



DoD365-J SERVICES GUEST ACCOUNT SELF- REGISTRATION PROCESS

OCCWI SharePoint Access Guide



OCCWI SP POWERAPP ACCESS GUIDE



Author: Troy A. Teipen

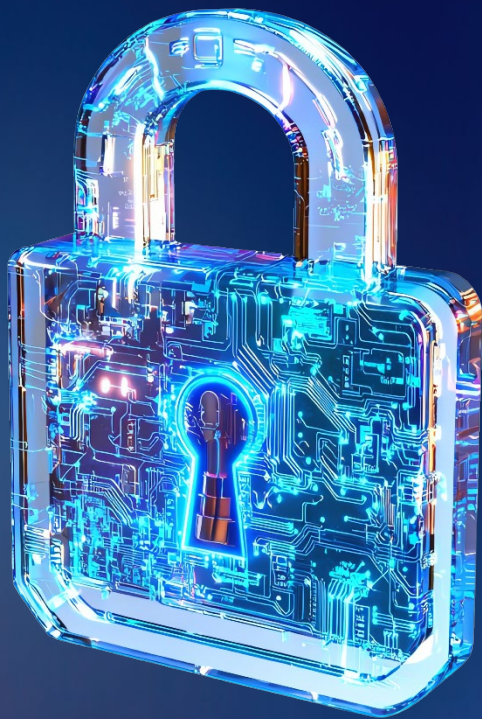
Organization: SAIC

Title: Cyber Engineer / Sys Admin

Office: OUSD P-R / OCCWI

Change Record

[illegible]



Contents

DoD Guest Account Self-Registration Process.....	1
External Users	1
Access Request – OUSD P-R Environment	5
Accessing PowerApps	5
OPTION 1: Email Notifications.....	5
OPTION 2: OCCWI SharePoint Portal.....	7
OPTION 3: OFR - Prevention Website	8
Disable Guest Account – Remove Access.....	9

QUICK START GUIDE

External Users: Proceed to Page 1

Internal Users: [Click Here](#)



DoD Guest Account Self-Registration Process

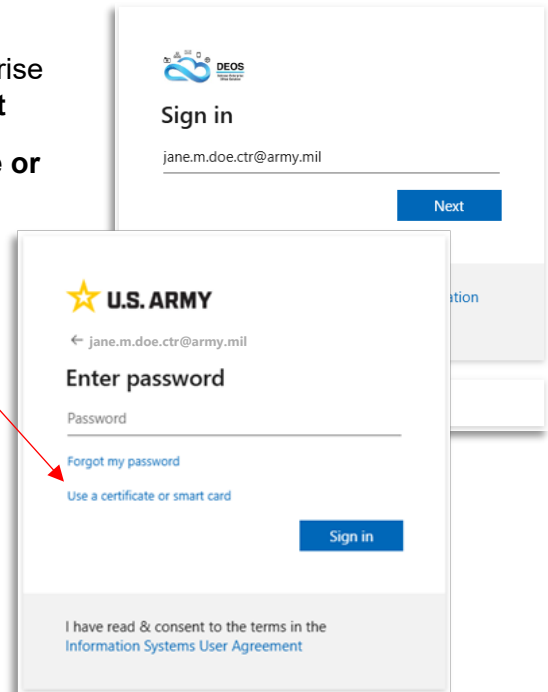
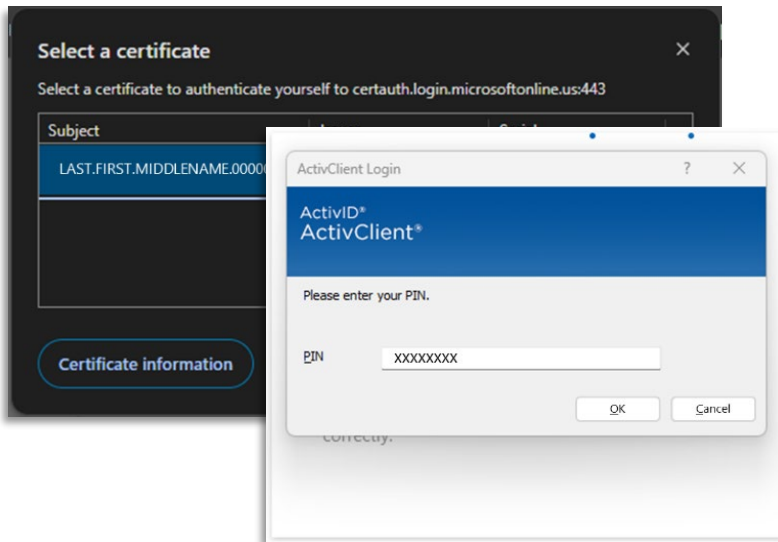
External Users

1) Place your CAC into your device smart card reader, then copy+paste the following URL to your internet browser and navigate to the **Access Package** request site:
<https://myaccess.microsoft.us/%40dod365.onmicrosoft.us#/access-packages/767a6faf-3bfc-4f2a-b1c7-f86fa9309883>

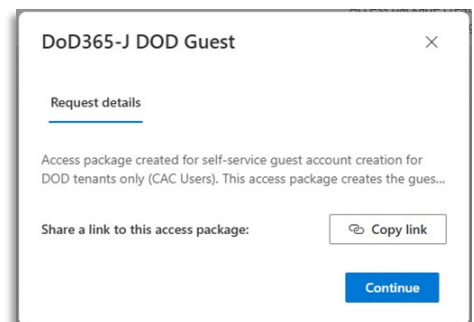
2) When the sign in window appears, enter your normal Enterprise Email address (first.m.last28.ctr@us.navy.mil) and click **Next**

