



## How to Access the EEI SharePoint Site

These instructions explain how to create an account and request access to the EEI SharePoint site that is managed by CalRecycle's Office of Education and the Environment. You will only need to request access once to have continued future access to the EEI SharePoint site. If you need technical assistance please contact us at [eei@calrecycle.ca.gov](mailto:eei@calrecycle.ca.gov) or 916-341-6769.

### 1. Determine if You Need to Create a Microsoft Account

If you have a Microsoft account or an Office 365 account (this account must have an email inbox), skip to **Step 3**. If you don't have an account, start with **Step 2** to create a Microsoft account.

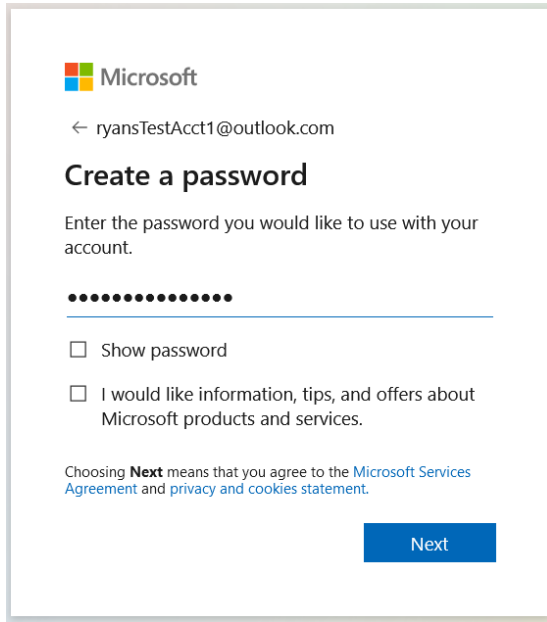
### 2. Create a Microsoft Account

- Go to <https://signup.live.com/>.
- Use an existing email address, or create a new outlook.com email address.

***We suggest that you use your preferred/primary email address or an email address you have used in the past on EEI forms. Don't choose the "use a phone number instead" option.***

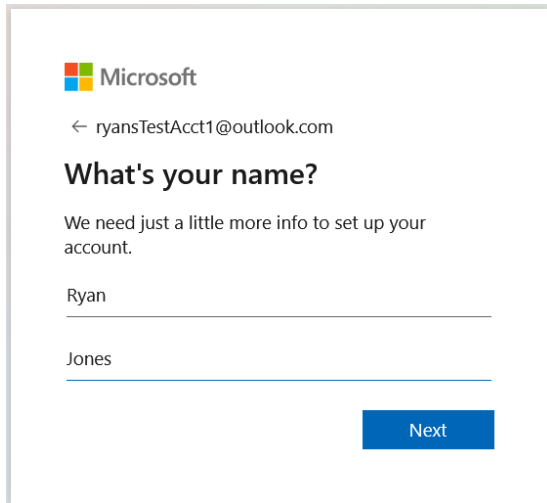
The image displays two side-by-side screenshots of the Microsoft account creation interface. Both screens show the Microsoft logo and the heading 'Create account'. The left screenshot shows an email address 'someone@example.com' entered in the text field. Below the field are two links: 'Use a phone number instead' and 'Get a new email address'. A blue 'Next' button is at the bottom right. The right screenshot shows a different email address 'ryansTestAcct1' followed by a dropdown menu set to '@outlook.com'. Below the field are two links: 'Use a phone number instead' and 'Use your email instead'. A blue 'Next' button is at the bottom right.

c. Choose a password.



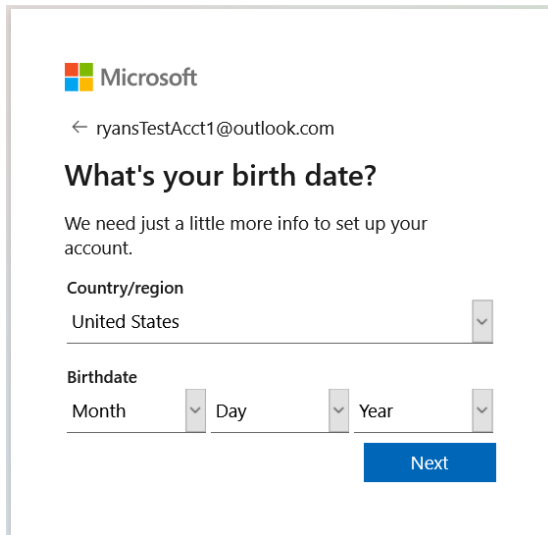
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'ryansTestAcct1@outlook.com'. The main heading is 'Create a password'. Below the heading is the instruction 'Enter the password you would like to use with your account.' followed by a password input field with 12 dots. There are two checkboxes: 'Show password' and 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, there is a link for 'Microsoft Services Agreement' and 'privacy and cookies statement'. A blue 'Next' button is at the bottom right.

