

# Getting an account in Confluence or Jira



## Internal or External

The Smithsonian Office of the Chief Information Officer (OCIO) has TWO centrally-managed installations of Confluence

- one that can be accessed only by Smithsonian users from inside the firewall, and
- one outside the firewall that can also be accessed and used by collaborators anywhere in the world.

The "Internal Confluence" at [si-confluence.si.edu](https://si-confluence.si.edu) is managed by the OCIO Office of Systems Modernization.

The "External Confluence" (this one!) at [confluence.si.edu](https://confluence.si.edu) is managed by the OCIO Office of Research Computing.

- With Smithsonian network credentials
  - Confluence
  - Jira
- Without Smithsonian network credentials, i.e., everyone else
  - Confluence

Information below is for this Confluence installation only.

## With Smithsonian network credentials

### Confluence

If you have a Smithsonian network login, you can create your own Confluence account simply by logging in using your network username and password here:

[https://confluence.si.edu/login.action?os\\_destination=%2F](https://confluence.si.edu/login.action?os_destination=%2F)

After creating your account, you will have basic read access to any space in Confluence that has permissions set for general viewing.

If you need view or edit permissions to a specific space, contact that space's administrator.

### Jira

Similar to Confluence, if you have a Smithsonian network login you can create your own account by logging in here:

[https://jira.si.edu/login.jsp?os\\_destination=%2Fdefault.jsp](https://jira.si.edu/login.jsp?os_destination=%2Fdefault.jsp)

After creating your account, you should have read access to some tickets in Jira.

to be added to a project, contact the project lead

## Without Smithsonian network credentials, i.e., everyone else

### Confluence

Send a request via the (Jira portal) including:

- your name (you, being the SI staffer)
- the name and email address of the person who needs an account
- the Confluence space the person needs access to
- any special requests or other information, e.g., if they need read only or admin permissions for the space, or if they need access only for a limited time.