3) When the password window appears, click **Use a certificate or smart card** option

4) Select your DoD certificate associated with your CAC, click **OK**, enter your CAC **PIN**, and click **OK**

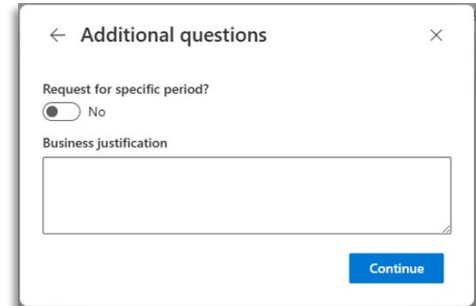


5) When the webpage loads and the **DoD 365-J DOD Guest** window appears, click the **Continue** button

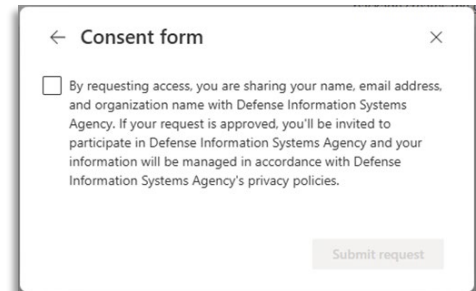




6) When the **Additional questions** window appears, enter any necessary comments in the Business justification text box (this is not required), then click the **Continue** button



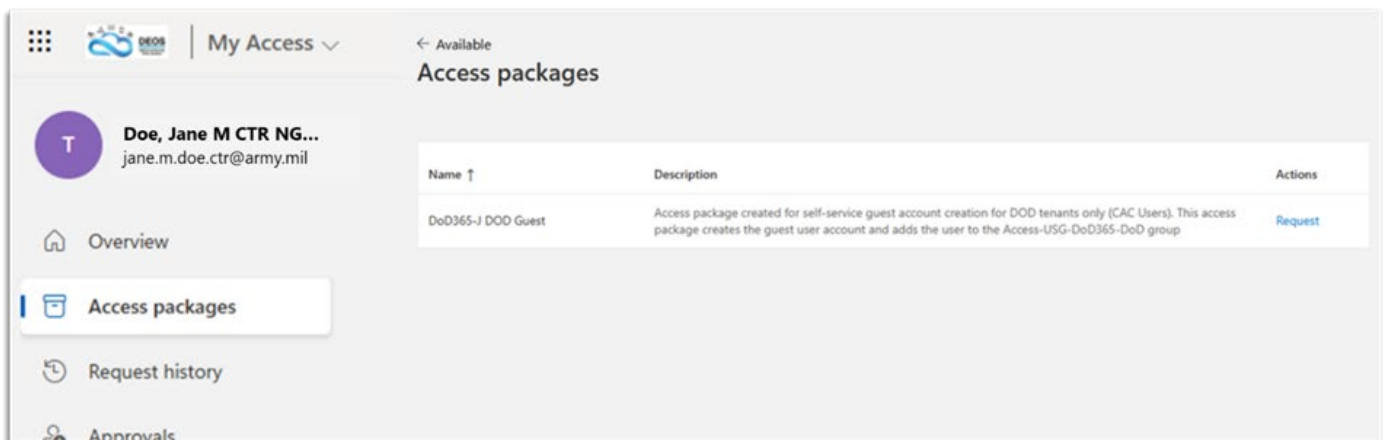
7) When the **Consent form** window appears, click the checkbox to indicate you have read, understand, and accept the conditions then click the **Submit request** button



IMPORTANT: Agreement with the conditions and clicking the checkbox in the Consent form is required to acquire a DoD365-J Guest Account. This will activate the **Submit request** button.

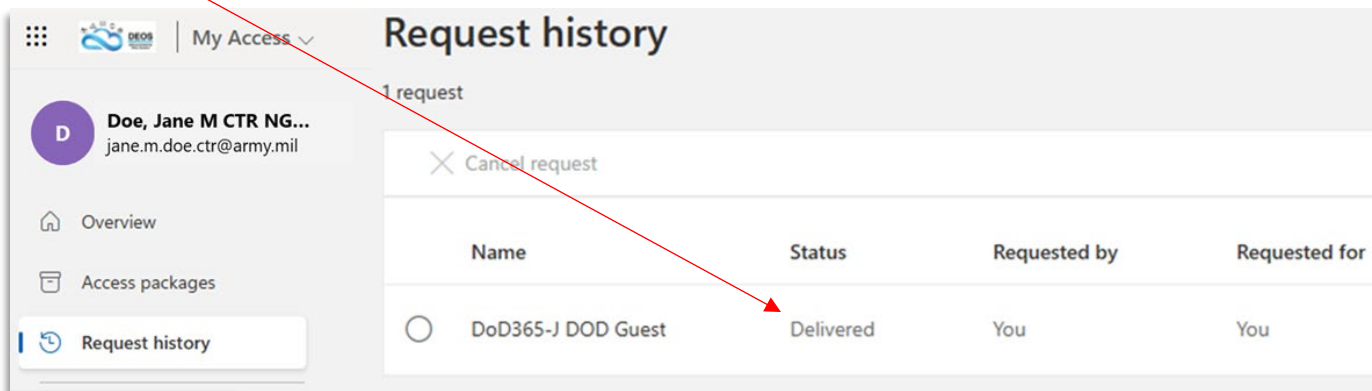
NOTE: Submitting this request initiates the auto-approve process for creating a guest account. The remaining steps in this section should happen immediately.