d. Enter your name.



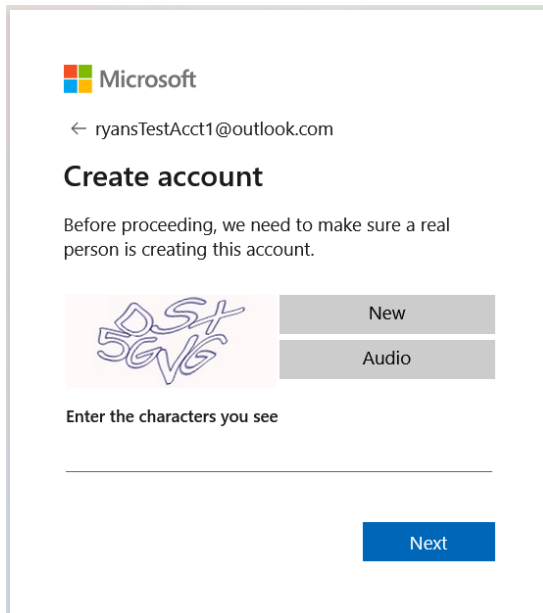
The screenshot shows the Microsoft account creation interface for entering a name. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'ryansTestAcct1@outlook.com'. The main heading is 'What's your name?'. Below the heading is the instruction 'We need just a little more info to set up your account.' There are two text input fields: the first contains 'Ryan' and the second contains 'Jones'. A blue 'Next' button is at the bottom right.

e. Enter your country and birthdate.



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'ryansTestAcct1@outlook.com'. The main heading is 'What's your birth date?'. Below this is a sub-heading: 'We need just a little more info to set up your account.' There are two main sections: 'Country/region' with a dropdown menu showing 'United States', and 'Birthdate' with three dropdown menus for 'Month', 'Day', and 'Year'. A blue 'Next' button is located at the bottom right of the form.

f. Enter the captcha verification code.



The screenshot shows the Microsoft account creation interface for captcha verification. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'ryansTestAcct1@outlook.com'. The main heading is 'Create account'. Below this is a sub-heading: 'Before proceeding, we need to make sure a real person is creating this account.' There is a captcha image showing the characters 'DSt 5G6' in a stylized font. To the right of the image are two buttons: 'New' and 'Audio'. Below the captcha is a text input field with the label 'Enter the characters you see'. A blue 'Next' button is located at the bottom right of the form.

