



SharePoint

Submitting the FFY12 Annual Progress Report

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What is SharePoint?

SharePoint is a website that provides a central location to submit documents and makes it easier for people to work together.



Existing SharePoint Users

- Existing SharePoint users should log into their account to ensure it is active.
<https://portal.dhs.ca.gov/sites/ccbnetwork/ATF/default.aspx>
 - Passwords expire after 3 months of inactivity.
- Email Alexis.Narodovich@cdph.ca.gov if your password has expired.



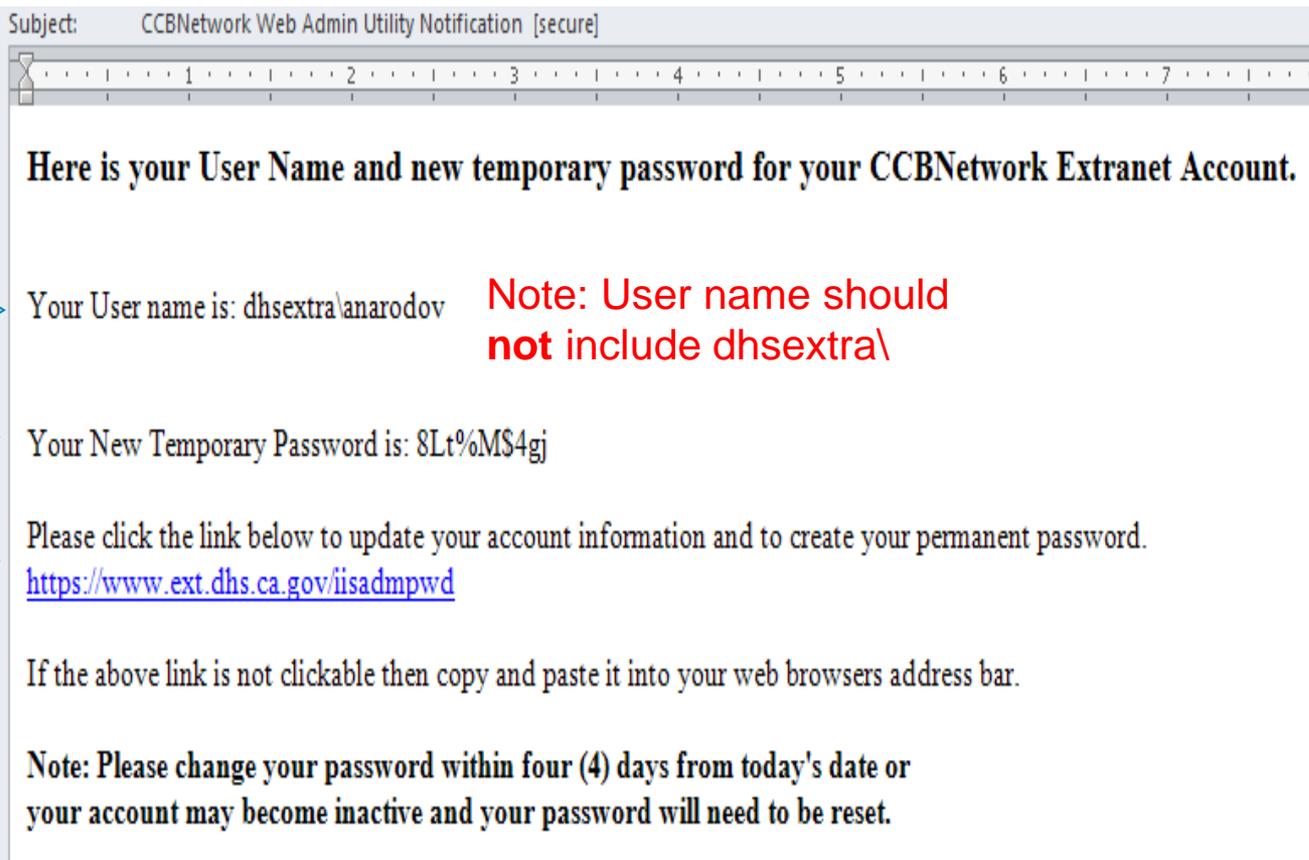
New SharePoint Users

- **Each organization will identify 1-2 users.**
- **New users will receive an email from Priya Bacharaja with the subject “ATF Web Admin Utility Notification [secure]” containing their user name and a temporary password.**



SharePoint User Name & Password

- You must reset the password within 4 days of receiving the email.
- Click the link in the email; example below.



