NAMS Instructions for Access to CP/NICS SharePoint Site

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

1. Launch NAMS (https://idmax.nasa.gov/)

2. From the **Your NAMS Requests** screen; type **CP-NICS SharePoint** in the box for **New Request**.

   ![NAMS Request Screen](image1)

   **Note:** Please change your “Request Sponsor” to your supervisor

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

   ![NAMS Request Screen](image2)

4. Via the “AGCY CP-NICS Sharepoint” page, scroll down to the **Create Request** section and
   a. Select “Urgency” level
   b. Provide **Business Justification** details
   c. Please select the SharePoint Site(s) and Permissions (Read Only or Contributor) required

   ![SharePoint Site Selection](image3)

5. **Click** button.

   *Once access has been approved and provisioned, you will receive a completion notification from NAMS*