

How to Access DMVA SharePoint

From any Device or Network

DMVA members, with proper login credentials, can access SharePoint from any computer or network in the State of Colorado. To work outside of the State of Colorado please check with your supervisor for agency policy guidance. For employees on federal networks please check in with your specific Federal IT department if you need access assistance.

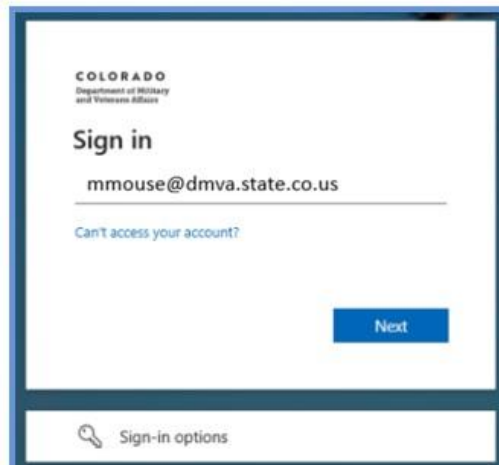
Step 1: Microsoft Account: Ensure you have an **@dmva.state.co.us** Microsoft Account. If you need one, request that your supervisor reach out to OIT at IT@dmva.state.co.us.

Step 2: Microsoft Authenticator App: Ensure you have the **Microsoft Authenticator App** on your phone and are logged in with your **FirstinitialLastname@dmva.state.co.us** account. Download the app from the Apple App Store or Google Play Store. This step will be done on the initial set up, so have your cell phone ready to scan the QR code to load the DMVA account to the authenticator.

Step 3: CO DMVA SharePoint site: Visit <https://dmvacolorado.sharepoint.com/>

When prompted, Sign in using your **USERNAME**, not your email address.

- **Correct Example:** mmouse@dmva.state.co.us
- **Incorrect Example:** mickey.mouse@dmva.state.co.us

A screenshot of the Microsoft SharePoint sign-in page for the Colorado Department of Military and Veterans Affairs. The page has a blue header with the department's name. Below the header, it says "Sign in" followed by a text input field containing "mmouse@dmva.state.co.us". There is a link "Can't access your account?" below the input field. A blue "Next" button is at the bottom right. At the very bottom, there is a section for "Sign-in options" with a magnifying glass icon.



COLORADO
Department of Military
and Veterans Affairs

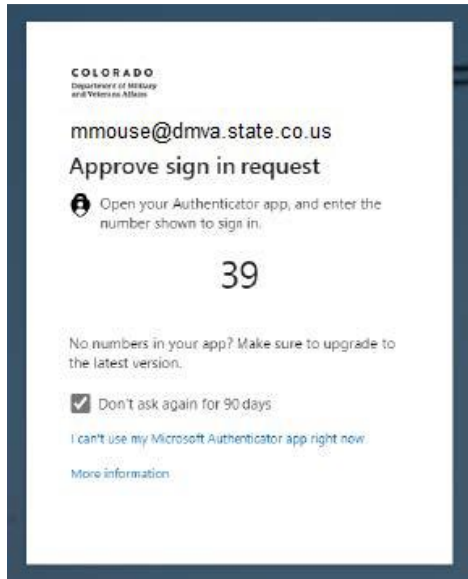
Step 4: Enter Password: Enter your domain password in the field provided and click **“Sign In”**.

Note: This is the same password used to log in to your computer. If you cannot remember your credentials, click the ‘Forgot my password’ link.

A screenshot of the login page for the Colorado Department of Military and Veterans Affairs. The page has a white background with a dark blue border. At the top left, the Colorado Department of Military and Veterans Affairs logo is displayed. Below the logo, the email address "mmouse@dmva.state.co.us" is shown with a back arrow icon to its left. The main heading "Enter password" is centered. Below the heading is a password input field with a light blue border and a series of dots representing the password. Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue button with the text "Sign in" in white.



Step 5: Authenticator Check: Open the Microsoft Authenticator App on your phone. Enter the code or confirm the number shown on your screen to complete the login.



Step 6: Stay signed in? If you only have a DMVA email, you can select yes, which will keep you from having to sign in every time you access SharePoint up to 90 days from your first login.

Federal users: Select 'NO' when asked if you want to 'Stay signed in?'. This is to ensure there is no interference with your federal account. Also, be sure to close the session once you are done.



Important Reminder: Please log in at least once every 3 months. Accounts that are inactive for more than 90 days will be subject to closure.