

# 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**.

**Your NAMS Requests**

NAMS New Request   Type All  Center All

Request Sponsor: Collins, Gregory A [change](#)

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

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

**Your NAMS Requests**

Title	ID	Description	Type	Center
<a href="#">AGCY CP-NICS SharePoint</a>	233642	CP/NICS collaboration environment	IT Asset	MSFC

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

**CAWG**  
CAWG - Contributor

**Collaboration Services Engineering**  
None

**Comm SME**  
Comm SME - Read Only

**Configuration Mgmt Office Internal (for CMO employees only)**  
None

**Contract Integration - Telecom Svcs**  
Contract Integration - Telecom Svcs - Read Only

5. Click  button.

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