

SharePoint Partner User Account Request Instruction*

AS SHAREPOINT IS UNDERGOING A SERVICE MIGRATION SOON, PARTNER ACCOUNT REQUEST WILL BE SUSPENDED TEMPORARILY UNTIL FURTHER NOTICE

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. Office/Company Name: <firm/county/city name here>
- e. Email Address: <your email address>
- f. 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)

Microsoft Exchange

Send

From ▾

To... ADAComplianceChecklists.dot@state.mn.us

Cc...

Bcc...

Subject: SharePoint Partner User Request

First Name: John
Last Name: Doe
URL of Site: <https://connect.mn.gov/sites/mndot-teams3/ADA/SitePages/Home.aspx>
Office/Company Name: ABC Company
Email Address: johndoe@abc.com
Contact Person for Partner User: Dick Chng, dick.chng@state.mn.us, 612-352-8455

} Required

Requesting for a SharePoint User Account for submitting ADA documentation for SP XXXX-XX in Minneapolis.

Thanks,

John

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.

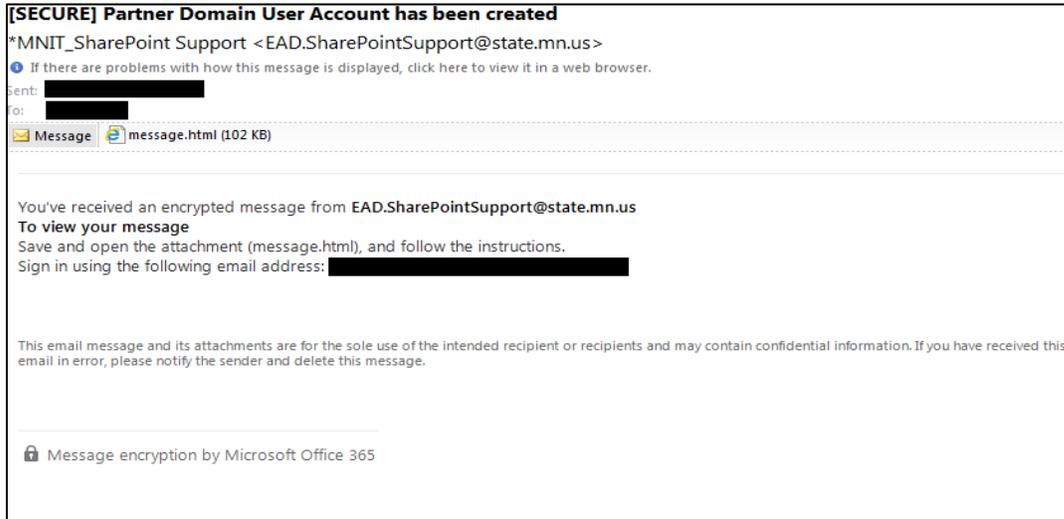


Figure 2: Example of a received email.

STEP FOUR

Click on any ADA SharePoint link on [Design](#) or [Construction](#) and login with provided username/password.

Typical username format e.g [PARTNER\dehng](#)

Click [here](#) for MnDOT ADA SharePoint Home Page

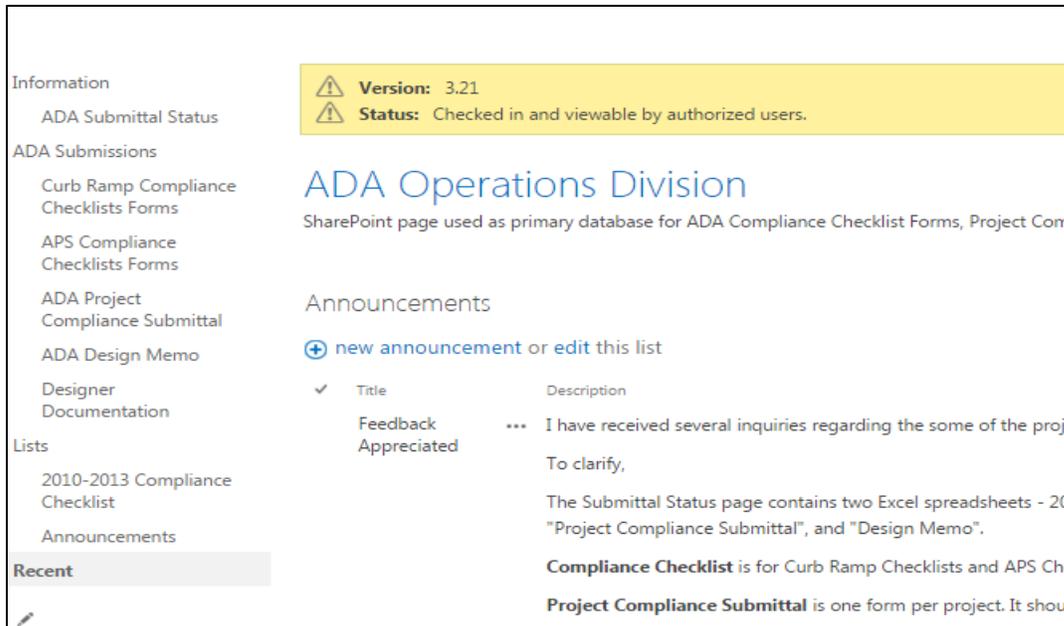


Figure 3: ADA SharePoint Page

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