



# OFFICE OF MANAGEMENT & BUDGET

## DOA - OMB Reporting SharePoint Portal

### Access Guidance

*Last Updated: October 1, 2024*

This guide is for individuals who have not yet been granted access to the DOA – OMB Reporting Portal.

If you have already been granted access and need to log in to the site – [Click Here](#)

If you are an Enterprise Network user and require access credentials – [Click Here](#)

If you are a non-Enterprise Network user and require access credentials – [Click Here](#)

## Enterprise Network Users

If you are requesting access to the DOA – OMB Reporting portal, please follow Step A. If you received an invitation email, please start from Step B.

### Step A

Click this link: [DOA - OMB Reporting - Home \(sharepoint.com\)](#)

#### Step A.1

In the text box, specify your agency name and click “Request Access”.

Sorry, you don't have access.

Please grant me access to “Your Agency Name” folder.

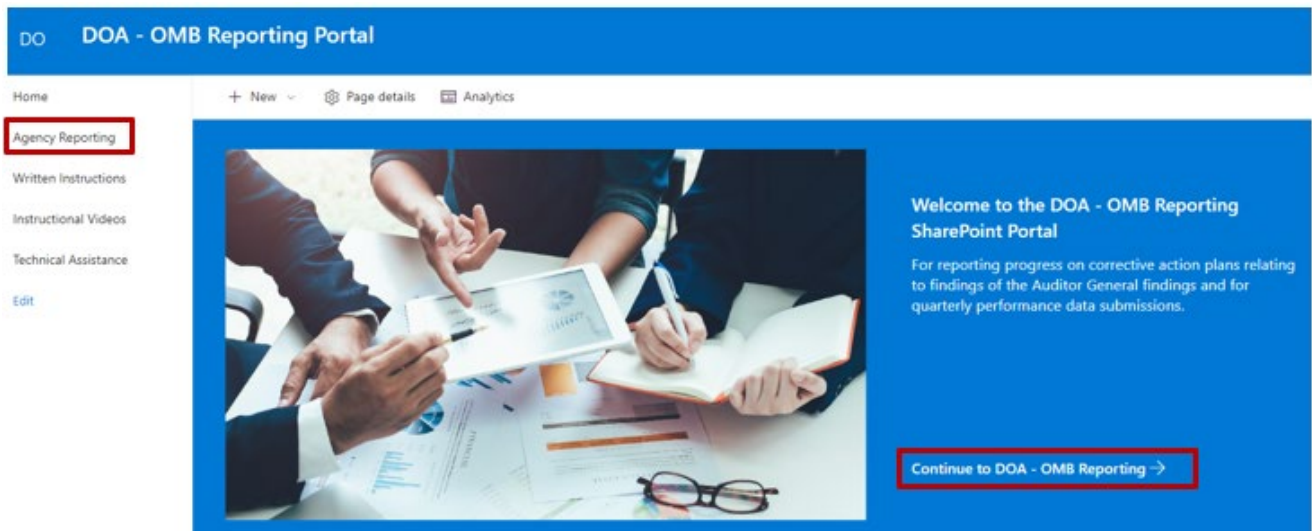
## Step B

Once the SharePoint admin approves your access request, you should receive an email like the one displayed below. Click “DOA - OMB Reporting Portal”.



## Step C

You should land on the DOA - OMB Reporting Portal main page as shown below. From the homepage, either click “Agency Reporting” or “Continue to DOA - OMB Reporting” as highlighted here:



## Step D

Here you will find your respective agency’s folder.

DOA - OMB Reporting Portal

Home | Agency Reporting | Written Instructions | Instructional Videos | Technical Assistance | Edit

+ New | Upload | Edit in grid view | Sync | Add shortcut to OneDrive

DOA - OMB Reporting

Name	+ Add column
014 - Military Staff	
016 - Rhode Island Emergency Management Agency	
022 - Governor's Commission on Disabilities	
023 - Commission on the Deaf & Hard of Hearing	

## Step E

A Performance Measures files for annual and quarterly reporting should be listed in this page. If your agency has audit findings to update quarterly, Audit Findings Quarterly Reporting file will also be found here.

