

CCOE KNOWLEDGE MANAGEMENT OFFICE IN-PROCESSING FORM

PART I - INSTRUCTIONS

To In-process the CCoE Knowledge Management Office (KMO), employee must have in-processed the G6 to obtain network access and an active enterprise email account. KMO in-processing is done virtually only. Once the employee completes Part II and III below, digitally sign the document and email to the KM Office using the following email address: usarmy.gordon.cyber-coe.list.kmo-civilians@army.mil. Use the following naming convention when saving the completed form: [LNameFInitial]_KM In Processing Form. For questions regarding KM In and Out processing, contact the Knowledge Management Office at 706-791-0003 or 706-791-5635.

PART II - EMPLOYEE INFORMATION

1. Name (Last, First, Middle Init.)	2. Grade/Rank	3. Department/Section
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PART III - TASKS

4. Task Description

a. Register for an Intelink Passport Account (IPA) for access to the organizational SharePoint portal.

- 1) Use the following link to register for an IPA: <https://passport.intelink.gov/passport/Admin> (Skip to step 3 if employee previously held an IPA)
- 2) Step-by-step instructions for IPA registration can be found using the following link: <https://drive.google.com/file/d/1QFyQ3Wex5vx93ICYg77gh8WqRhGyqqgA/view>
- 3) If employee held an IPA previously, use the link below for instructions to add the new email address to the Intelink Passport Account profile. <https://drive.google.com/file/d/1BfnlaM-KYjgdgLL0mVhtPkPyy9xHULGx/view>
- 4) Enter Passport ID: _____

b. Complete the Intelink/SharePoint Basic User Course. Follow the steps below (Note. The course is video on-demand and can be taken at any time).

- 1) Register for the Intelink SharePoint Basic Training Course:
 - a. <https://play.apps.appsplatform.us/play/fb138f15-f444-47bd-a8ed-9ecfe07c02c7?tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43>
 - b. An email notification will be sent to confirm your registration
- 2) Review the Intelink SharePoint Basic Training Video and Slides
- 3) Take the Quiz and pass with 70% or above
- 4) Take the Post Training Survey
- 5) Enter Course Completion Date: _____

PART IV - KMO USE ONLY

5. Add employee to the CCoE Knowledge Sharing Channel	6. Date Complete:	
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PART V - SIGNATURES

7. Signature of Employee	
8. Signature of KM Official	