NOTE: After clicking the Submit request button, you should be returned to the main **Access packages** webpage as illustrated below:



Name ↑	Description	Actions
DoD365-J DOD Guest	Access package created for self-service guest account creation for DOD tenants only (CAC Users). This access package creates the guest user account and adds the user to the Access-USG-DoD365-DoD group	Request

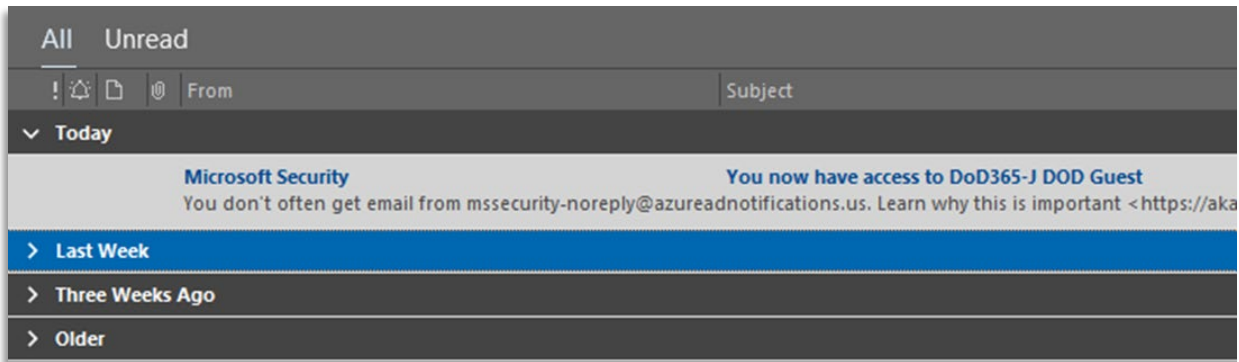
8) On the site navigation pane, click Request history and verify that the Status of your request indicates **Delivered**



Name	Status	Requested by	Requested for
DoD365-J DOD Guest	Delivered	You	You

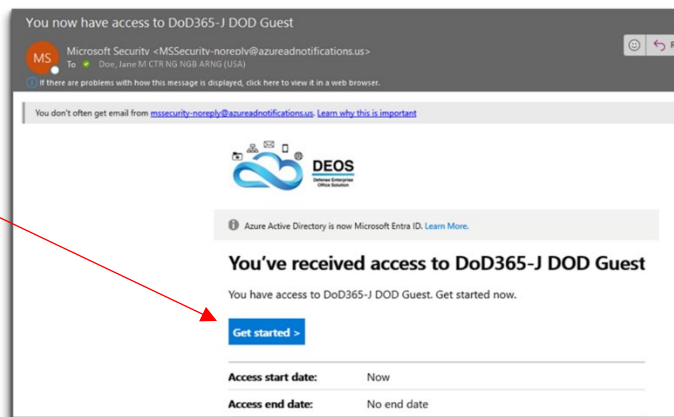


NOTE: Once your Guest Account request package has changed to a **Delivered** status, you should receive an automated email from **Microsoft Security**



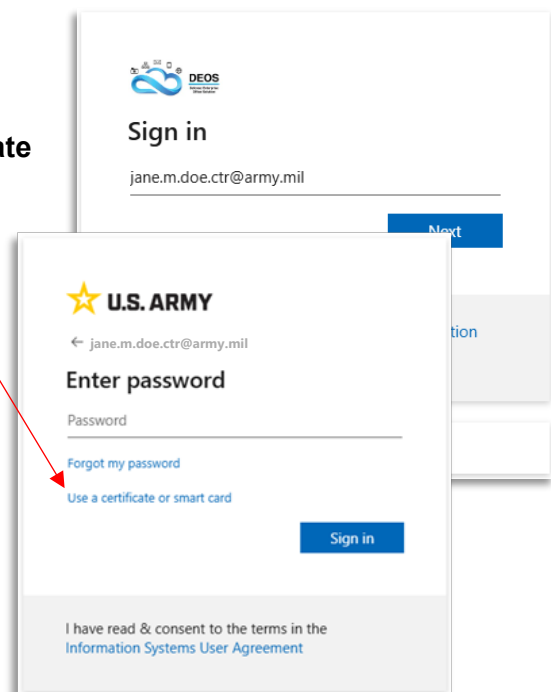
9) Open the email from **Microsoft Security** for instructions on accessing your new DoD365-J Guest Account

10) Click the **Get started >** button



11) When the sign in window appears, enter your normal Enterprise Email address (first.m.last28.ctr@us.navy.mil) and click **Next**

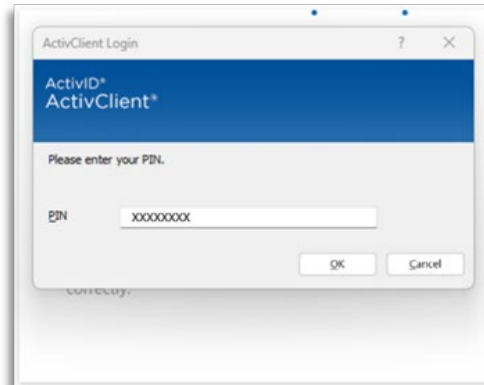
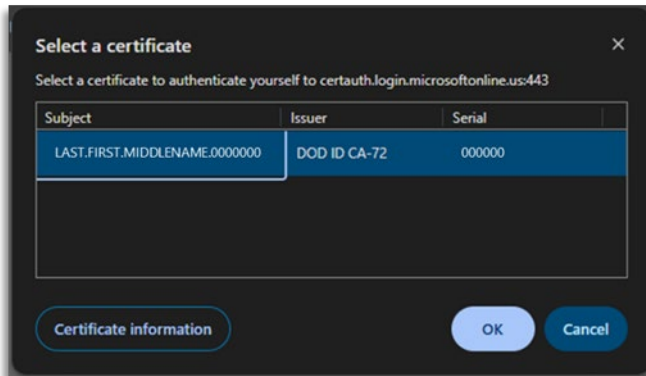
12) When the password window appears, click **Use a certificate or smart card** option





