



# SharePoint

## Submitting the FFY12 Semi-Annual Activity Report

**Presented by:**  
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# What is SharePoint?

- **SharePoint is a website that provides a central location for *Network* contractors to submit the Semi-Annual Progress Report (SAPR).**



# SharePoint: Existing Users

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



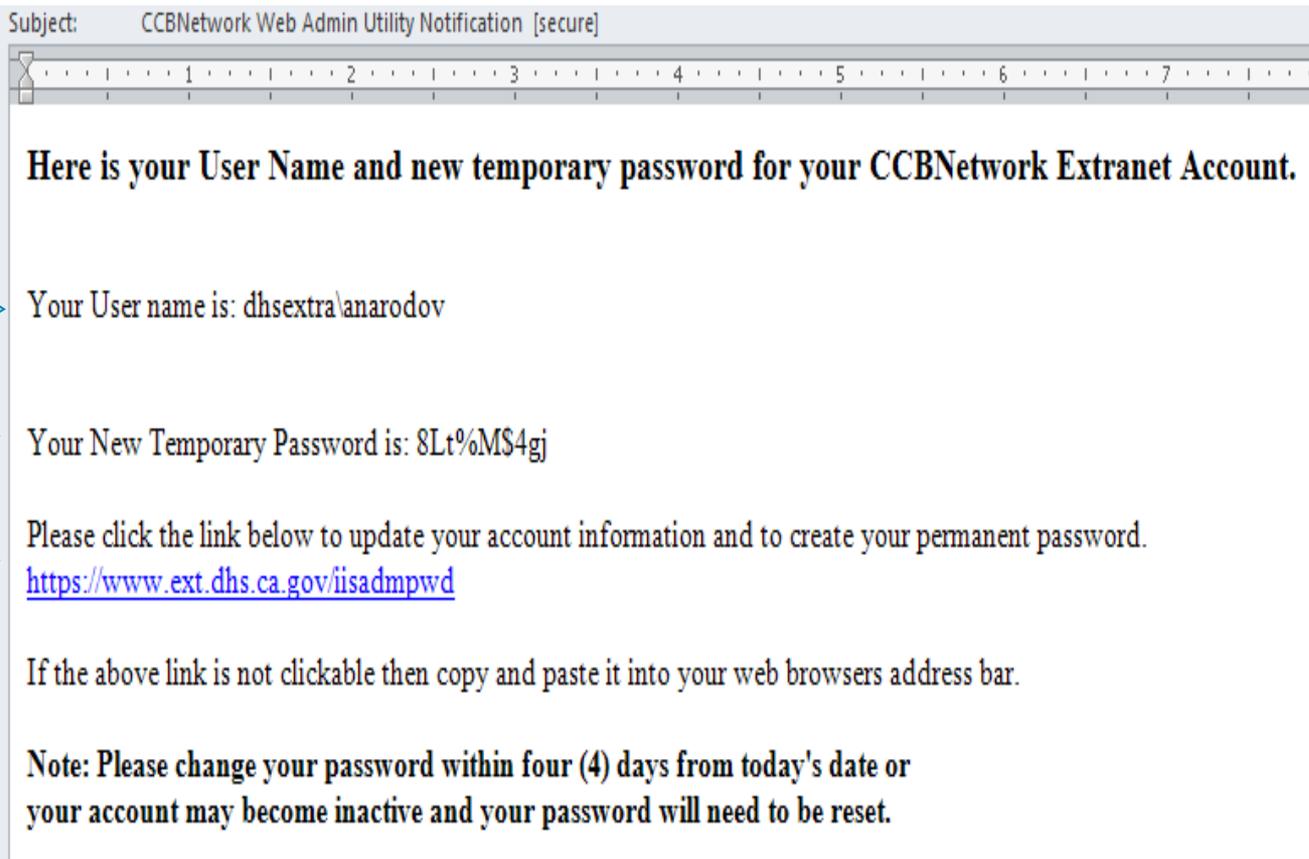
# SharePoint: New Users

- **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

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>

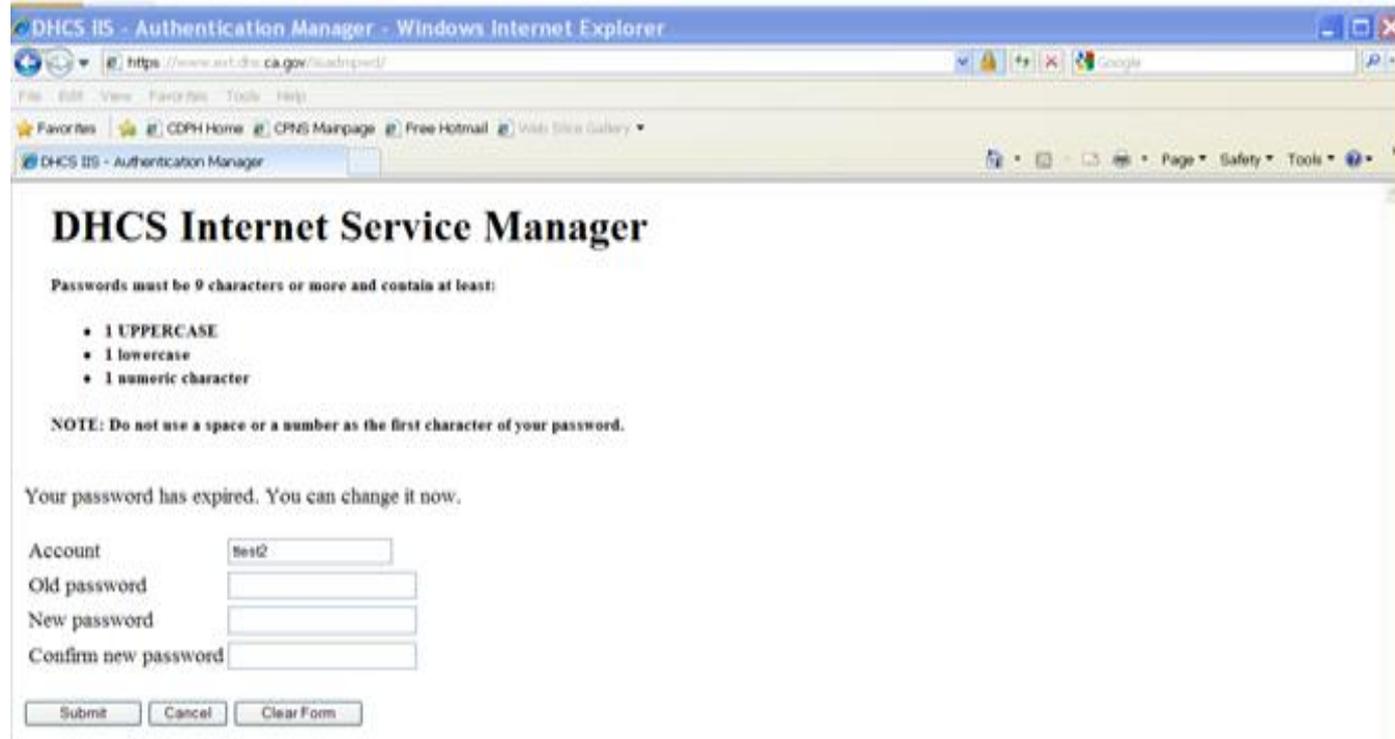
If the above link is not clickable then copy and paste it into your web browsers address bar.

**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.

- 'dhsextra\' is not part of the 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/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

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 interface. 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 different regional networks. A red arrow points to the 'ATF' folder in this list. The main content area displays the title 'ATF Extranet Site' and a section titled 'Uploading Documents to a Document Library'. This section contains a list of instructions for uploading documents. Below this, there is a 'Technical Assistance' section with a list of links for password-related issues and a 'Technical Assistance Contacts' section listing several individuals with their contact information.

