

# ENERGY HUB ACCESS GUIDE

## WHAT IS THE ENERGY HUB?

The Energy Hub is DOE's definitive internal portal that enables information sharing and cross-organizational collaboration.

→ To register for the Energy Hub, you will need your computer and DOE/personal mobile device.



Watch the [Guest Access Registration](#) Tutorial on the DOE YouTube channel or follow steps below!

## Instructions to Register



### STEP 1:

Visit the [Energy Hub registration page](#) and login with your usual home site username and password.  
Click '**Continue**' in the 'Energy Hub Guest Visitors' pop up for the access package

Leave **Business justification** box blank and click '**Continue**'

Click the Consent form check box and then click '**Submit request**'



### STEP 2:

In a new tab or window, visit <https://usdoe.sharepoint.com/>

**Accept** the permission request and click '**Next**'

Energy Hub Guest Visitors

Request details

To grant READ ONLY access to Energy Hub SharePoint sites, hosted by EITS.

Share a link to this access package:

← Additional questions

Business justification

← Consent form

By requesting access, you are sharing your name, email address, and organization name with US Department of Energy. If your request is approved, you'll be invited to participate in US Department of Energy and your information will be managed in accordance with US Department of Energy's privacy policies.

Permission requested by:

US Department of Energy  
USDOE.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data  
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity  
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data  
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

This resource is not shared by Microsoft.



### NEED HELP?

Please call the EITS Service Desk at 301-903-2500 (7 AM – 8 PM ET, M-F)



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## STEP 3:

On your DOE or personal mobile device, download **Microsoft Authenticator** app from your mobile app store

➤ *Skip to 'Next' if you already have the app*



Select **'Next'** on your computer screen



## STEP 4:

In the app, add an account by choosing the '+' icon and choose 'Work or school account'



## STEP 5:

Using your phone choose **'Scan QR code'** and scan the QR code on your computer screen



- *Note: you also have the option to input a code or visit the URL provided*
- *Note: Microsoft Authenticator notifications should be enabled. You can do this by going to Settings > Notifications on your mobile device*

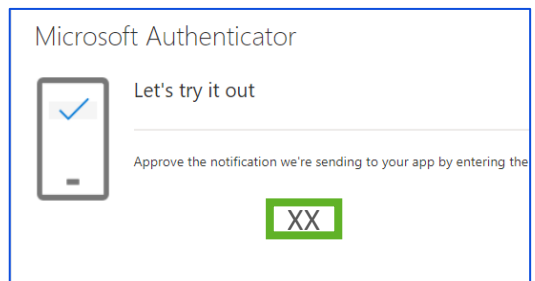
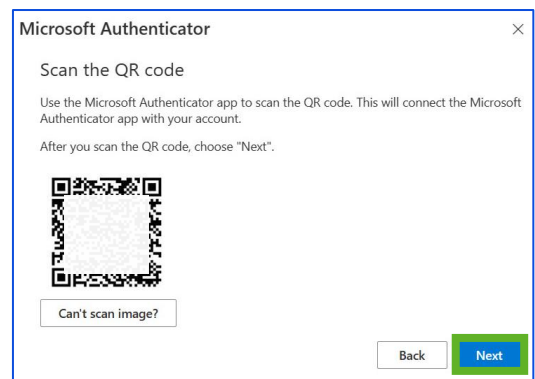
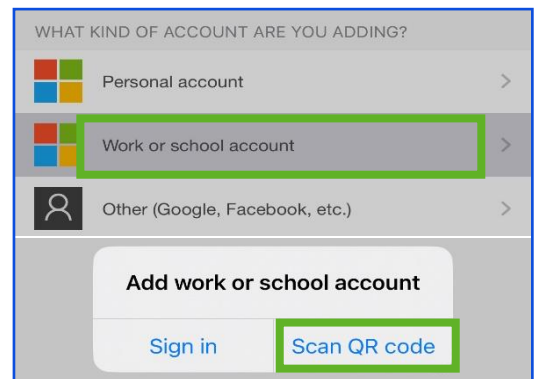
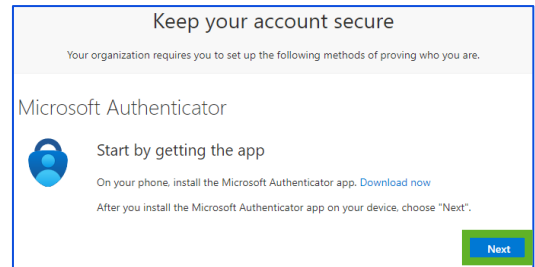


## STEP 6:

Approve your sign-in by entering the two-digit number on your computer screen into the **Microsoft Authenticator app**



- *Note: After approving your sign-in, you will see your Microsoft Authenticator app and device name as your Default sign-in method*



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## STEP 7:

Open the EITS Guest User Terms of Use and scroll to bottom of agreement

Select '**Accept**' to accept the EITS Guest User Terms of Use

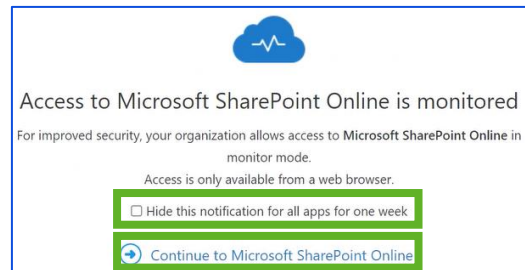


## STEP 8:

Select the **checkbox** next to 'Hide this notification for all apps for one week'

➤ *Note: After one week, you will be prompted to make this selection again.*

Select '**Continue to Microsoft SharePoint Online**'



**Congratulations, you should now see the Energy Hub!**



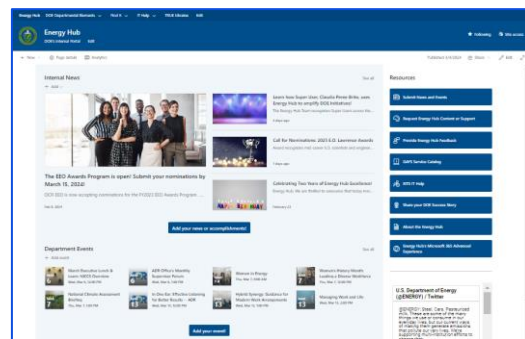
*Note: If you see an "Access Denied" message after completing these steps, please wait 5 minutes, close your browser window, and sign back into <https://usdoe.sharepoint.com/> to resolve.*



## Future Logins:



You can now visit the Energy Hub anytime by visiting <https://usdoe.sharepoint.com/>, logging in with your **DOE credentials**, and verifying your login using the **Microsoft Authenticator app** on your mobile device



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