



NGDA Collaboration Community Account Creation – Help Document

The [NGDA Collaboration Community \(NCC\)](#) is a collaboration space allowing those involved in A–16 NGDA Portfolio management to share experiences, lessons learned, and best management practices. Accessing the NCC requires GeoPlatform.gov login permission, and the account creation process is described below.

In addition, the NCC provides a location to host documentation and information for A–16 *Supplemental Guidance* implementation, training, and GeoPlatform-related activities. NCC members can also obtain all NGDA Portfolio-based reports including the NGDA Dataset Reports and NGDA Theme Summary Reports, as well as presentations and summary notes from the Theme Lead meetings. Additionally, members have access to contact information for each Theme Lead and Dataset Manager and the names of their associated NGDA Dataset(s).

The following steps provide NCC users with detailed instructions for creating an account and signing in for the first time.

1. Navigate to NGDA Collaboration Community (NCC) at <https://cms.geoplatform.gov/ncc/>.
2. Select the 'Login' in the upper right corner of the page.
 - If you have an existing GeoPlatform.gov account, enter your Username/E-mail and password then select 'Login.'
- OR**
- If you do not have a GeoPlatform.gov account, select 'Create new account' and follow the instructions.
3. Once you have signed into the NCC, a request for access will be auto-submitted to the NGDA Team. A message will be displayed that indicates you are not authorized to access the NCC until your request has been vetted and approved.
4. Once your request for access has been approved, you will receive an email stating you have access to the NCC.
5. After you receive the email, navigate to [NGDA Collaboration Community \(NCC\)](#).
6. Select the 'Login' in the upper right corner of the page.
7. Enter your Username/E-mail and password then select 'Login' and you will be on the NCC homepage.