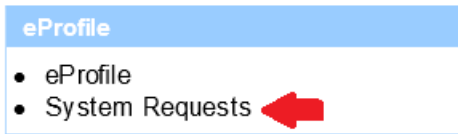


How to submit an IIS request for BisconConnect Email

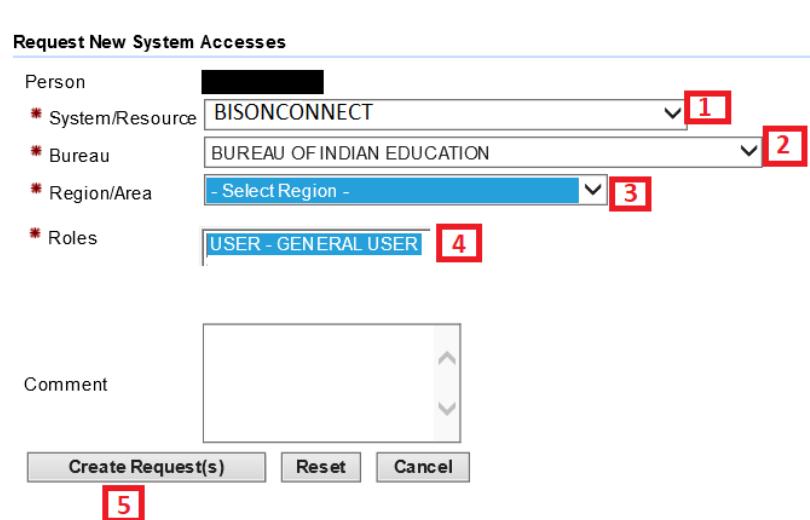
1. Log into IIS
2. Click on “System Requests”



3. Click on the “Request Official System Accesses” button as shown below:



4. At the “Request New System Accesses” view click on the drop-down arrow next to each *required field pertaining to the system (BisconConnect), bureau (BIE), region/area (select your region) and role (User), then click “create request(s)” button.



The form is titled “Request New System Accesses”. It contains several fields and buttons:

- Person: A text field with a blacked-out value.
- * System/Resource: A dropdown menu with “BISONCONNECT” selected. A red box with the number 1 is next to the dropdown arrow.
- * Bureau: A dropdown menu with “BUREAU OF INDIAN EDUCATION” selected. A red box with the number 2 is next to the dropdown arrow.
- * Region/Area: A dropdown menu with “- Select Region -” selected. A red box with the number 3 is next to the dropdown arrow.
- * Roles: A dropdown menu with “USER - GENERAL USER” selected. A red box with the number 4 is next to the dropdown arrow.
- Comment: A text area with a vertical scrollbar.
- Buttons: “Create Request(s)”, “Reset”, and “Cancel”. A red box with the number 5 is next to the “Create Request(s)” button.