

SharePoint Collaboration ➔ for external users



This procedure only applies to non-federal employees. Federal administration staff can configure their CH-LOGIN using the SmartCard (CH-LOGIN link).

Address (URL)

You can access the SharePoint platform by entering the URL (<https://sharepoint.admin.ch>) in your web browser's address bar.

➔ Enter «sharepoint.admin.ch» in your Internet browser's address bar.

Identification (eIAM)

You will be redirected to the EIAM Federation Service website, where you will have to create a one-time CH-LOGIN account or log in using your existing CH-LOGIN.

➔ Select the «CH-LOGIN» option and click «Continue login».



Schweizerische Eidgenossenschaft
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EIAM Federation Service

Anmelden

Für diese Applikation ist eine Anmeldung erforderlich. Bitte melden Sie sich an als

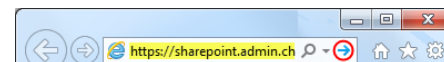
Ortsunabhängiger Benutzer mit Admin PKI (Smartcard / Zertifikat)
CH-LOGIN

Anmelden fortsetzen

Identification (eIAM): Creating a CH-LOGIN

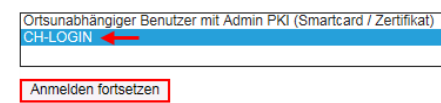
The eGovernment Identity and Access Management service – eIAM for short – is the point of access to many applications, including the SharePoint Portal.

Access and eIAM self-administration

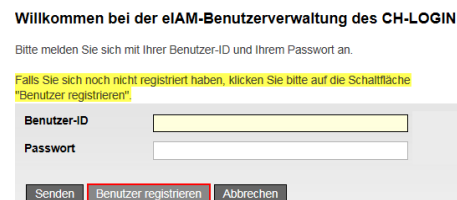


◆ Enter the SharePoint platform URL in your web browser:

<https://sharepoint.admin.ch>



◆ Register as an external user (you do not have a federal administration SmartCard) by clicking on «CH-LOGIN» and then on «Continue login».



You are now taken to the **eIAM CH-LOGIN user management** screen.

◆ Here, you need to complete a one-time registration. Click on «Register user».

Registering a user – Step 1: Enter e-mail address



◆ Enter the text shown in the image (captcha) and your e-mail address and click «Next».

Sehr geehrte Benutzerin,
sehr geehrter Benutzer

Der Bestätigungs-Code lautet:
GFR1U3

Mit freundlichen Grüßen
eIAM-Service

Your e-mail address is then verified and, if everything is in order, a verification code will be sent to you by e-mail.

Selbstregistrierung eIAM: Bestätigungs-Code
25/09/2015 - 17:10

Von: noreply@admin.ch

Registering a user – Step 2: Verification of e-mail address

- ◆ Enter the verification code contained in the e-mail and click on «Next».

Registering a user – Step 3: Enter mobile phone number (mandatory)

- ◆ Enter your mobile number. This is required for increased security classification (2-factor authentication).

- ◆ You will not be granted access to the application if you do not register a mobile number.

Registering a user – Step 4: Validating mobile number

- ◆ Enter the verification code contained in the SMS which was sent to the mobile number you entered and click on «Next».

Registering a user – Step 5: User information

- ◆ Enter your first and last names.
- ◆ To register, you must first read and accept the terms of use.
- ◆ Click on «Next».

Registering a user – Step 6: Specifying a user password

- ◆ Please enter a password that meets the security criteria.
- ◆ Click on «Next».

Registering a user: 'Registration complete' notification

- ◆ You have successfully registered. A user has been created with the user ID listed here.
- ◆ A confirmation message has been sent to the registered e-mail address.

Requesting access

Having a CH-LOGIN does not entitle you to access and use SharePoint. If you receive the following message after logging in with your CH-LOGIN, you need to request access to the SharePoint application you want to use.

- ! Ihnen fehlen die Zugriffsrechte auf diese Anwendung. Dafür kann es zwei Ursachen geben:
1. Sie greifen zum ersten Mal auf diese Anwendung zu. Bitte klicken Sie auf die Schaltfläche "Zugriff beantragen" und folgen Sie den Anweisungen.
 2. Falls Sie bereits einmal für diese Anwendung auf "Zugriff beantragen" geklickt haben, können Sie eine der folgenden Schritte vornehmen:
 - warten Sie bis Sie eine E-Mail mit der Bestätigung für den Zugriff erhalten haben.
 - klicken Sie auf "Erneut anmelden" und wählen Sie eine andere Anmeldeart, weil die von Ihnen gewählte Anmeldeart für diese Anwendung nicht akzeptiert wird.

Access denied: Requesting access

- ◆ Click on «Request access».

Selecting an application or organisation

Select application or organisation

Please select the application that you want to request access for. You can start typing into the combobox to reduce the choices.

- ◆ Do you want to access SharePoint websites? → Select relevant "SharePoint Organisation" and then click on «Next».



You need to request access for each item in the drop-down list (eIAM client) individually.

Requesting access - Step 1: User information

- ◆ Enter your first and last names, and state your reason for requesting access in the comment field.
- ◆ Before you can complete this step, you must confirm that you have carefully read and accepted the terms of use.
- ◆ Click on «Next».

Requesting access: Request submitted successfully

✓ Ihr Zugriffsantrag auf die Anwendung 'SharePoint-BIT' wird an die zuständige Stelle weiter geleitet.

Confirmation: Your request has been forwarded to the office responsible.

Please note that it may take several business days to process your request. If your request is not processed within a reasonable period of time, please report this to your federal administration contact person for the SharePoint website.

Identification (eIAM): Access using CH-LOGIN

- ➔ Enter «sharepoint.admin.ch» in your Internet browser's address bar.

Anmelden

Für diese Applikation ist eine Anmeldung erforderlich. Bitte melden Sie sich an als

Ortsunabhängiger Benutzer mit Admin PKI (Smartcard / Zertifikat)

CH-LOGIN

Anmelden fortsetzen

Welcome to eIAM CH-LOGIN user management

Willkommen bei der eIAM-Benutzerverwaltung des CH-LOGIN

Bitte melden Sie sich mit Ihrer Benutzer-ID und Ihrem Passwort an.

Falls Sie sich noch nicht registriert haben, klicken Sie bitte auf die Schaltfläche "Benutzer registrieren".

- ◆ Please log in using your user ID and password and click «Send».

SharePoint Portal

Congratulations, you did it! Click on the plus sign to open the list of SharePoint websites you are authorised to access. Click on a site to be redirected to that site.