DOA - OMB Reporting Portal

Home | Agency Reporting | Written Instructions | Instructional Videos | Technical Assistance | Edit

+ New | Upload | Edit in grid view | Share | Copy link | Sync | Ad

DOA - OMB Reporting > 014 - Military Staff

Name	+ Add column
014 Program Hierarchy and Program Managers - Copy.xlsx	
FY 2026 Annual Performance Measures Reporting Sheet - ...	
Military - Quarterly Performance Measures.xlsx	

## Technical Assistance

If you encounter any technical difficulties, please send an email to [OMB-Performance\\_Management@rigov.onmicrosoft.com](mailto:OMB-Performance_Management@rigov.onmicrosoft.com) or [kevin.n.simpson@omb.ri.gov](mailto:kevin.n.simpson@omb.ri.gov)

# Non-Enterprise Network Users

If you are requesting access to the DOA – OMB Reporting portal, please follow Step A. If you received an invitation email, please start from Step B.

## Step A

Click this link: [DOA - OMB Reporting - Home \(sharepoint.com\)](#)

### Step A.1

In the text box, specify your agency name and click “Request Access”.

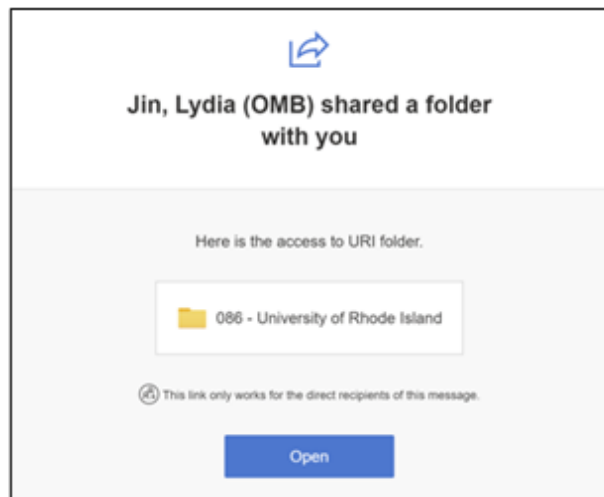
Sorry, you don't have access.

Please grant me access to “Your Agency Name” folder.

Request Access

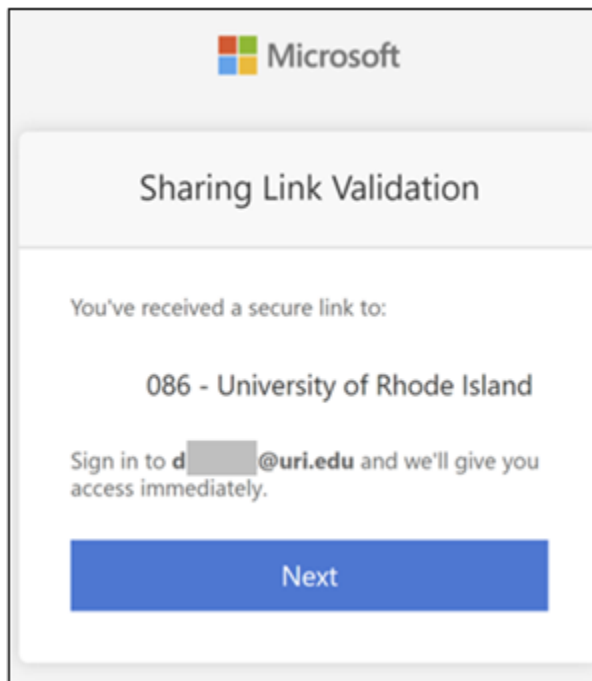
## Step B

Once the SharePoint admin approves your access request, you should receive an email like the one displayed below. Click on the “Open” button.



## Step C

Click “Next” to sign into your agency email. Below is an example from University of Rhode Island.



## Step D

You may be directed to complete an additional step based on your respective agency's security setup. From this page, click “Next”.