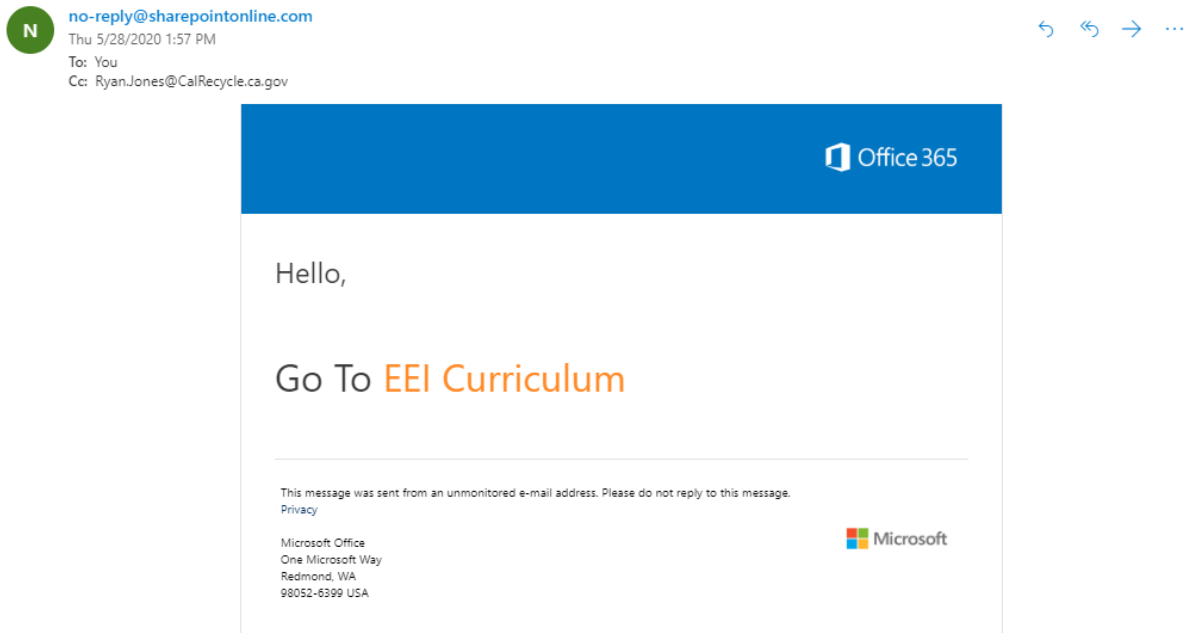
### 3. Request Access to EEI SharePoint Site

To request access to the EEI SharePoint site, send an email to [eei@calrecycle.ca.gov](mailto:eei@calrecycle.ca.gov) from the email address tied to your Microsoft account. EEI staff will review your request and send you an email with a link to the EEI SharePoint site. By requesting access to the EEI SharePoint site you are agreeing to our [Privacy Policy](#). Please note that requests are only processed Monday through Friday during business hours. Also note that there is a possibility that the email with the EEI link may find its way to your junk/spam folder.

If you created a new Microsoft account with an outlook.com email address, the inbox is at <https://outlook.live.com/>.

## 4. Access the EEI SharePoint Site

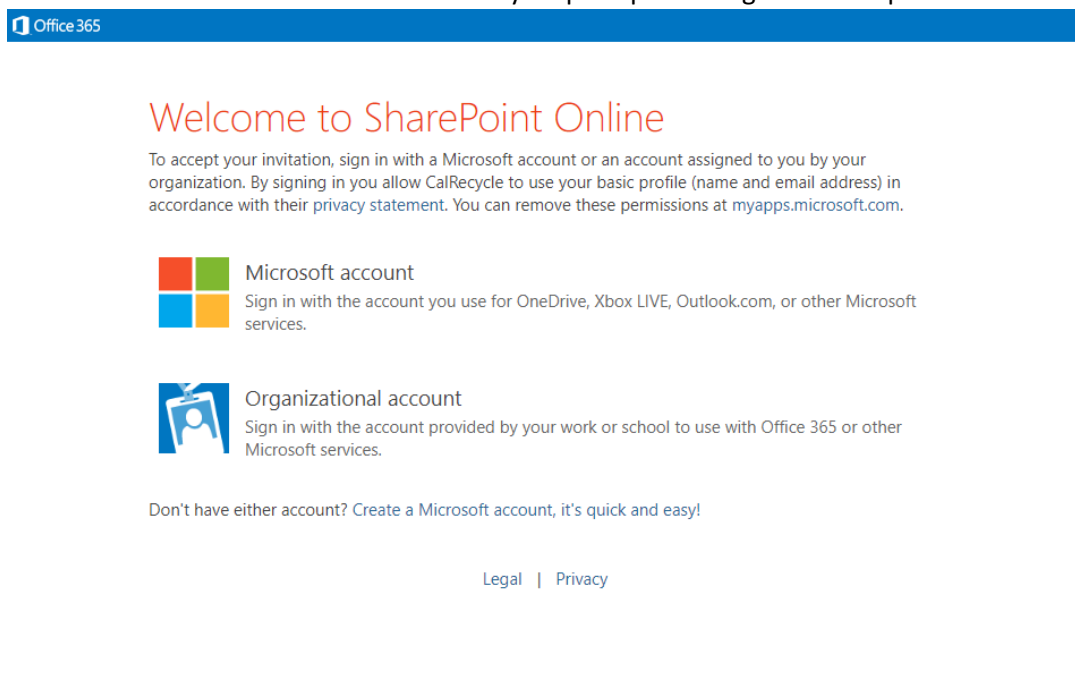
You will receive an invitation email in the email inbox that you used to request access. (Again, please note that requests are only processed Monday through Friday during business hours.)