Subject: CCBNetwork Web Admin Utility Notification [secure]

Here is your User Name and new temporary password for your CCBNetwork Extranet Account.

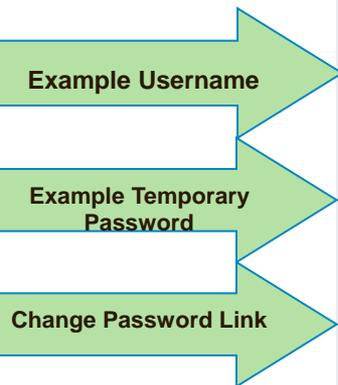
Your User name is: dhsextra\anarodov **Note: User name should not include dhsextra**

Your New Temporary Password is: 8Lt%MS4gj

Please click the link below to update your account information and to create your permanent password.
<https://www.ext.dhs.ca.gov/iisadmpwd>

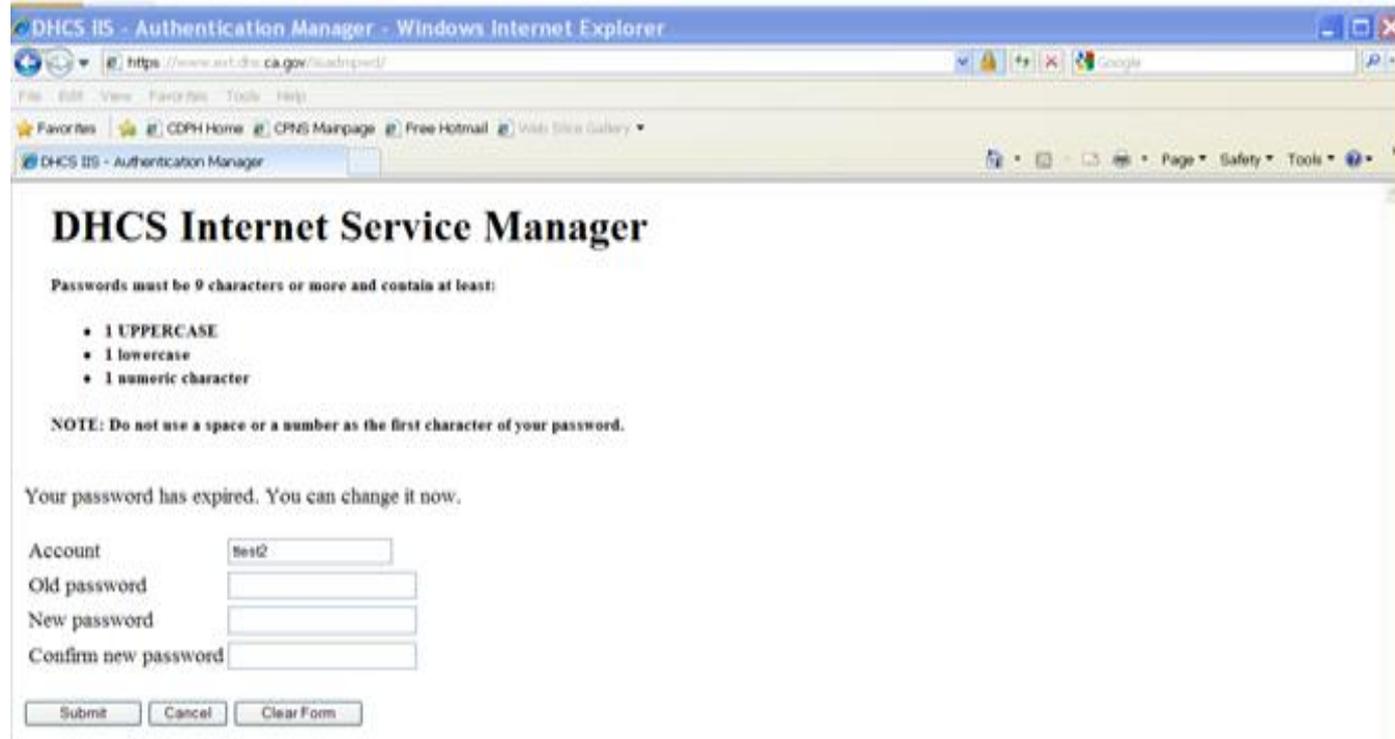
If the above link is not clickable then copy and paste it into your web browsers address bar.

Note: Please change your password within four (4) days from today's date or your account may become inactive and your password will need to be reset.



