



How to Register for Oregon GovSpace:

5 Easy Steps

1. Go to: <https://govspace.oregon.gov> (this is where you log in after your account has been approved and confirmed so make it a favorite site).
2. Enter your state email address and click *Confirm Address* (see image below). You will receive an email with directions.

3. From the links in the email, enter the required information, noted by the asterisks (*).
Tips:
 - a. Your username is how others at work will identify you on Oregon GovSpace. Once set only a System Administrator can change it for you, so make sure it's an appropriate reflection of you.
 - b. Use your state email without the agency specific **subdomain**, for example Joan who works at ODOT has Joan.Z.Reanalds@odot.state.or.us but would use Joan.Z.Reanalds@state.or.us (odot. has been removed).
 - c. Since this is a tool for work, the information entered should be work- related (work e-mail, work address, phone numbers, etc.). You are representing your agency on this site.
 - d. Please do not use acronyms for your agency, department, program or title. Write the full name.
 - e. You must have prior approval from your manager before applying for an account. If you indicate you do not, you will be asked to gain approval before your application is processed. Also, your manager will be sent an e-mail notifying them when your application is approved.
4. Once you correctly fill out and submit your account application, a System Administrator will review and approve your account or seek clarification if your registration was incomplete. When a System Administrator approves your account, you will receive an e-mail from Oregon GovSpace (oregon@sgaur.jivesoftware.com), titled, "Oregon GovSpace Registration Confirmation." Follow the steps in the e-mail to confirm your account.
 - a. An e-mail will also be sent to your manager, as stated on the application.
5. After you confirm your account, you will be able to log in with the username and password you listed on your application. In addition, you will also receive another e-mail from Oregon GovSpace, titled "Welcome to Oregon GovSpace."

**All e-mails from Oregon GovSpace will come from the e-mail address, oregon@sgaur.jivesoftware.com. Please make sure your e-mail settings allow you to receive e-mails from this address.*