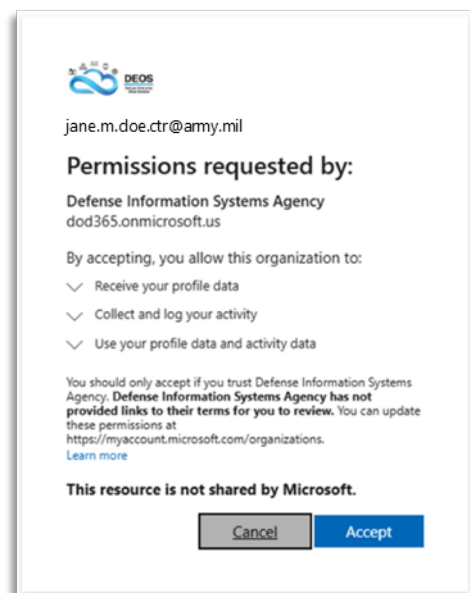
[PREVENTION]

- 13) If requested, select your DoD certificate associated with your CAC, click **OK**, re-enter your PIN, and click **OK** or skip to step 14

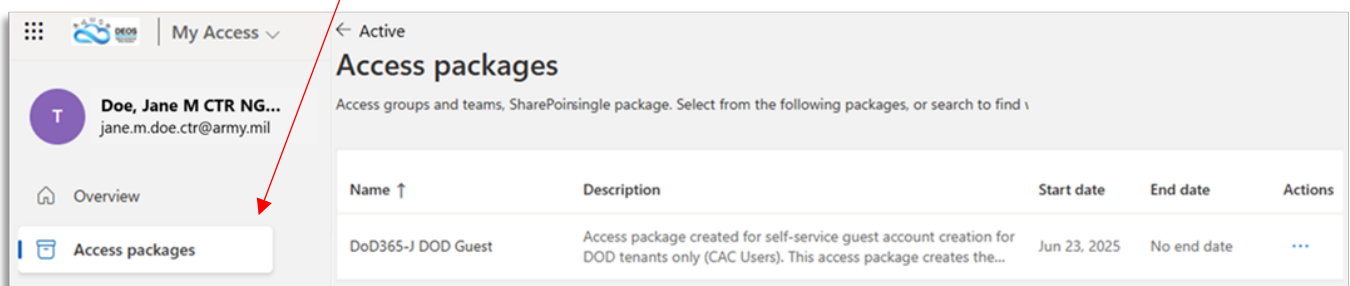


- 14) Read the organizational conditions for accessing your Guest Account and click the **Accept** button (Required)

NOTE: Clicking the Accept button will redirect you back to the **DEOS My Access** page



- 15) On the site navigation pane, click **Access packages** and verify your account **Description** and view the **Start date** as illustrated below:



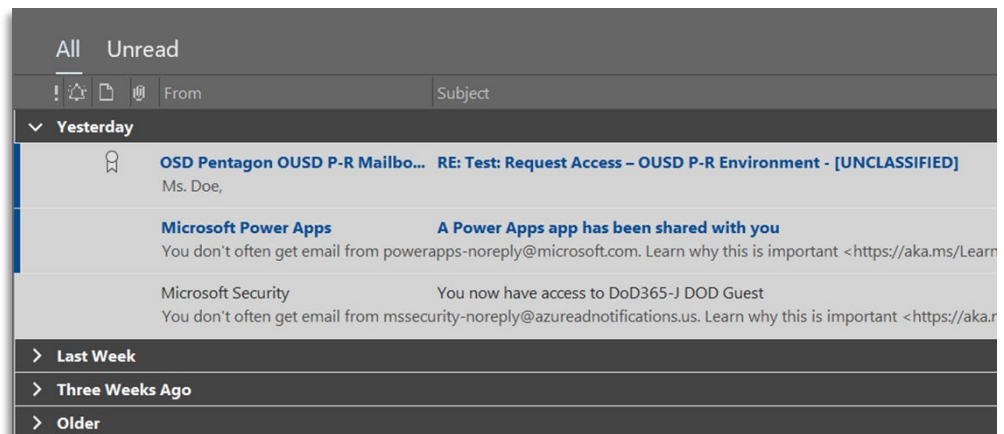
IMPORTANT: Failure to notify the D-CPPP SharePoint App Support Team that your guest account has been created will prevent the remaining required steps from completing the access process



Access Request – OUSD P-R Environment

- 1) Send an email to the D-CPPP SharePoint Support Team at osd.pentagon.ousd-p-r.mbx.d-cppp-sharepoint-app-support@mail.mil and request access to the OUSD P-R SharePoint environment. If you are an external user, notify them that your Guest Account has been activated.
 - Subject Line: Request Access – OUSD P-R Environment
 - Include the following minimum information:
 - **External User?**
 - **Enterprise Email:**
 - **Sites, Resources, and/or PowerApps?** (e.g. Clearinghouse, Credentialing, OCCWI Homepage)

NOTE: When your access is fully provisioned, you will receive emails from **Microsoft Power Apps** and the **D-CPPP SharePoint App Support Team** with account details and links to the requested sites and resources based on your account type

