

## New GovSpace User Registration Instructions

<b>State Employees</b>	<p>Please see the attached document <i>How to Register for Oregon GovSpace</i>. Follow the link to <a href="https://govspace.oregon.gov">https://govspace.oregon.gov</a> and select 'Don't have an account?'</p> <p> How_to_RegisterGov Space.pdf</p> <p>Please view the introduction video below to login and visit GovSpace.</p>
<b>Non-State Employed Partners</b>	<p>For non-state employees please send your state agency partners <a href="#">Christy Jordan</a>, <a href="#">Mike Bolliger</a>, or <a href="#">Nicole Bakkala</a> the following <b>10 necessary</b> pieces of information so they may initiate your registration process:</p> <ol style="list-style-type: none"><li>1. First name</li><li>2. Last name</li><li>3. Title/Role</li><li>4. Work related email</li><li>5. Organization</li><li>6. Physical work address</li><li>7. City</li><li>8. State</li><li>9. Zip Code</li><li>10. Work Phone</li></ol> <p>All information is required to process your request. Having provided all information to your agency partner, they will initiate the account creation process.</p> <p>You will receive emails from <a href="mailto:oregon@hosted.jivesoftware.com">oregon@hosted.jivesoftware.com</a> once your account has been created. Please make sure to check your SPAM filters, network filters, and firewalls if no email is received. The message below will indicate the next steps.</p> <p><i>"A State of Oregon Agency requested that you have an account on Oregon GovSpace. Before an account will be created for you, you will need to agree to the Terms of Use for Oregon GovSpace."</i></p> <p>Please view the Introduction video below to login and visit GovSpace.</p>
<b>Introduction Video</b>	<p>This <a href="#">video</a> will provide you instruction on how to navigate GovSpace, find documents and maximize your interactions with the Freight Mobility space.</p> <p>(Video URL <a href="http://screencast.com/t/JGbc9DP0xe">http://screencast.com/t/JGbc9DP0xe</a>)</p>
<b>Additional Training</b>	<p>Once your account has been created and you have learned to navigate GovSpace, please visit the <a href="#">Site Support</a> area for training, questions and additional resources.</p>

**Contact  
Information**

Please contact the following individuals if you have any questions or comments:

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