

# 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.eisenhower.cyber-coe.list.kmo-civilians@army.mil](mailto:usarmy.eisenhower.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 |
|-------------------------------------|---------------|-----------------------|

## 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: \_\_\_\_\_

## PART IV - KMO USE ONLY

|   |                   |  |
|---|-------------------|--|
| 5. Add employee to the CCoE Knowledge Sharing Channel | 6. Date Complete: |  |
|---|-------------------|--|

## PART V - SIGNATURES

|                             |  |
|-----------------------------|--|
| 7. Signature of Employee    |  |
| 8. Signature of KM Official |  |