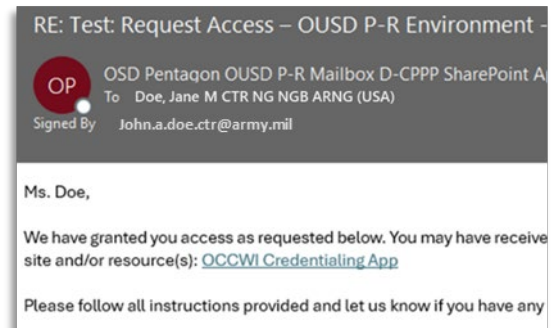
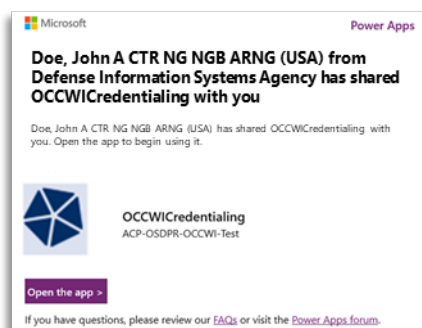


- 2) Open these emails and follow any instructions

Accessing PowerApps

OPTION 1: Email Notifications

- 1) Credentialing
 - Open the Microsoft Power Apps or the OSD Pentagon OUSD P-R Mailbox email illustrated in previous step and click the **Open the app >** button or the hyperlink in the OSD email to navigate to the PowerApp

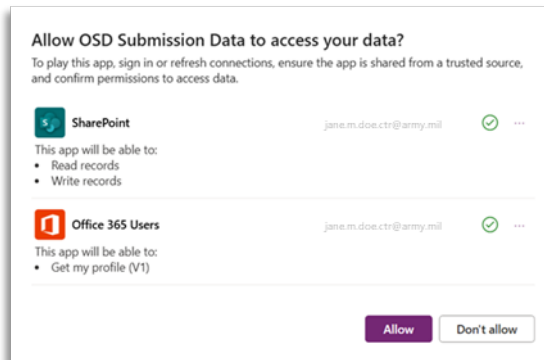




IMPORTANT: Initial connections to a PowerApp in the SharePoint environment require system configurations that must be accepted by the user

NOTE: The process may take a few moments for the app to locate and connect to your system account. The **Allow** button will activate after this is complete.

- In your browser, when the login window appears and loads your system account, click the **Allow** button

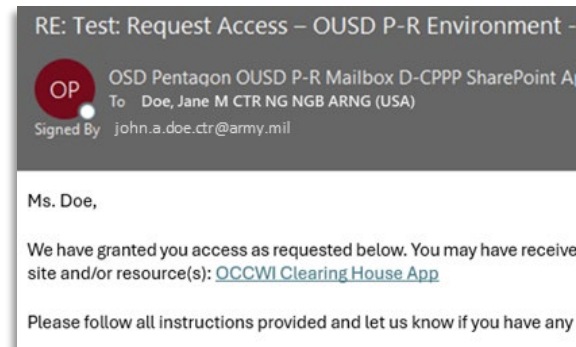
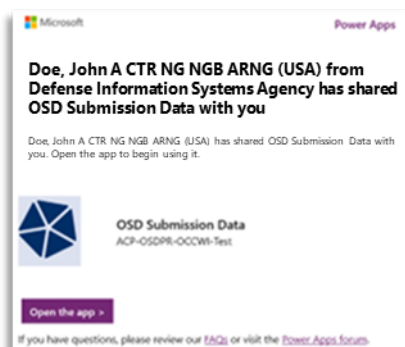


NOTE: The PowerApp will load, and application Menu Options will activate (Options vary depending on your user role) as illustrated in the example image below:



2) Clearing House

- Open the Microsoft Power Apps or the OSD Pentagon OUSD P-R Mailbox email illustrated in previous step and click the **Open the app >** button or the hyperlink in the OSD email to navigate to the PowerApp

