Log In and Update Your EDMS Account Profile

Complete the following steps to login and update your EDMS Account Profile in SharePoint.

Log In to Your EDMS Account

Step #1: From the EDMS/EMI SIG News Page, click on the Log In/New User button

Step #2: Enter your Username (email address) and Password

Step #3: Click on the Sign In button to login

Quick Tip…
Select the type of computer/network that you’re using to access EDMS or EMI SIG SharePoint.

Update Your EDMS Account Profile

Step #4: Click on your name in the top right hand corner and select the EDMS Profile option from the dropdown menu

New to the Community?
Click on the New Users link here, to create an account.

Email EDMSsupport@nnsa.doe.gov or call (505) 845-4936 for assistance.
Verify or Update Your User Information

Step #5: Click in the field to update your phone number

Step #6: Click on the arrows to make changes to your Affiliation, Agency and Site

Step #7: Enter your Job Title and any information in the About Me field

Refresh

Any changes made will be automatically saved.

Confirm or Update Your Memberships

Step #8: Click on the Subcommittee tab to view and manage your subcommittee memberships and email alerts

What are my options?

A. Click Withdraw to leave a subcommittee

B. Click Request Membership to join a subcommittee, you’ll receive a confirmation email once this request has been approved

C. Uncheck or check any Receive Alerts boxes to be removed from or added to any subcommittee mailing lists.
Check or Update Your Activities

**Step #9:** Click on the **Activities** tab to view and manage your activity notifications.

**Take Note!**
Check or un-check any of the enrollment boxes to receive activity alerts.

Change Your Password

**Step #10:** Click on the **Security** tab to change your password.

**What are my options?**
If you make any changes, be sure to...

- Your new password adheres to all password requirements.
- Click on the **Update Password** button to save changes.

Submit a Message

**Step #11:** Click on the **Messages** tab to review any messages from the EDMS Support Staff.

**Time for a Chat?**
Enter your message into the text field and click on the **Send Message** link to submit a message to the EDMS support team.

Visit the [Help page](#) for additional quick guides. You can also contact [EDMSsupport@nnsa.doe.gov](mailto:EDMSsupport@nnsa.doe.gov) or call (505) 845-4936 for further assistance.