


GovSpace Registration

Overview

To ensure security of the Oregon GovSpace: Enterprise Collaboration site, this process has been created to develop and document the procedure to register for the site.

If a new User's e-mail account includes "or.us", they can self-register. See Self-Registration Process.

If a new User's e-mail account does not include "or.us", the agency Single Point of Contact (SPOC) is asked to send a request to the E-government Helpdesk for the User to be registered. See Helpdesk Registration Process.

Self-Registration Process	
New User	<ul style="list-style-type: none">• Go to: https://oregon.jivesoftware.com• Click on "Create a New Account"  <p>The screenshot shows a login form with fields for Username and Password, a 'Remember Me' checkbox, and a 'Login' button. A link for 'create a new account' is circled in red, and a mouse cursor is pointing at it.</p> <ul style="list-style-type: none">• Fill in the required information.• Read and agree to the "Terms of Use".• Click on "Create Account" button.• A validation/account activation e-mail will be sent to the registered e-mail.
Helpdesk Registration Process	
The Agency Single Point of Contact (SPOC)	<ul style="list-style-type: none">• Sends a request to the E-gov Helpdesk to register the new User.• Includes the following information in the request:<ul style="list-style-type: none">• User's Name• User's Title• User's E-mail Address• User's Work Phone Number• User's Work Address• Program the User is Engaged With• Special Permissions the User will need to Specific Spaces

E-government Helpdesk	<ul style="list-style-type: none">• Registers the new User, if all the required information is provided.• Documents the request.• Sends a confirmation e-mail to the SPOC once the user has been registered.
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