- a. Follow the link in the email.
- b. If you have never accessed a CalRecycle SharePoint site before, you will be prompted to setup multifactor authentication, go to **Step 5**. Otherwise, you will be prompted to sign in. You now have access to the EEI SharePoint site.

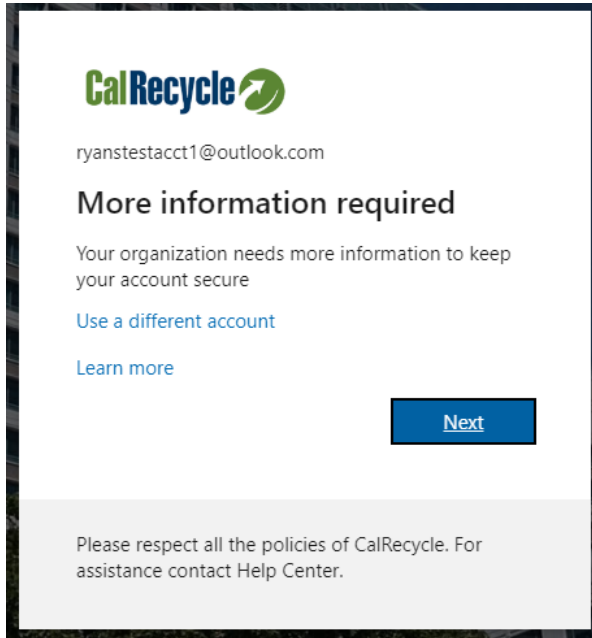
## 5. Setup Multifactor Authentication

- a. Click the “Microsoft account” link. You may be prompted to sign in at this point.



- b. Next, you will need to setup multifactor authentication for your account. This is required when accessing CalRecycle SharePoint sites. This is required even if you have already setup multifactor authentication for your account through your organization or through your personal Microsoft account. Click Next.

**Note:** If you already have a Microsoft account, but decided to create a new one, you may get an error message after you click Next. If this happens, sign out of your other Microsoft account and follow the link in the email again. Another option is to use a separate browser, or the browser's Incognito mode, to sign in to the EEI SharePoint site. Yet another option that may work is to simply go back then forward in the browser.



- c. (Step 1 on webpage) Follow the instructions on the webpage to setup multifactor authentication. There are several options for providing the additional verification, choose the one that works best for you. If you need more help, watch the video at the "View video to know how to secure your account" link.

A screenshot of the Microsoft multifactor authentication setup page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below this is a link: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The section is titled "Step 1: How should we contact you?". It contains a dropdown menu for "Authentication phone", a dropdown for "Select your country or region" followed by an empty text input field, and a "Method" section with two radio button options: "Send me a code by text message" and "Call me". A blue "Next" button is located to the right. At the bottom, a grey box contains the text: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." At the very bottom, there is a footer with the text: "©2020 Microsoft Legal | Privacy".

- d. (Step 2 on webpage) After you have chosen how to receive your authentication code, you will be sent a code. Enter the code and click Verify. If you picked the mobile app option on step 1, you may see a different screen than this (follow the directions on that screen).

The screenshot shows the Microsoft account security verification interface. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The current step is "Step 2: Enter the verification code from the mobile app". Below this, there is a prompt: "Enter the verification code displayed on your app" followed by a text input field. At the bottom right, there are two buttons: "Cancel" and "Verify". The footer contains the text "©2020 Microsoft Legal | Privacy".

- e. (Step 3 on webpage) Provide a backup phone number or skip this step by clicking Done.

The screenshot shows the Microsoft account security verification interface for Step 3. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The current step is "Step 3: In case you lose access to the mobile app". Below this, there is a form with a dropdown menu labeled "Select your country or region" and an adjacent text input field. At the bottom right, there is a blue "Done" button. Below the input fields, there is a text box containing the message: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer contains the text "©2020 Microsoft Legal | Privacy".

- f. You now have access to the EEI SharePoint site.