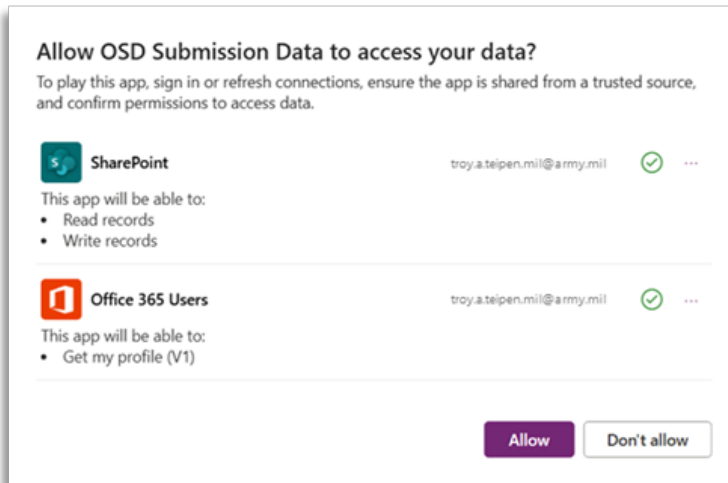




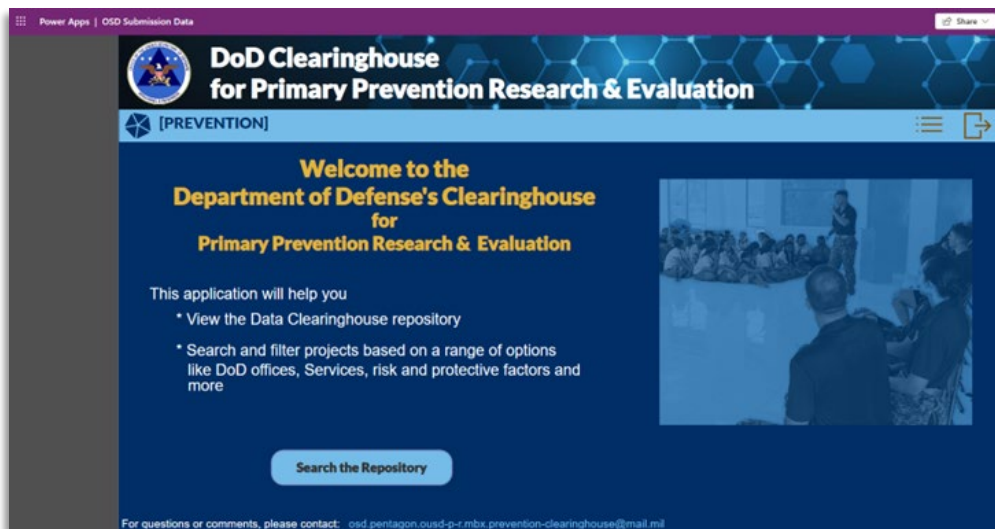
IMPORTANT: Initial connections to a PowerApp in the SharePoint environment require system configurations that must be accepted by the user

NOTE: The process may take a few moments for the app to locate and connect to your system account. The **Allow** button will activate after this is complete.

- In your browser, when the login window appears and loads your system account, click the **Allow** button



NOTE: The PowerApp will load, and application Menu Options will activate (Options vary depending on your user role) as illustrated in the example image below:

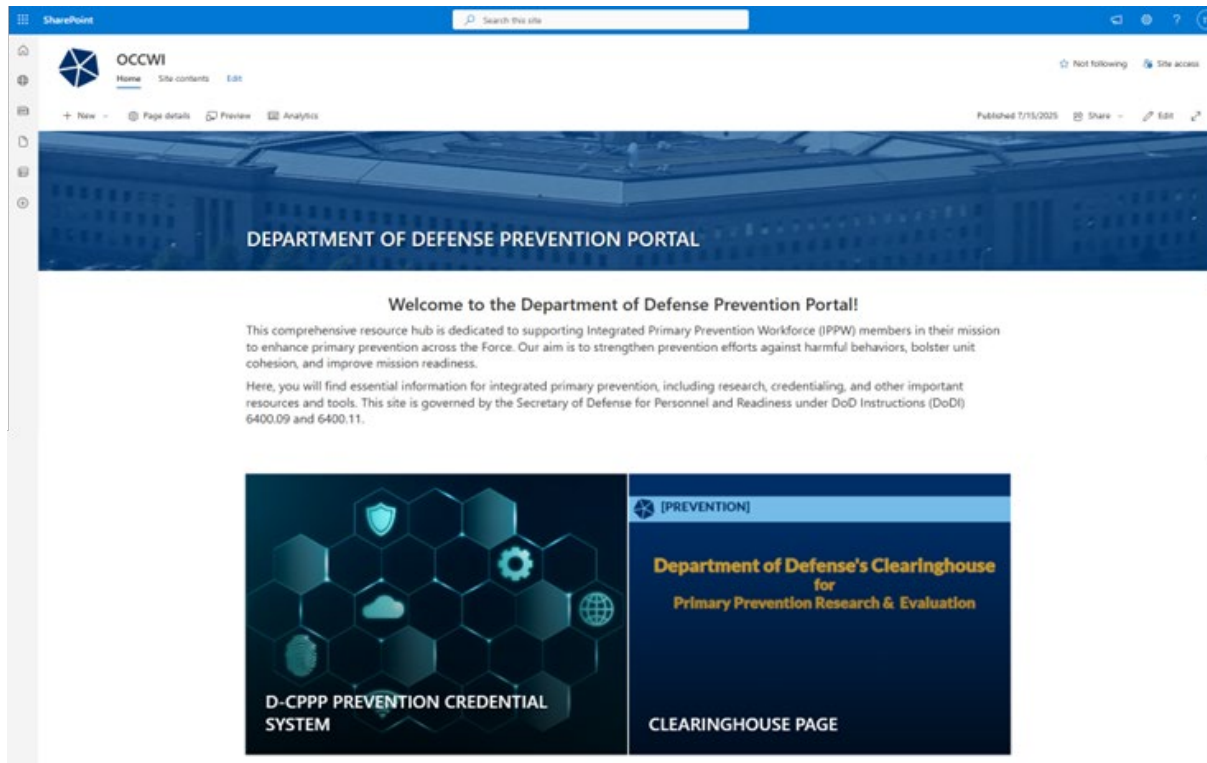


- 3) Report any access or connectivity issues to the D-CPPP SharePoint App Support Team: osd.pentagon.ousd-p-r.mbx.d-cppp-sharepoint-app-support@mail.mil

OPTION 2: OCCWI SharePoint Portal

- 1) Go to the OCCWI SharePoint Portal: [OSDPR-OCCWI Support Portal](#)

- 2) On the homepage, locate and click the application you are attempting to access and follow any login instructions



