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.**

Note: Please change your "Request Sponsor" to your supervisor

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

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

5. Click button.

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