

Please note there have been changes to the Office 365 licensing process at VA St. Louis Health Care System.

Office 365 accounts will be inactivated when a user has not logged in to the VA system in over 90 days.

Reactivation now **must be requested by the user** while logged in to the VA system.

Users will go to [Office 365 Request](#) and click **Order Now** to become licensed.

Users may also go to the YourIT portal at <https://yourit.va.gov/va> or from the desktop icon. Select Submit a Request. Then select Software Services from the Standard Service Catalog on the left. Select Microsoft Office 365 and then Order Now. DO NOT SUBMIT A STANDARD IT TICKET.

The account should be licensed for M365 within 30 minutes.

If the supervisor name does not populate in the request, the site director, ADPAC or Dr. Patricia Mckelvy may be used.

If the user receives an error message, they may contact the service line ADPAC* at the VA for assistance.

Share Point access may be requested from the ADPAC once Office 365 is enabled.

“The “findme” web site (<https://findme.webmail.va.gov/index>) can be checked for status of O365 license.

*ADPACS:

Medicine: Marty.Willis@va.gov

Surgery: Alysha.Hunter@va.gov

Mental Health: Lisa.Blumenkemper@va.gov

Radiology: Karen.Reely@va.gov

Primary Care: Eric.Reisbig@va.gov; Daryl.Jackson@va.gov

Extended Care/Rehab: Melissa.Schlecht@va.gov

Pathology: Mindy.Weems@va.gov