Credentialing App

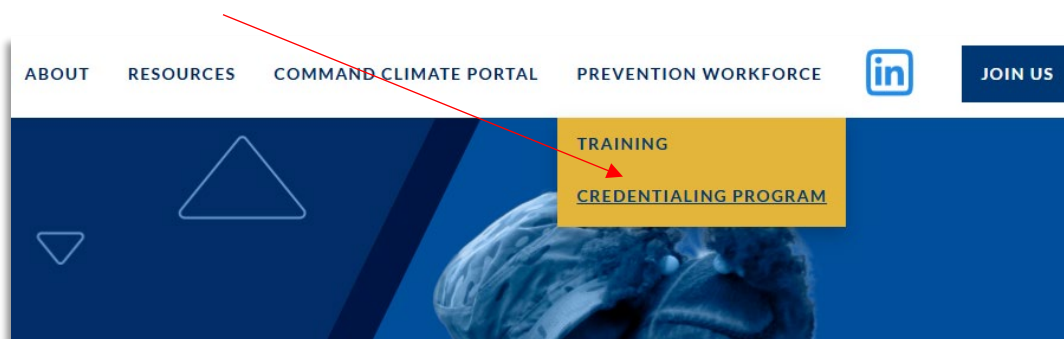
Clearing House App

NOTE: Initial access conditions identified in previous steps will apply to first-time login. See details above (hyperlink to the step above)

- 3) Report any access or connectivity issues to the D-CPPP SharePoint App Support Team:
osd.pentagon.ousd-p-r.mbx.d-cppp-sharepoint-app-support@mail.mil

OPTION 3: OFR - Prevention Website

- 1) Go to the DoD Prevention website and login with your CAC credentials:
<https://prevention.dod.afpims.mil/>
- 2) On the homepage, hover your mouse pointer over the **PREVENTION WORKFORCE** tab and click the **CREDENTIALING PROGRAM** selection





- 3) When the Credentialing Program site page loads, locate and click the application you are attempting to access

[Placeholder Images]

- 4) On the resulting page, click the link for Internal User or External User

[Placeholder Images]

- 5) Existing Users: Click the link for the PowerApp you are attempting to access

[Placeholder Images]

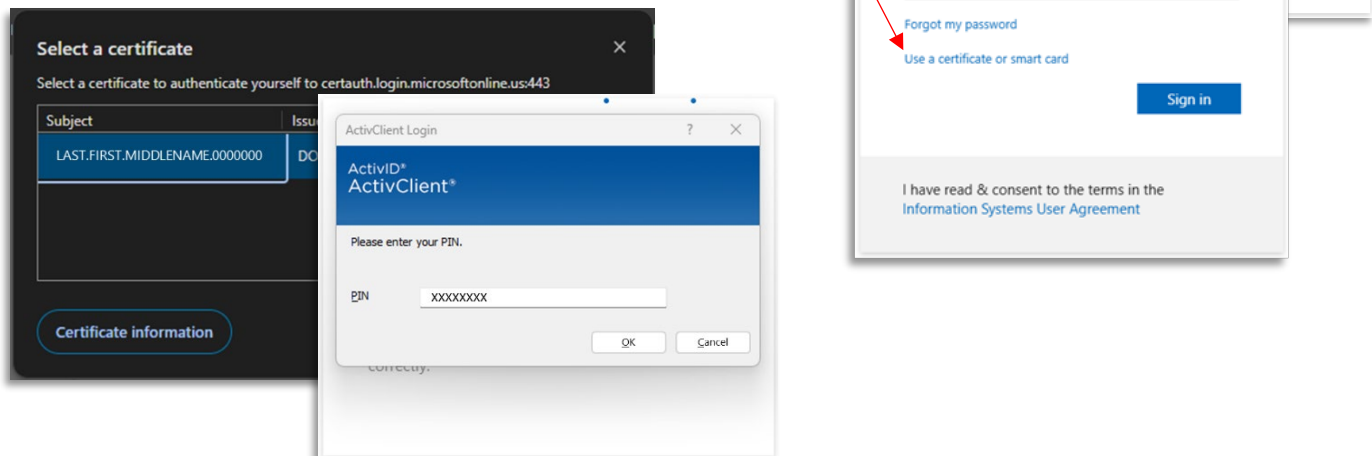
- 6) New Users: Click the link to request access and follow the instructions on the resulting page

[Placeholder Images]

- 7) Report any access or connectivity issues to the D-CPPP SharePoint App Support Team:
osd.pentagon.ousd-p-r.mbx.d-cppp-sharepoint-app-support@mail.mil

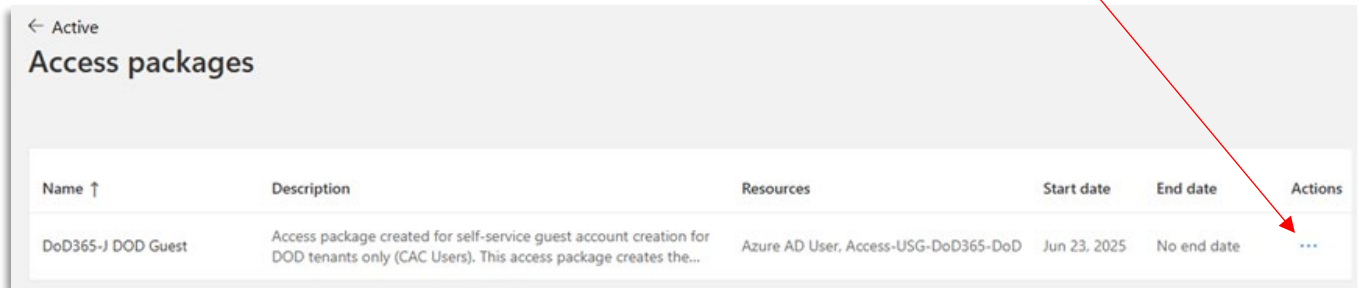
Disable Guest Account – Remove Access

- 1) Go to your **DEOS My Access** page used to create your guest account as detailed in the previous process steps OR copy+paste the following URL to your browser and navigate to the DoD365-J Account Package site: <https://myaccess.microsoft.us/@dod365.onmicrosoft.us#/access-packages/active/4f398b5a-4543-470a-a018-d1d83f1efd02>
- 2) When the sign in window appears, enter your normal Enterprise Email address (first.m.last28.ctr@us.navy.mil) and click **Next**
- 3) When the password window appears, click **Use a certificate or smart card** option
- 4) Select your DoD certificate associated with your CAC, click **OK**, enter your CAC PIN, and click **OK**





