login.



- You should then see the following page.



If You Can't Login As A Partner

NOTE: The system asks forces you to make sure that you are still an active user every ~90 days (takes around 10 minutes)

IF YOUR PASSWORD DOESN'T WORK: click "If you need password assistance click here"

- 1)
- 2) Put in email
- 3) You'll receive an email. Click on the link.
- 4) Enter your username (e.g. Partners\scooper)
- 5) Answer your security question
- 6) Make up a password (NOTE: You can use old passwords)

If You Get a "Username Not Active"

Email dean_virag@ios.doi.gov

Body: I am trying to access DOI Connect and am getting a "Username Not Active." Can you please unlock my account.