

SharePoint User Profile Instructions

All new users need to complete a user profile form on the PEO EIS SharePoint homepage in order to gain access to the new SharePoint License Tracker System.

1. A pop-up will automatically come up with the form when a first time user comes into the SharePoint portal system (<https://peoeis.army.mil>)

PEO-EIS User Information Update Page

Update User Information

To help ensure we have the most accurate information for our community please update your profile information using the fields below. The email address provided will be used for alert and workflow functionality on the PEO-EIS portal. It must be a .gov or .mil email account.

After updating your user information, it will be synced across the entire PEO EIS SharePoint Farm within 24 hours.

User Name: Joanna Corcoran
User Login: i:05.t|ako login|joanna.m.rogers.ctr@us.army.mil

First Name: Joanna
Last Name: Corcoran
Primary Email Address: joanna.m.corcoran.ctr@mail.mil
Phone Number: 703-806-9087
Extension:
Title:
Organization: CHES
Affiliation: Contractor

2. If you do not see a pop-up you will need to click on the envelope icon located at the top-right hand side of the page next to your name.



3. Please verify information is accurate and if needed populate any fields missing information. If your organization is not part of PEO EIS please choose none from the drop down menu. **Please ensure you click "Update" to complete the form.**

NOTE: After you have completed the user profile form please allow one day for your profile to be synced. Once your profile is synced you will have access to the SharePoint License Tracker System.

For additional information about using the SharePoint License Tracking System contact the CHES Help Desk toll free at: (888) 232-4405 or email at: armychess@mail.mil