- 5) Click **Access packages** in the site navigation pane and click the triple ellipses (...) under the **Actions** column for your **DoD365-J DOD Guest** account

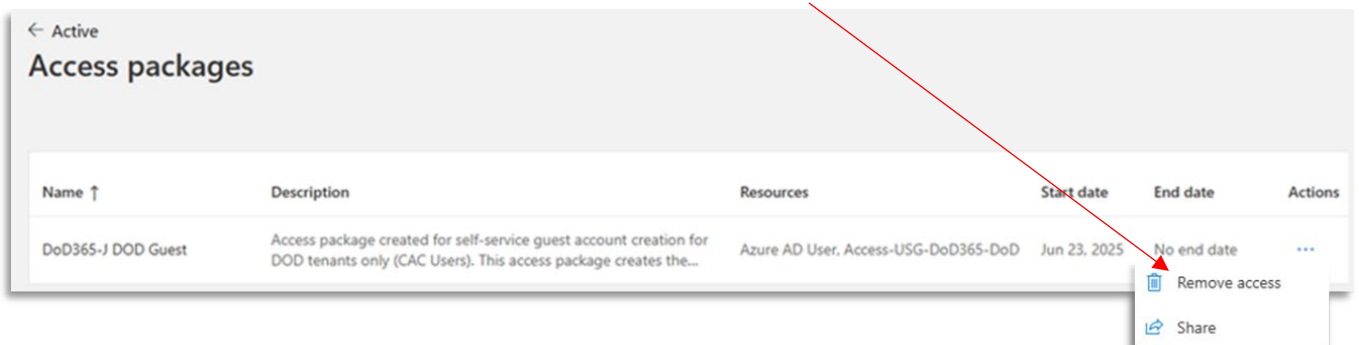


← Active

Access packages

Name ↑	Description	Resources	Start date	End date	Actions
DoD365-J DOD Guest	Access package created for self-service guest account creation for DOD tenants only (CAC Users). This access package creates the...	Azure AD User, Access-USG-DoD365-DoD	Jun 23, 2025	No end date	...



- 6) On the pop-up window that appears, click the **Remove access** option



← Active

Access packages

Name ↑	Description	Resources	Start date	End date	Actions
DoD365-J DOD Guest	Access package created for self-service guest account creation for DOD tenants only (CAC Users). This access package creates the...	Azure AD User, Access-USG-DoD365-DoD	Jun 23, 2025	No end date	...

 Remove access
 Share

- 7) In the confirmation window that appears, click the **Remove** button

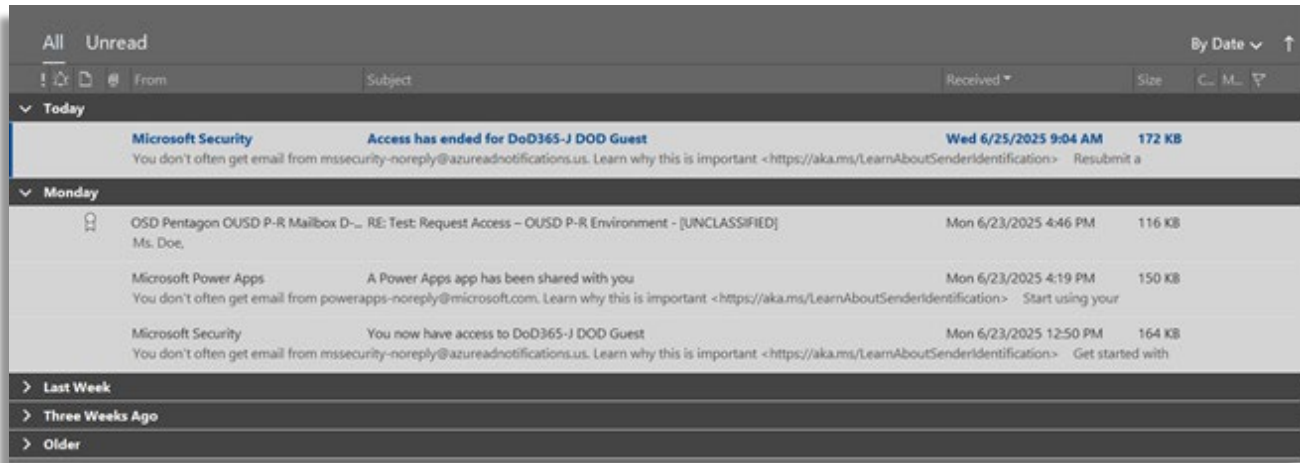
Remove access

Are you sure you want to remove your access to 'DoD365-J DOD Guest'?

RemoveCancel

Important: This action will initiate an Auto-Disable process for your DoD365-J Guest Account that will trigger system notifications to indicate your account has been disabled. You will no longer be able to access the Defense Information Systems Agency account option in your Teams profile or the DEOS My Access page for your DoD365-J Guest Account.

NOTE: You should receive an email from **Microsoft Security** that indicates your Guest Account has ended as illustrated in the image below:



- 8) Open the email from **Microsoft Security** to confirm details of your Guest Account ending and review options to resubmit a request to re-enable the account