



Ford SharePoint Job-Aid

Ford Motor Company is using Microsoft Office 365 to exchange information with its external partners (suppliers, dealers, etc.). You will need a Ford Guest Account to access content in SharePoint Online or OneDrive. You will not be able to log in to SharePoint Online or OneDrive using your current Covisint ID, FSN-ID, Dealer ID, etc. Your ID (Covisint ID, FSN-ID, Dealer ID, etc.) will continue to work with other applications you may access at Ford.

Topics covered:

- I have an FSN-ID in the Ford Supplier Portal (FSP) and need a Ford Guest Account
- I have an FSN-ID in the Ford Supplier Portal (FSP) and my email address has changed
- I have access to the Covisint portal but not the Ford Supplier Portal (FSP) and need a Ford Guest Account

I have access to FSP – I need a Ford Guest Account

Log in to the Ford Supplier Portal: <https://fsp.portal.covisint.com>

Use the **How to Request an Application** instructions found under the **Ford Supplier Portal Key Information** section for detailed information about how to add the sub-package: **SharePoint Online OneDrive (Office 365)**

Ford Supplier Portal Key Information

The Ford Supplier Portal (FSP) allows Ford and its suppliers to share information and conduct business in a secure environment over the web. FSP is an entry point to a variety of cross-functional web applications ranging from Customer Service to Vehicle Programs.

[Click here to go to Covisint Registration For Users or Organizations](#)

GDPR Fair Collection Notice

- » How to Register Your Company for FSP
- » How to Register as a New User For FSP
- » Corporate Security Administrator (CSA) Role
- » CSAs - How To Reactivate Your Users For FSP

How To Login To FSP

- » How To Request An Application
- » HOW TO REQUEST ADDITIONAL SITE CODES For An Application
- » Look up FSN ID and / or Reset FSN Password
- » Revoked FSP Access?

Contest and Incentive Wizard(CIW) - EXTREACTHQSCREENS



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Contest and Incentive Wizard(CIW) - EXTDEALERSSCREENS



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Supplier Development

SharePoint Online OneDrive (Office 365)



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I have access to FSP – My email address has changed

Work with your Covisint Security Administrator (CSA) to update the email address associated with your FSN-ID.

If you already have a Ford Guest Account

- Log in to the Ford Supplier Portal: <https://fsp.portal.covisint.com>
- Remove the **SharePoint Online OneDrive (Office 365)** sub-package
- Re-add the sub-package (this will trigger a new Ford Guest Account for your new email address)

If you do not have a Ford Guest Account

- Log in to the Ford Supplier Portal: <https://fsp.portal.covisint.com>
- Use **How to Request an Application** found under the **Ford Supplier Portal Key Information** section for detailed information about how to add the **SharePoint Online OneDrive (Office 365)** sub-package.

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I have access to Covisint – I need FSP access and a Guest Account

Work with your Covisint Security Administrator (CSA) to create an FSN-ID in the Ford Supplier Portal (FSP).

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Once you have an FSN-ID, log in to the Ford Supplier Portal: <https://fsp.portal.covisint.com>

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