SharePoint User Name & Password cont.

- The link will access the change password screen.



The screenshot shows a web browser window titled "DHCS IIS - Authentication Manager - Windows Internet Explorer". The address bar shows the URL "https://www.aet.dhs.ca.gov/iaadripwd/". The page content includes the title "DHCS Internet Service Manager" and a password policy section. The policy states: "Passwords must be 9 characters or more and contain at least:" followed by a bulleted list: "1 UPPERCASE", "1 lowercase", and "1 numeric character". A note below the list says: "NOTE: Do not use a space or a number as the first character of your password." Below the note, a message reads: "Your password has expired. You can change it now." The form contains four input fields: "Account" (with the value "test2"), "Old password", "New password", and "Confirm new password". At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear Form".

DHCS Internet Service Manager

Passwords must be 9 characters or more and contain at least:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

NOTE: Do not use a space or a number as the first character of your password.

Your password has expired. You can change it now.

Account

Old password

New password

Confirm new password

SharePoint User Name & Password cont.

- Do not include 'dhsextra\' in your user name.

The password must include:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character



SharePoint User Name & Password cont.

- Once the password is changed, click 'Submit' at the bottom of the screen.
- DO NOT click the link at the bottom of the screen.
- Exit out of the screen altogether.



Using SharePoint to Submit

- **When the password is successfully updated, log into SharePoint**
<https://portal.dhs.ca.gov/sites/ccbnetwork/ATF/default.aspx>
 - It may be helpful to bookmark this website.
- **Enter your user name & password.**
- **You will be directed to the SharePoint home page, as seen on the next slide.**



Navigating SharePoint

Home - CCB Network - Windows Internet Explorer

https://portal.dhs.ca.gov/sites/ccbnetwork/default.aspx

File Edit View Favorites Tools Help

Favorites CDPH Home CPNS Mainpage Free Hotmail Web Slice Gallery

Home - CCB Network

CCB Network

Welcome Narodovich,Alexis

This Site

View All Site Content

Documents

- Shared Documents
- Test_Priya

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

- ATF

People and Groups

- Recycle Bin

CCB Network

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

- Add new announcement

Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

- Add new event

Links

There are currently no favorite links to display. To add a new link, click "Add new link" below.

- Add new link

Microsoft Windows SharePoint Services

Navigating SharePoint cont.

- Two tabs in the top left corner; 'Home' & 'ATF'.
- Choose the 'ATF' tab and click your organization's name (folder) in the left-hand margin.



The screenshot shows a SharePoint site for 'CCB Network'. At the top left, there are two tabs: 'Home' and 'ATF'. The 'ATF' tab is selected. Below the tabs is a navigation pane with a list of folders representing regional networks. A red arrow points to the 'ATF' folder in this list. The main content area displays the 'ATF Extranet Site' and a document library titled 'Technical Support'. The page content includes instructions on how to upload documents to the library and a list of technical assistance contacts.

CCB Network

Welcome Narodovich,Alexis

This Site

Site Actions

Home ATF

View All Site Content

Documents

- 1 - Regional Network
- 2 - Central Regional Network
- 3 - Central Regional Network
- 4 - Delta Regional Network
- 5 - Gold Coast Regional Network
- 6 - Gold Country Regional Network
- 7 - Los Angeles Regional Network
- 8 - North Coast Regional Network
- 9 - Orange County Regional Network
- 10 - San Diego & Imperial Regional Network
- 11 - Sierra Cascade Regional Network
- 12 - ABC Unified School District
- 13 - Alameda County Community Food Bank
- 14 - Alameda County Health Care Services Agency
- 15 - Alameda County Office of Education (Coalition)
- 16 - Alameda Point Collaborative

CCB Network > ATF

Technical Support

ATF Extranet Site

Uploading Documents to a Document Library

- To add documents to a Document Library on the site, you must upload them from a LAN or local computer to the Library.
- Go to the appropriate Document Library.
- Choose "Upload Document" from the Library List Toolbar.
- In the Upload Document dialog, enter a "Title" for the document and then click OK.

