

Executive RWMD SharePoint Guidance

This document provides high-level guidance to the NEA RWMD SharePoint. It is structured as followed:

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For more information, please consult the NEA Guidelines:

https://www.oecd-nea.org/jcms/pl_69189

Should you have any problems, please email

@ OKPALA Linda, NEA/RWMD Linda.OKPALA@oecd-nea.org

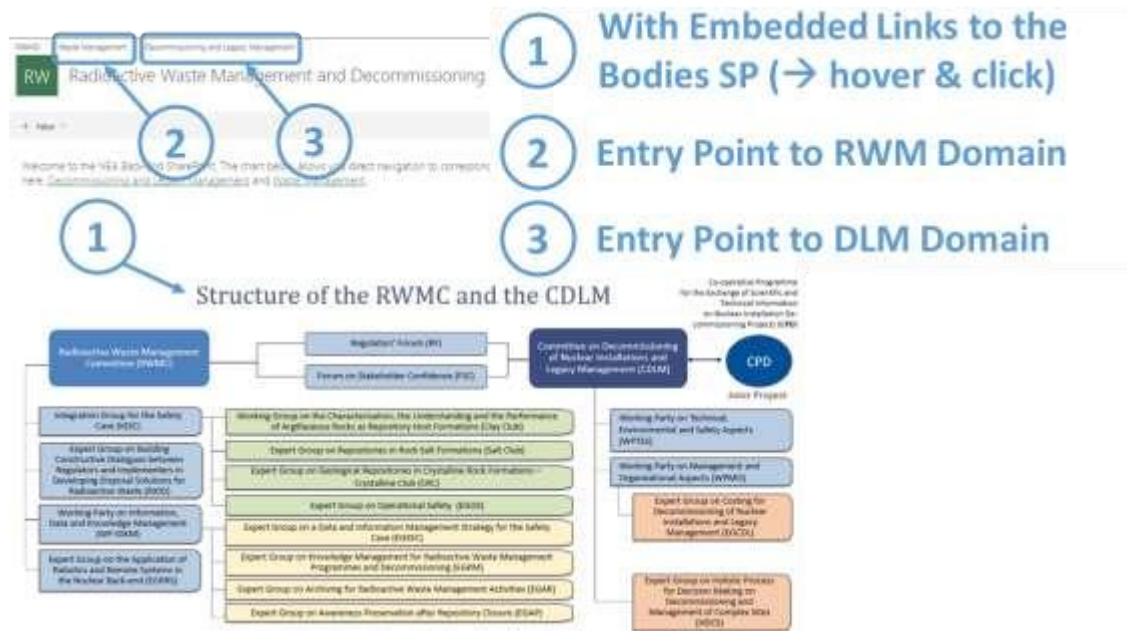
and @ CDLM-WPTES cldm-wptes@oecd-nea.org

NEA RWMD Bodies Entry-Point

For the NEA Radioactive Waste Management and Decommissioning Division, Secretariat has created one single SharePoint, with all administrated Bodies as subsites. To support delegates' navigation, please follow this link:

<https://mynea.oecd-nea.org/sites/RWMD/SitePages/Home.aspx>

Embedded links in the structure, take the user directly to the corresponding Body SharePoint. Please note that only official delegates nominated to the group will be allowed access.



To support sharing crosscutting information on DLM as well as RWM topics (meeting dates, crosscutting documents, news, etc.), two overarching SharePoints have been created. They can be accessed through the navigation bar at the top of the Division Entry Point (demarcated with entries 2 and 3 in the picture above).

[Access to the NEA SharePoint:](#)

Please note that NEA SharePoint is a password-protected domain only accessible to participants and requires a two-step authentication process:

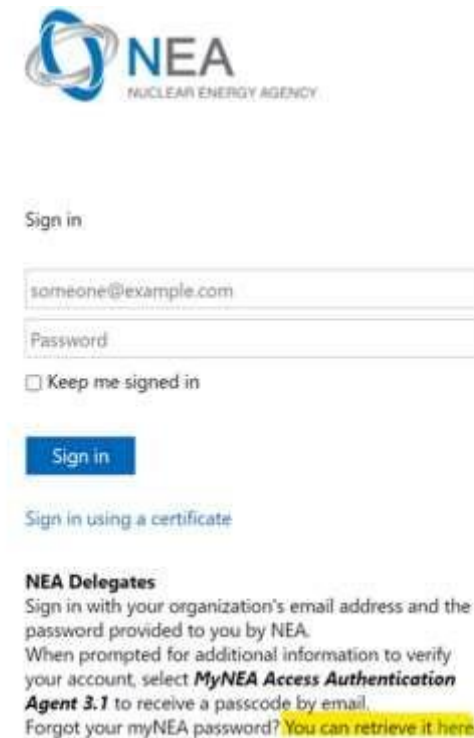
1. **Your registered email + NEA-Password**
(please find below how to retrieve your NEA password)
2. **Using Agent 3.1** will generate an email to your account with the required Code.

For more information, please consult the NEA Guidelines:

https://www.oecd-nea.org/jcms/pl_69189

NEA Password retrieval

Please note that you can retrieve your password (first authentication step) by clicking on the bottom right link under **“here”** (highlighted in the following screenshot).



The screenshot shows the NEA (Nuclear Energy Agency) login interface. At the top is the NEA logo. Below it is a 'Sign in' section with two input fields: one for an email address (containing 'someone@example.com') and one for a password. There is a checkbox for 'Keep me signed in' and a blue 'Sign in' button. Below the button is a link for 'Sign in using a certificate'. Further down is a section titled 'NEA Delegates' with instructions on how to sign in and a link to retrieve a password, which is highlighted in yellow in the original image.

NEA Delegates
Sign in with your organization's email address and the password provided to you by NEA.
When prompted for additional information to verify your account, select **MyNEA Access Authentication Agent 3.1** to receive a passcode by email.
Forgot your myNEA password? [You can retrieve it here.](#)

By entering your email address in the pop-up window, the password will be sent to your email address (make sure to use the same email as per registration).

Should you have any problems, please email us @ Lisa.SMADJA@oecd-nea.org and CDLM@oecd-nea.org

Collaboratively Editing Files

To work on SP Word documents, please follow the next three steps. Note that working in “Word Online” (i.e. in a Browser) might create formatting issues as well as offer reduced functionalities.

