

# To Access A365 – for Non-Army users

1. In the table below, click (or copy/paste) the **Access Package Link** to request access to the A365 tenant.
2. Enter your DoD .mil email address when asked to login (if prompted you can click Yes to stay signed in).  
**NOTE: For Navy/Marines**, please use your **@us.navy.mil** email address.
3. Wait for the page to fully load, a right sidebar should appear (pictured right). →
  - a) **Request for a specific period?:** Toggle to **YES**. Set the duration. If set to NO, the default access period is 30 days. Once the access period expires, you will be prompted to extend access (if needed).
  - b) **Business justification:** leave blank.
  - c) Click on **Request access** button.
  - d) You should see a message about your request being processed.
4. After 15+ minutes you should receive an email that your request was approved. You can now click on the appropriate link in the **Notes** column below.

Tenant	Access Package	Notes
Army365	<p><a href="#">Access Package Link</a></p> <p>(click link above or copy/paste the full link provided below)</p> <p><a href="https://myaccess.microsoft.us/@armyeitaas.onmicrosoft.us#/access-packages/7939ae87-c22b-47fe-be6e-3749815f0725">https://myaccess.microsoft.us/@armyeitaas.onmicrosoft.us#/access-packages/7939ae87-c22b-47fe-be6e-3749815f0725</a></p>	<p>Following the instructions above will grant the user access to:</p> <p>USACIL SharePoint: <a href="https://armyeitaas.sharepoint-mil.us/sites/DFSC-OQIT-TEST">https://armyeitaas.sharepoint-mil.us/sites/DFSC-OQIT-TEST</a> (CODIS/Legal/Case Status/Lab Talks, etc.)</p> <p>DACID SharePoint: <a href="https://armyeitaas.sharepoint-mil.us/sites/CID-HOME">https://armyeitaas.sharepoint-mil.us/sites/CID-HOME</a></p> <p>Army SharePoint: <a href="https://armyeitaas.sharepoint-mil.us/">https://armyeitaas.sharepoint-mil.us/</a></p>