Technical Assistance

Technical support

- How to change your password
- Forgot your password
- ATF Instructions

Technical Assistance Contacts:

[Alexis Narodovich](#) (Locals) - (916)650-6905

[Evan Talmage](#) (Locals) - (916)449-5407

[Emma White](#) (Regional Networks) - (916)449-5432

[Priya Bacharaja](#) (IT Support) - (916)449-5397

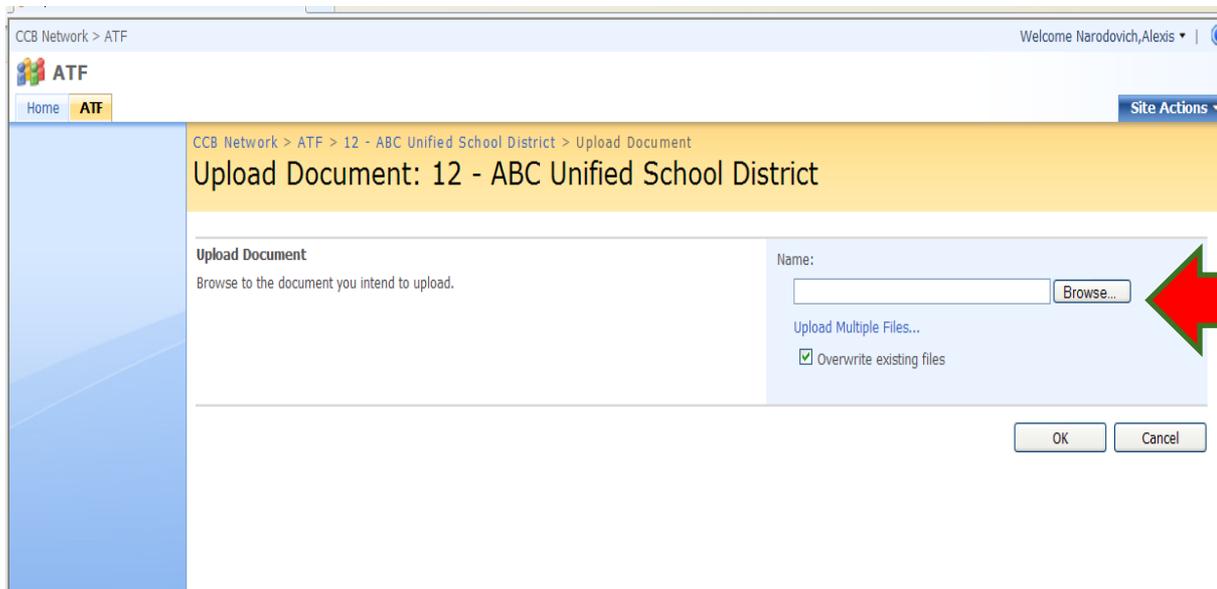
Navigating SharePoint cont.

- From the 'Upload' tab in your organization's folder, click 'Upload Document' from the drop down menu (shown below).

The screenshot displays a SharePoint document library for '12 - ABC Unified School District'. The interface includes a top navigation bar with 'Home' and 'ATF' tabs, and a 'Site Actions' dropdown. The main content area shows a document library with a table header including 'Type' and 'Modified By'. The 'Upload' menu is open, showing two options: 'Upload Document' and 'Upload Multiple Documents'. A red arrow points to the 'Upload Document' option. The left sidebar shows a list of documents under 'Documents', including '1 - Bay Area Regional Network', '2 - Central Coast Regional Network', '3 - Central Valley Regional Network', '4 - Desert Sierra Regional Network', and '5 - Gold Coast Regional Network'. The view is set to 'All Documents'.

Navigating SharePoint cont.

- Select the 'Browse' button to find each APR document from your computer.
- Once the file is found, click 'OK' to upload and save the document to SharePoint.
- *Note:* each APR document will be uploaded separately.