THE  
UNIVERSITY  
OF RHODE ISLAND

d [redacted] @uri.edu

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

## Step E

Enter your password and click “Sign in”.

### Enter password

Your organizational policy requires you to sign in again after a certain time period.

Password 

[Forgot my password](#)

[Sign in with another account](#)

Sign in


## Step F

If you don't wish to use Microsoft Authenticator, click “I want to set up a different method”. On the next page, it will ask for your phone number and send you a code via text message. If you are already a Microsoft Authenticator user, you can use that tool to log in using your agency credential.

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)



# Verify your identity

 Text +X XXXXXXXX85 

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

## Step G

Once you enter the code, you should see a screen like below.


**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Success!**

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

 Phone  
+1

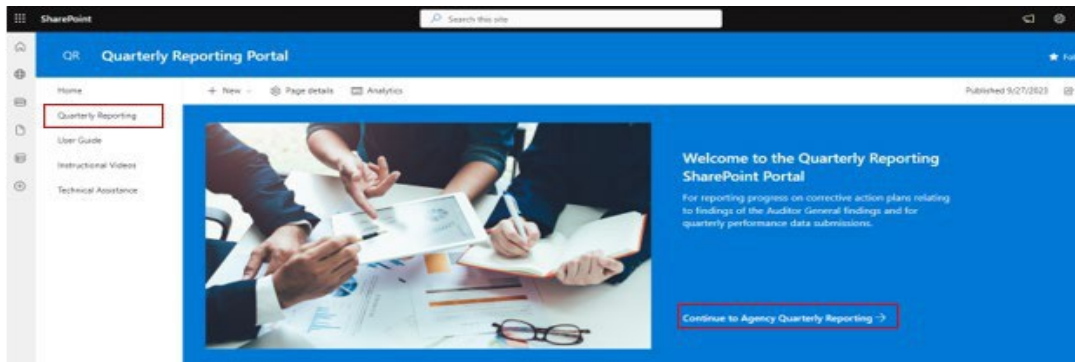
[Done](#)

## Step H

If you are not automatically logged into the DOA - OMB Reporting portal, try using this link to access the site. [DOA - OMB Reporting - Home \(sharepoint.com\)](#)

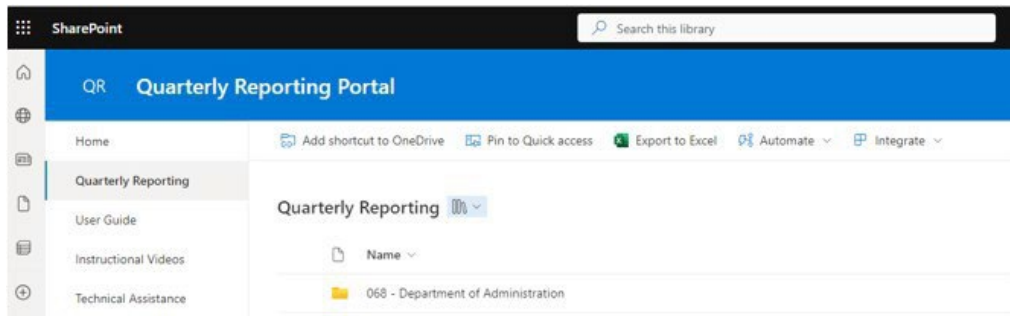
## Step I

You should land on the DOA- OMB Reporting Portal main page as shown below. From the homepage, either click “Agency Reporting” or “Continue to DOA - OMB Reporting” as highlighted in the following screenshot.



## Step J

You should see your respective agency folder.



## Step K

A Performance Measures files for annual and quarterly reporting should appear on this page. If your agency has audit findings to update quarterly, Audit Findings Quarterly Reporting file will also be found here.

## Technical Assistance

If you encounter any technical difficulties, please send an email to [OMB-Performance\\_Management@rigov.onmicrosoft.com](mailto:OMB-Performance_Management@rigov.onmicrosoft.com) or [kevin.n.simpson@omb.ri.gov](mailto:kevin.n.simpson@omb.ri.gov).