

Steps involved with requesting Access to JBER, via JBER Base Access Intelink site:

1. If it is your first time accessing Intelink, you will need to establish your profile and link your CAC for sign-in.
2. Once you have access into Intelink, you can search "JBER Base Access" or follow this link:
https://intelshare.intelink.gov/sites/jointbaseelmendorfrichardson/JBERSites/BaseAccess/_layouts/15/start.aspx#/
3. Click the "REQUEST BASE ACCESS" link in the first section, or from the menu on the left.
4. Complete the form; the red asterisks mark required information.
 - 4a. For new Civilian Hires you can identify if the visitor is coming for pre-employment reasons with your Unit/Organization by checking the appropriate box.
5. Read the statement at the bottom and check the box for acknowledgment.
This will activate the Submit button.
6. Click the Submit button. You will receive a confirmation email that includes instructions in case an issue arises.
7. You can review your submitted request(s) on the site by going to "My Access Requests" in the menu on the left.
8. If you would like to remove a request that has not been processed yet, go to "My Access Requests", right click on the ellipses (...) and select "Delete Item".

NOTE: Your visitor(s) will need to mention to the Visitor Center technician(s) that they were submitted for base access via the Intelink Sharepoint

9. Below is a sample of the email you will receive shortly after submitting the visitor access request in Intelink:

Hello Sir/Ma'am,

Your Base Access Visitor Pass Request has been submitted. This email confirmation is sent automatically and cannot be responded to.

Please advise your Visitor to state that their pass was "submitted via SharePoint" in order for the Visitor Control Center (VCC) technician to locate their information.

Be advised, if the VCC is unable to locate your profile in DBIDS, you will be required to physically come to the VCC with your ID to be loaded into DBIDS and complete the sponsorship.

If you have any questions about this request or the process, you may call either VCC;

Richardson VCC: 384-2916

Boniface VCC: 552-5420

Respectfully,

Base Access & Visitor Control Centers
673 Security Forces Squadron, JBER, AK

Please contact the Base Access section at 552-4029 if you have any questions concerning the Base Access Intelink Sharepoint website.