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 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

   b. 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.
c. Choose a password.

![Microsoft Create a password form]

Choose a password

Enter the password you would like to use with your account.

Show password

I would like information, tips, and offers about Microsoft products and services.

Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Next

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d. Enter your name.

![Microsoft What's your name form]

What's your name?

We need just a little more info to set up your account.

Ryan

Jones

Next
e. Enter your country and birthdate.

![Microsoft](image)

**What's your birth date?**

We need just a little more info to set up your account.

- **Country/region**: United States

- **Birthdate**: Month Day Year

[Next]

f. Enter the captcha verification code.

![Microsoft](image)

**Create account**

Before proceeding, we need to make sure a real person is creating this account.

- **New**: (Image of a blue and yellow square with a hand in it)
- **Audio**: (Image of a blue and yellow square with a head in it)

Enter the characters you see

[Next]

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/](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.)

- Follow the link in the email.
- 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

- 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.
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).

![Additional security verification form](image)

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

- Cancel
- Verify

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

![Additional security verification form](image)

Step 3: In case you lose access to the mobile app

Select your country or region

- Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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