DOE/NNSA IT Resources

Many IT resources are available that might helpful on your first day:

External Access

- **DOE Phone Book** – Search for telephone numbers and email addresses of DOE employees
- **NNSA Public Site** – NNSA's public website

Internal Access

You will have access to the following resources once you arrive at work and are assigned a computer and a user ID. If you are accessing the VOC from home, you may want to save this file for future reference.

- **People** – The People icon, available on DOECOE desktops, allows you to search for more in-depth information
- **Powerpedia** – DOE's internal Wikipedia
- **DOE Library** – The DOE Library icon, available on DOECOE desktops, virtually accesses DOE's Library Services and information.
- **NNSA Intranet** – NNSA's internal website
- **MIS** – Provides easy access to many DOE Headquarters Websites using a single sign-on process
- **Employee Self Service** - ESS is where employees can:
  - Apply for SEET
  - Review benefit information
  - Update locator information
  - Time and Attendance reporting
  - View earnings and leave statements
  - Emergency contact information (who we should call for you in an emergency)
  - Register for training
- **iPortal** – Online collaboration tool
- **Microsoft Office** – Basic Microsoft Office Suite products are installed on your DOECOE desktop. Additional Office products must be requested and approved by your supervisor
- **Microsoft Lync** – Internal instant messaging software that includes video and desktop screen sharing capabilities on DOECOE desktops
- **ESC Help Desk** – Employees can call the Enterprise Service Center Help Desk for IT support
  - Headquarters, Richland, and Naval Reactors – (301) 903-2500
  - All other locations – (505) 845-4357