IHSDM User Group SharePoint Site

A SharePoint site has been created for the IHSDM User Group. It is a “closed” site (i.e., only members of the IHSDM User Group will have permission to view/read and contribute/write content.)

Registration to receive access to the site is a 2-step process. First, you must have an account that provides access to the FHWA External Portal “Collaboration Sites.” Then, you must request access to the IHSDM User Group site. The process for establishing an FHWA External Portal account differs depending whether you are a USDOT employee (registered with a dot.gov e-mail address) or not.


- If you already have an account for the FHWA External Portal, sign in (upper right corner in the figure below).
- If you do not have an account for the FHWA External Portal, use the “Register – Request an account for the FHWA External Portal” option (left side, under the “Welcome to the FHWA External Portal…” banner in the figure below).

This takes you to the “Request an Account” page: https://collaboration.fhwa.dot.gov/FBA/Register.aspx (see Figure below).
Notice that there are different options depending on whether you are a “USDOT User” or a “Potential Non-USDOT User.” The former is instructed to “Log in here using your ADDOT credentials” (left side, in the above figure), while the latter should click on the “Request an Account” link (right side, in the figure above).

Once you have an account for the FHWA External Portal, and have signed in, you should see two lists of Collaboration Sites: Open Sites and Closed Sites (see figure below). The IHSDM User Group is a closed site. Click the “Request Access” link to the right of “IHSDM User Group.”

**NOTE to FHWA staff:** Due to a known problem with the system, FHWA staff should request access to the Site by contacting IHSDM.Support@dot.gov (rather than selecting the “Request Access” link).
After you Request Access to the IHSDM User Group site, you should receive an e-mail or two with instructions.
After being granted access to the IHSDM User Group SharePoint site (and while signed in to your FHWA External Portal account), go back to https://collaboration.fhwa.dot.gov/default.aspx, and click on “IHSDM User Group” in the Closed Sites list:

This should bring you to the IHSDM User Group SharePoint Site.
The left side bar lists the following:

- **IHSDM Support Library**: the IHSDM Team will post information of interest here. It is currently empty. You have “Read” permission only.
- **User Group Library**: User Group members can read and post items here.
- **Announcements**: the IHSDM Team will post announcements here; you have “Read” privileges.
- **Discussion Topics**: this is the main area where User Group members will communicate with each other and with the IHSDM Team. Several subjects/discussion topics are listed, organized by categories (see figure, below). You have permission to “Read” and “Contribute” here.
To view posts in a category, click on the subject of interest. The figure below shows posts related to “Crash Prediction Module (CPM).”
To add a post, click on “Add a new discussion” (under the list of posts), which brings up the form shown in the figure below. After entering a Subject and Body, click “Save.”
To read or reply to a post, click on the post name.

To reply to a post, click on the “Reply” button to the right above the post. This should bring up a form as shown in the figure below. Click “Save” when you are done composing your post.
NOTE: If you have any issues signing into the site (password/login), please send an e-mail to FHWA-Ext-Collaboration-Support@dot.gov.