

# External SharePoint Using E-mail on Demand



## Step 1

As a new user, the first thing you will need to do is set a PIN for your On-Demand token.

You should have received an initial PIN with your login information. However before using your login information on Duke Energy's external SharePoint sites, you will first be required to change the initial PIN. See: the 'Duke Energy RSA SecurID PIN Setup' help document if needed

Once you have completed step 1, follow instructions in this document to access SharePoint

Enter your credentials.

The image shows a login interface with the following fields and callouts:

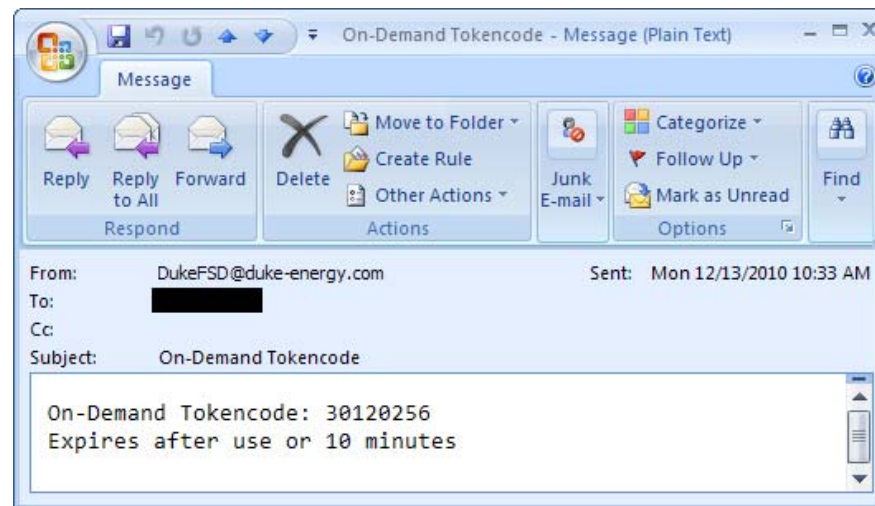
- Log On** (Section Header)
- User name:** rsademo (Callout: **Your User ID**)
- Password:** [Redacted] (Callout: **IDS Domain Password**)
- Authenticate using:** IDS (Callout: **Select IDS as the domain**)
- RSA Password:** [Redacted] (Callout: **Your RSA PIN**)
- Log On** (Button)

[Set up your password reset profile \(for users with ids in the IDS domain only\)](#)  
[Reset your password or unlock your ID \(for users with ids in the IDS domain only\)](#)

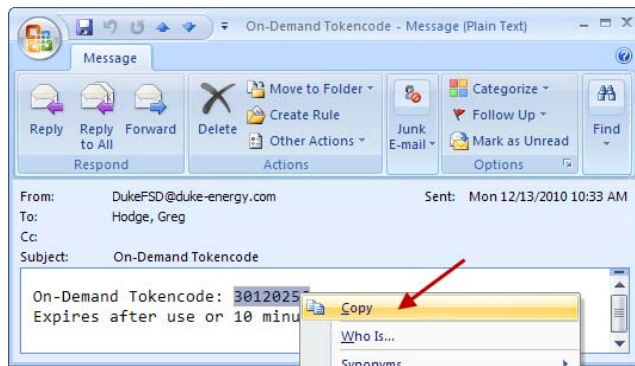
This site is intended only for Duke Energy authorized users.  
If you encounter any problem with this site, please contact your Duke Energy sponsor or the Duke Energy helpdesk at 704-382-7762.

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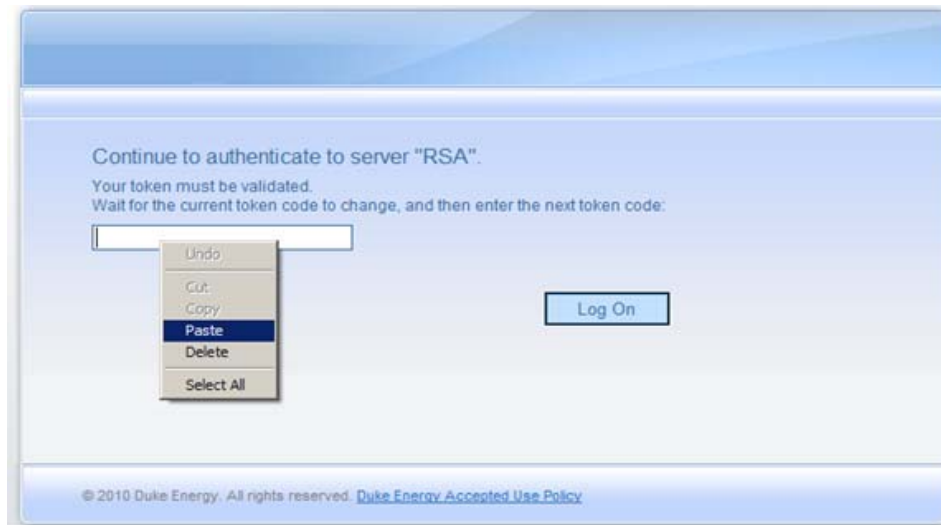
You will receive an email similar to this with your tokencode. Note, the tokencode is only good for 10 minutes. If you do not complete the login within 10 minutes, you will have to start over.



Copy the tokencode.



Paste the code into the logon screen. **DO NOT ENTER ANYTHING EXCEPT THE TOKENCODE HERE:**



Click "Log On"



You will briefly see this screen indicating the log on was successful. After this, you will be re-directed to the SharePoint site you are trying to access.

