

## Instructions for External Users to Access SharePoint Site and National Working Group Folders

These instructions guide you through the process of requesting and accessing our SharePoint site and the National Working Group folders as an external user. Please follow each step carefully.

### Step 1: Submit an Access Request via Our Website

1. Visit our website at [Home | Election Integrity Network](#).
2. Navigate to the "[NWG Library](#)" section (found under "Resources").
3. Complete the access request form with the following details:
  - a. Your full name
  - b. Your email address (preferably a work or professional email)
  - c. Your organization or affiliation
  - d. A brief description of why you need access to the SharePoint site and National Working Group folders
  - e. Any additional information requested in the form
4. Submit the form. You will receive a confirmation email acknowledging your request.

**Note:** Access requests are reviewed by our site administrators. Processing may take 1-2 business days. You will be notified of the decision via email.

### Step 2: Receive and Accept the Invitation

1. If your request is approved, you will receive an email invitation from our SharePoint site titled something like "You've been invited to access [Site Name]."
2. Open the email and click the link provided to access the SharePoint site.
3. If you do not have a Microsoft account associated with the email address you provided:
  - a. You may be prompted to enter a one-time passcode sent to your email for verification.
  - b. Copy the passcode from the second email, paste it into the verification field, and click **Verify**.
  - c. Optionally, check the box to stay signed in to avoid repeated verifications.
4. If you have a Microsoft account, sign in with your credentials.
5. After verification or sign-in, you will be granted access to the SharePoint site.

**Note:** Invitations expire after 90 days. If the invitation expires, you must submit a new access request via the website.

### Step 3: Access the SharePoint Site

1. Once authenticated, the SharePoint site will open in your web browser.
2. You can also access the site later by:
  - a. Clicking the link in the original invitation email (if still valid).
  - b. Navigating directly to the SharePoint site URL provided in the invitation email.
  - c. Bookmarking the site URL for future access.

3. If prompted to sign in again, use the same email address and verification process or Microsoft account credentials.

**Note:** Your access is limited to the specific areas of the site for which you were granted permissions. You may not see all content on the site.