

Revision 1.0.0  
May 31, 2022

## **GPA IT Accounts**

### GPA AD Account

This account will work on all GPA IT systems connected to the AD.

Username: *GPA/elwills*

Password: *Yap18641*

### GPA Email Account

GPA uses office.com for email. This account will allow access to email and GPA's oneDrive.

Email: *elwills@GridProtectionAlliance.org*

Password: *Yap18641*

### Mattermost Account

GPA uses Mattermost for internal communication. A new account can be registered at <https://mattermost.gridprotectionalliance.org/> Once a new account is generated an email should be send to the supervisor to add the employee to the correct channels.

### Github Account

GPA uses Github for code management. A new account can be registered at github.com. Once a new account is generated an email should be send to the supervisor to add the employee to the correct teams. Note that GPA requires 2 Factor Authentication on all Github accounts. Employees are welcome to use their private github accounts or generate a new account using their GPA email.

### NPM Account

GPA uses npm for some UI packages. A new account can be created at npmjs.com. Once a new account is generated an email should be send to the supervisor to add the employee to the correct teams. Note that GPA requires 2 Factor Authentication on all npm accounts.

### Timesheets Account

GPA uses leanTime for Timesheets. LeanTime is available at <https://timesheets.gridprotectionalliance.org/>.

User: *elwills@gridprotectionalliance.org*

Password: *Yap18641*

### Discussion Board Account

GPA uses discourse for Discourse and user support. Discourse is available at <https://discussions.gridprotectionalliance.org/>. Employees can create their own accounts on Discourse. Once a new account is generated an email should be send to the supervisor to add the employee to the correct groups.

## **GPA issued Laptops**

GPA issues laptops are set up to connect to GPAs VPN on startup. This means any laptop with internet connection is connected to the AD system and a GPA AD Account can be used for Login.

In some instances, employees may get a laptop that needs to be connected to the internet before it can connect to GPAs VPN. The local backup account can be used to log in and connect Laptop to WiFi without AD access. Note that GPA requires the user to connect the laptop to the internet and then switch to their standard IT Account as soon as possible.

Local Admin Account: *backup*

Local Admin Password: *ARKBackup1*

## **Other Resources**

### Employee Calendars

GPA encourages all new employees to set up Calendar sharing to allow others to see availability for scheduling calls as necessary. Once the email account is set up new employees should request access to other employees' calendars.

### GPA Policies and procedures

GPA keeps an up-to-date list of all Policies and Procedures at

<https://gpags.sharepoint.com/sites/GridProtectionAlliance/SitePages/Policies.aspx?from=SendByEmail&e=uPWBk1pASku9ZilpRVllzA&at=9>