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

Are you BIA or BIE

BIA

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

Did that work?

Yes

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!

No

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

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

No

Go to the Next Page!
1. Once you get the invitation email from no-reply-invitation@connect.doi.gov, click “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

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.
7. 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.

8. 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.

9. 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) Put in email
2) You’ll receive an email. Click on the link.
3) Enter your username (e.g. Partners\scooper)
4) Answer your security question
5) 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.