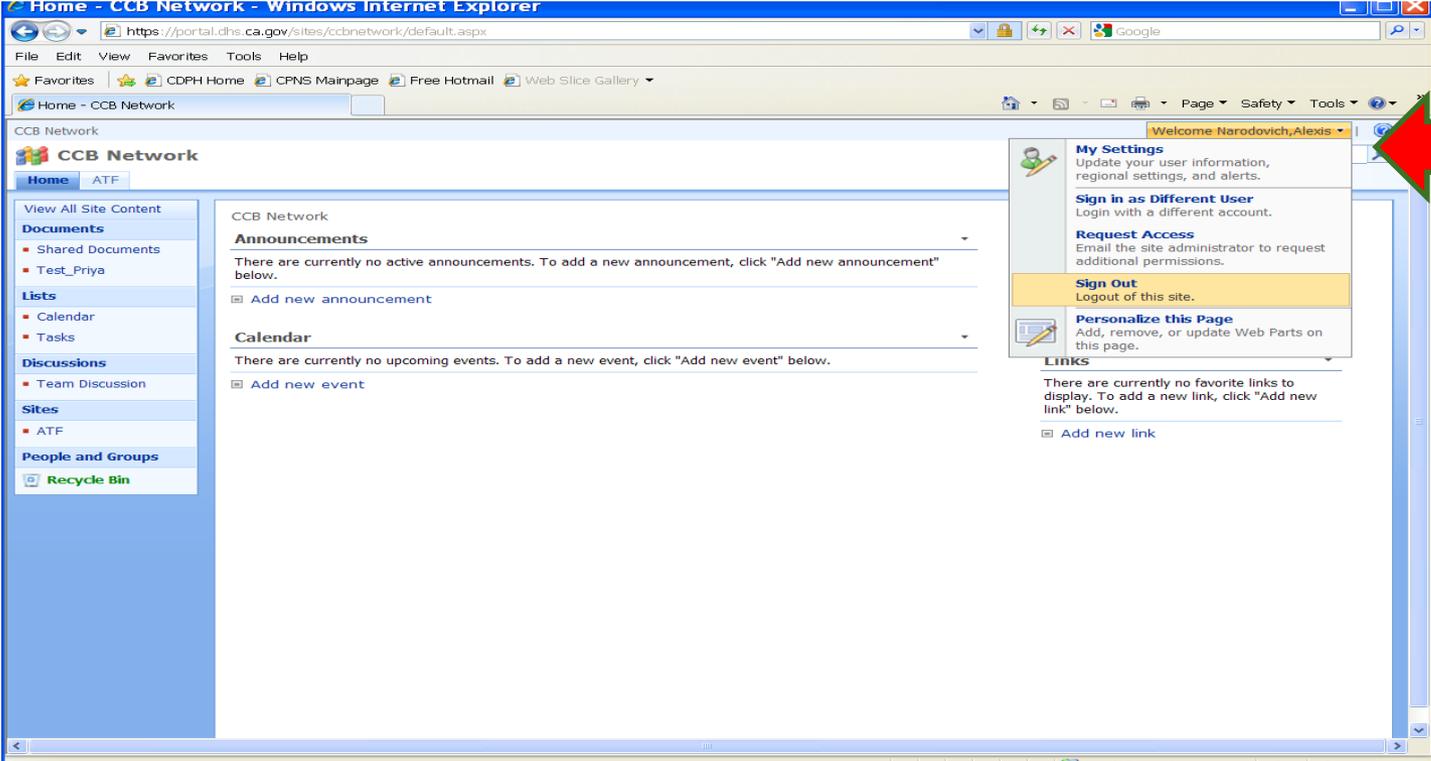
Navigating SharePoint cont.

- To verify that all of the APR documents are uploaded, click the 'ATF' tab as you did when you first logged on.
- Click your organization's name (folder).
- All of the documents that you uploaded will be listed in your folder.



Navigating SharePoint cont.

- Once all APR documents are uploaded, log out by selecting the drop down menu by your name at the top right-hand side of the screen, and clicking 'Sign Out'.



The screenshot shows a Windows Internet Explorer browser window displaying the 'CCB Network' SharePoint site. The address bar shows the URL <https://portal.dhs.ca.gov/sites/ccbnetwork/default.aspx>. The page title is 'Home - CCB Network'. The main content area displays 'CCB Network' with sections for 'Announcements' and 'Calendar'. On the right side, there is a user menu for 'Welcome Narodovich, Alexis'. The menu items are: 'My Settings', 'Sign in as Different User', 'Request Access', 'Sign Out' (highlighted in yellow), and 'Personalize this Page'. A red arrow points to the 'Sign Out' option. Below the user menu is a 'LINKS' section with an 'Add new link' button.

APR Documents

Submit all required documents to SharePoint by Monday, October 15, 2012:

- 1. Coversheet and Checklist**
- 2. APR Form**
- 3. Activity Tracking Form (4/1/12-9/30/12)**
- 4. APR Narrative**
- 5. Three-year Retrospective Report**
 - For LFNE Projects only**



APR Documents Cont.

- One component of the APR is not submitted via SharePoint.
- The online survey may be access via the link below and needs to be completed by Monday, October 15, 2012.

<https://www.surveymonkey.com/s/GVYD8VD>



Questions & Technical Assistance

- If you have questions about SharePoint, contact Alexis.Narodovich@cdph.ca.gov.
- If you have questions about the APR, contact your assigned *Network Program Manager*.

