BACCALAUREATE CORE COMMITTEE

SHAREPOINT ACCESS INSTRUCTIONS

SharePoint is the central repository for documents related to the Baccalaureate Core Category Review and the New and Change Course Proposal Reviews. It is a member-specific resource that requires a login using one of your OSU IDs and associated password. The biggest trick to using SharePoint is to login correctly.

<mark>YOU MUST TELL SHAREPOINT THE LOGIN ACCOUNT YOU ARE USING (e.g., CN or ONID) followed by a backslash (\) followed by your account name!</mark>

TIPS

- If you are using an OSU computer and have already logged in, it is recommended you use that same account to login.
- SharePoint is a Microsoft product, so it gets along well with Internet Explorer. If you use Internet Explorer and you have already logged into your OSU computer, it will often automatically pick up that login so when you put in/click on the SharePoint link, it will open up without requiring you to login. (This is not always the case, so be prepared to login correctly.)

Accessing SharePoint

- Go to the following website: https://sharepoint.oregonstate.edu/sites/APAA/bacc-core-review/default.aspx
- At the prompt enter your affiliate account (e.g., CN or ONID) followed by a backslash (\) followed by your account name. Example: Marion Rossi = onid\rossim.
- Enter your password (be sure it matches the affiliate account - e.g. don't use an ONID password for CN unless they are exactly the same).

Organization of the Bacc Core SharePoint

- You are going to be accessing all of your materials from the "Sites" area on the left menu.
- To view completed review forms for New and Change Course Proposals select "Course Proposal Reviews."
    o Under documents select "Courses"
    o Courses are sorted into folders by subject code. Select the subject code for the course. Locate the course via alpha-numeric ordering.
- To view the 2014-15 DPD and WIC Category Review materials, select "2014-DPD and WIC-Engineering Review"
    o Additional instructions will be provided for this.