

External SharePoint Access

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SharePoint Admin / Web Design

Iowa National Guard

Purpose: To instruct how to access the Iowa National Guard's SharePoint from outside the Iowa Guard Network for members of the Iowa National Guard (RCAS users), CAC holders and other Non-CAC users.

Outline:

- I. RCAS user access.
 - A. Non DoD equipment
 - B. CAC Reader and certificate installation
 - C. DoD equipment
- II. CAC holders
 - A. Self Registration
 - B. Access to portals and team sites
- III. Non-CAC users
 - A. Self Registration
 - B. Access to portals and team sites

RCAS Users (Non-DoD Equipment):

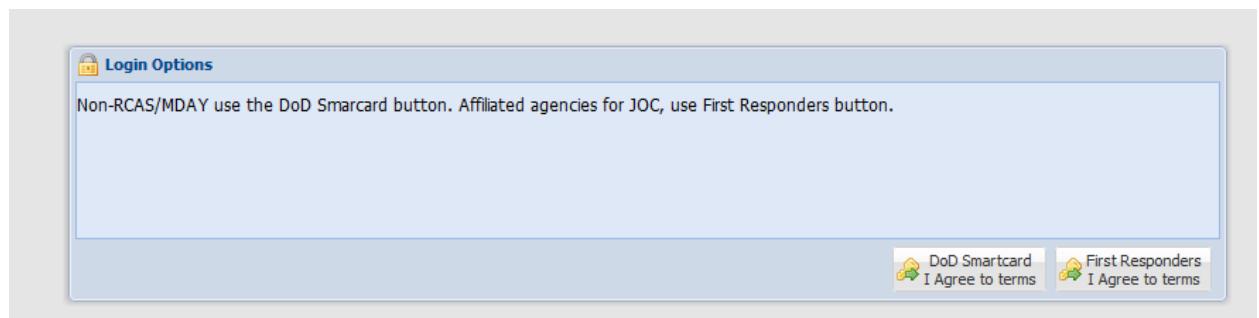
1. Visit www.iowanationalguard.com. This link is public on the internet.
2. Complete the steps 1-7 (Not Enterprise Email)
3. Click on the link <https://iako.ia.ngb.army.mil>
4. NOTICE the 's' in https://. This 's' is required for external use ONLY.
5. Primary certificate is the CAC cert. If you find you cannot access the site, try using your E-mail cert. You may need to close the browser window to try again.

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CAC Holders:

1. Visit www.iowanationalguard.com
2. Complete the steps 1-7 (Not Enterprise Email)
3. Click on <https://xiako.ia.ngb.army.mil>
4. You are directed to a new page.
5. Read the terms.
6. Click on the DoD Smartcard button.

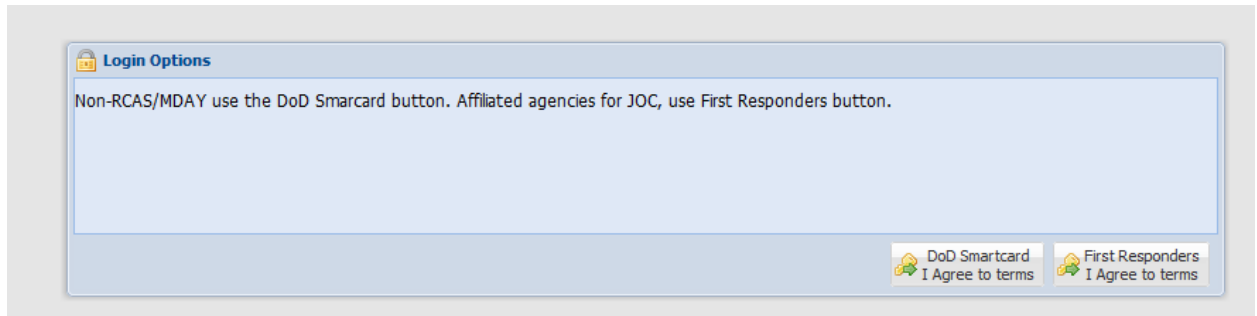


7. Use your email certificate.
8. Type in your email address and office phone number.
9. Click submit.
10. This creates your account.
11. Click on DoD Smartcard button again.
12. SharePoint public site can now be accessed.
13. Notice your username on the top right. It will be the same for the certificates on your CAC.
This is the name Site Owners will use to grant you access to team sites.

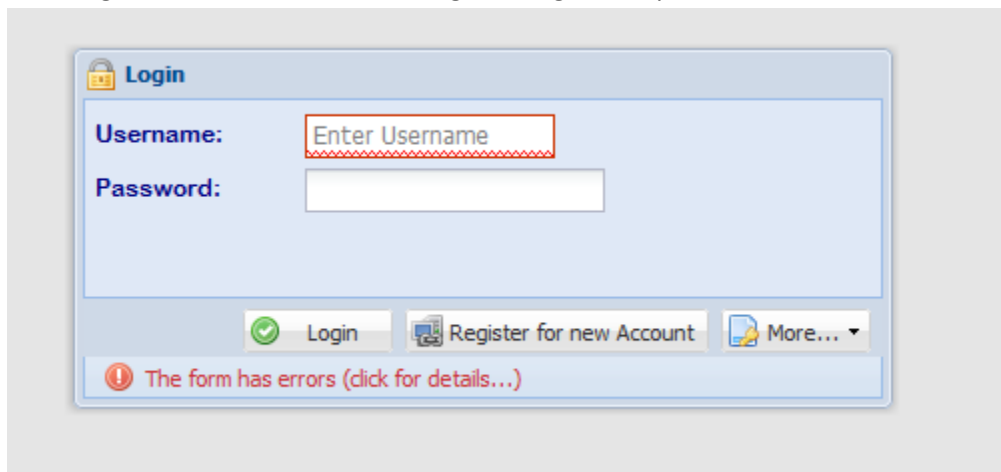
Non-CAC Holders:

1. Visit www.iowanationalguard.com

2. Complete the steps 1-7 (Not Enterprise Email)
3. Click on <https://xiako.ia.ngb.army.mil>
4. You are directed to a new page.
5. Read the terms.
6. Click on the First Responders button.



7. Choose a Username and Password.
8. Click Register for a new account. If registered go to step 10.



9. Once again click First Responders button.
10. Click Login.
11. SharePoint public site can now be accessed.
12. Notice your username on the top right. This is the name Site Owners will use to grant you access to team sites.