United States Department of Agriculture

Food and Nutrition Service

FNS Office of Information Technology

SOP Document
For
Requesting Access to PartnerWeb
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>04-25-2018</td>
<td>Sinan Khan Ommaya</td>
<td>Document creation date</td>
</tr>
<tr>
<td>2.0</td>
<td>04-20-2020</td>
<td>Sinan Khan Ommaya</td>
<td>Updated to reflect new sign up process.</td>
</tr>
</tbody>
</table>
Contents
1. INTRODUCTION .............................................................................................................. 4
2. OPERATING PROCEDURE .............................................................................................. 4
1. Introduction

This document will detail the process to follow when requesting a new account on PartnerWeb, as well as answers to any questions one might have when going through this process. Also included in the document will steps on how to request access to additional sites once a user has access to PartnerWeb.

2. Operating Procedure

2.1 Requesting a new account

- Navigate to https://partnerweb.usda.gov/_layouts/15/FNS.PartnerWeb.LoginPages/Signup.aspx and fill out the form to request a new PartnerWeb account.
- Before a user fills out the form, they need to know which community on PartnerWeb they need access to.
- PartnerWeb is comprised of hundreds of separate communities and an account can only be created if it is assigned to at least one of these communities.
- Sites are run by coordinators and permission from a coordinator will be needed to gain access to any of their sites.
- Once the user knows which community they need access to, they can complete the access request form.
- The form will be automatically emailed to the helpdesk, and then forwarded to the relevant site manager for access approval.
- Once the coordinator or admin has the account request form with the user’s information, they will input it into the system.
- The user will receive an email notification within 24 hours with their username and a temporary password they can log in with.
- Below is a template of the access request form:
2.2 Requesting additional access

- Once the user has access to PartnerWeb they can begin requesting access to additional communities.
- First navigate to the Master List of PW communities, located on the home page of PartnerWeb:
• From here the user can search for any site on PartnerWeb, and then email the site manager located under the field “Access Request Contact” for permission to join the site.