

How to Create a DAF365 Guest Account to Access Air Force SharePoint Sites

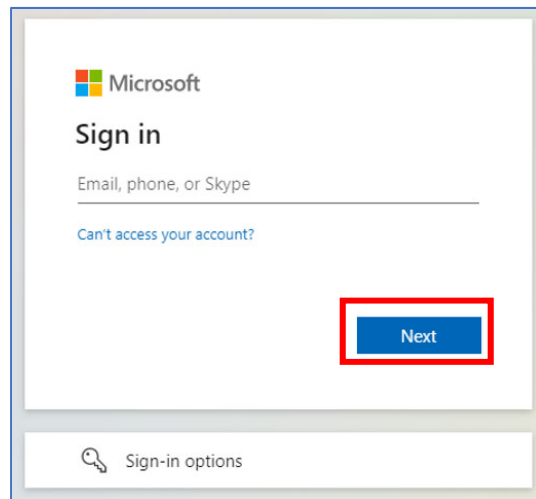
Background: Users in non-Air Force tenants previously would request “non-mail enabled” us.af.mil accounts through Air Force Directory Services to access enterprise services. As part of the transition to Global Federated User Directory (GFUD), many of these accounts have been removed, as GFUD only allows authentication through a user’s primary account. Therefore, users not in the Air Force tenant who require access to DAF365 SharePoint will need to claim a guest account using their primary email by following steps below. Once claimed, users can be added to sites in the DAF365 tenant.

1. Visit the **My Access Packages Portal**.

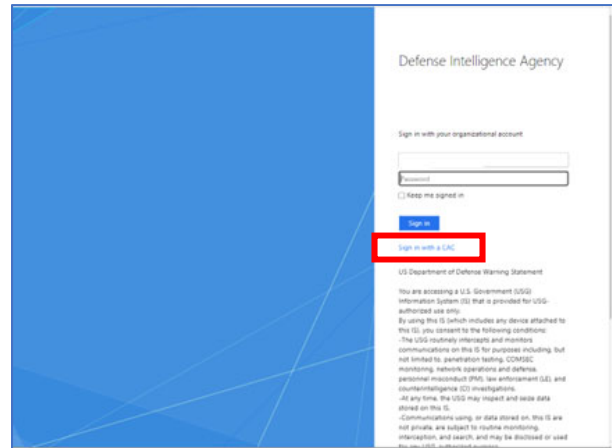
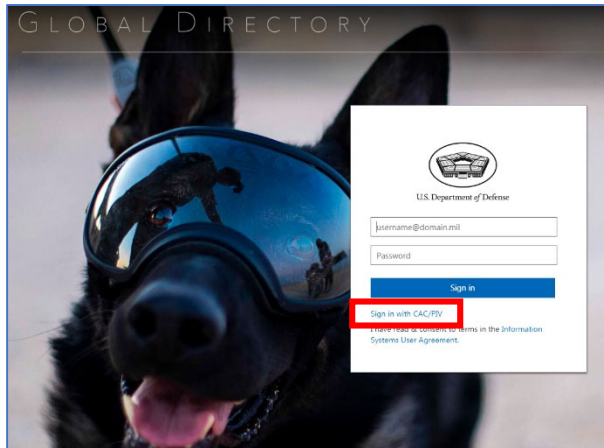
Note: You must be on a government network or VPN and have an O365 account in your home tenant.

<https://myaccess.microsoft.us/%40USAF.onmicrosoft.com#/access-packages/ed68f8f8-e718-4427-a1bb-10439357db0c>

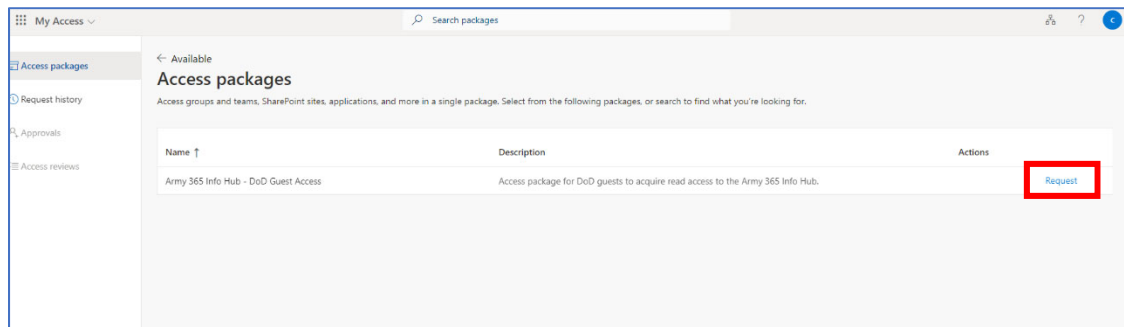
2. From the Microsoft sign-in screen, enter your **.mil email address** and select **Next**.



3. You will be redirected to your agency’s login page. Select **Sign in with CAC/PIV** and enter PIN.

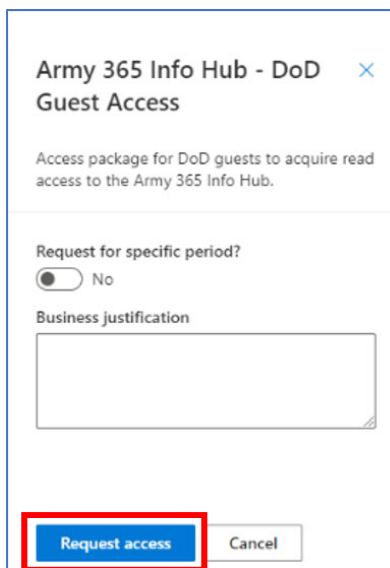


- You will be redirected to the **Access Packages** page of the My Access Portal. Click **Request** next to the “DAF365 DOD Guest Access” option.



Note: These screenshots show “Army” but will be “Air Force” for you, on this screen and those below.

- Enter a simple justification and click **Request access**. Your guest account should be automatically approved.



- Navigate to <https://usaf.dps.mil/sites/The-Hub> and accept the prompt for account permissions.

Additional resources:

- SharePoint Owner Lookup Tool:
<https://usaf.dps.mil/sites/TipsToolsApps/to/SiteAdminFinder.aspx>
- SharePoint Online Support:
<https://usaf.dps.mil/teams/SOS>