

## GETTING STARTED

# Guest Account Welcome

Information about your new GDOTS guest account.

## What Is a GDOTS Guest Account?

A guest account has been created for you in the GDOTS tenant so you can access specific GDOTS apps and data that have been shared with your organization. Today the primary application is SharePoint – see [SharePoint migration information](#) for context on the ongoing M365 migration.

Your account uses the format `Firstname.Lastname@guest.gdots.com` . This is a dedicated account within the GDOTS environment. It is separate from your organization's own credentials and provides access only to the resources you have been granted permission to use.

## What You Received

Your welcome email contains:

- Username: Your GDOTS guest account login (e.g., `Firstname.Lastname@guest.gdots.com` )
- Temporary Password: You will be required to change this on first login
- Resource Links: Direct links to the GDOTS apps that have been shared with you (currently SharePoint sites)

### IMPORTANT

You must set up multi-factor authentication (MFA) before attempting to access any GDOTS resources. Trying to access resources directly without MFA configured will result in an error. [Follow the MFA setup instructions first.](#)

## First-Time Login Process

When you log in for the first time, you will be guided through the following steps:

- Enter your username and temporary password
- Change your password (must be at least 12 characters)
- Set up multi-factor authentication using Microsoft Authenticator
- Accept the GDOTS Terms of Use

Detailed instructions for each step are available on the [MFA Setup Guide](#) page.

## Accessing Your Resources

After completing MFA setup, you can access your resources using the links provided in your welcome email. Simply click the link or paste it into your browser while signed into your GDOTS guest account.

### DATA HANDLING NOTICE

Some GDOTS resources contain controlled unclassified information (CUI) and/or International Traffic in Arms Regulations (ITAR)-controlled data. Handle all data you access according to your organization's security policies and any instructions from your GDOTS point of contact. If you are unsure about data handling requirements, consult your organization's compliance or security team.

Migrating in waves: SharePoint sites are being migrated to M365 in waves. You may receive additional emails with new site links as more sites you have access to are migrated. See the [SharePoint migration information](#) page for details.

## Need Help?

If you have questions or encounter problems, please reach out to your GDOTS point of contact.

### CONSIDER B2B

Your organization can simplify access for all its users by setting up a B2B connection. No more separate passwords or MFA to manage. Once configured, your existing access is preserved and you'll sign in with your own work credentials. [Learn about the benefits of B2B.](#)