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 'New' dropdown menu with 'Upload' selected, revealing two options: 'Upload Document' and 'Upload Multiple Documents'. A red arrow points to the 'Upload Document' option. The left sidebar shows a 'Documents' list with five regional networks. The right sidebar shows a 'View' dropdown set to 'All Documents'.

CCB Network Welcome Narodovich, Alexis |

ATF This List

Home ATF Site Actions

CCB Network > ATF > 12 - ABC Unified School District

12 - ABC Unified School District

View All Site Content

Documents

- 1 - Bay Area Regional Network
- 2 - Central Coast Regional Network
- 3 - Central Valley Regional Network
- 4 - Desert Sierra Regional Network
- 5 - Gold Coast Regional Network

New Upload Actions Settings View: All Documents

Type Modified By

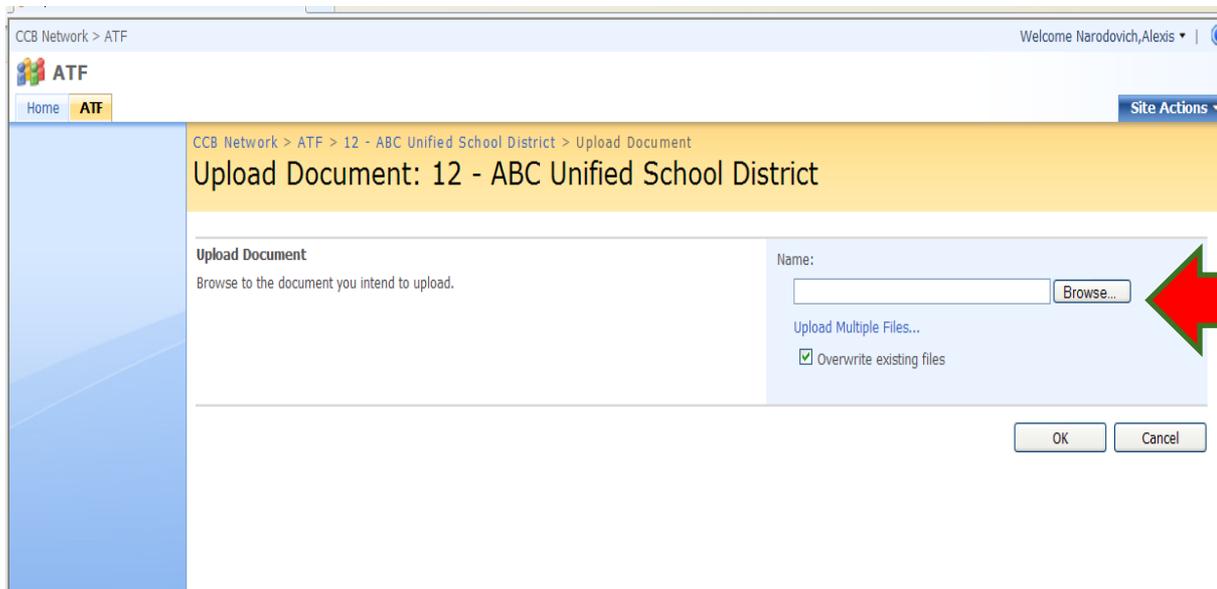
There are no items in this document library. To create a new item, click "New" or "Upload" above.

**Upload Document**  
Upload a document from your computer to this library.

**Upload Multiple Documents**  
Upload multiple documents from your computer to this library.

# Navigating SharePoint cont.

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



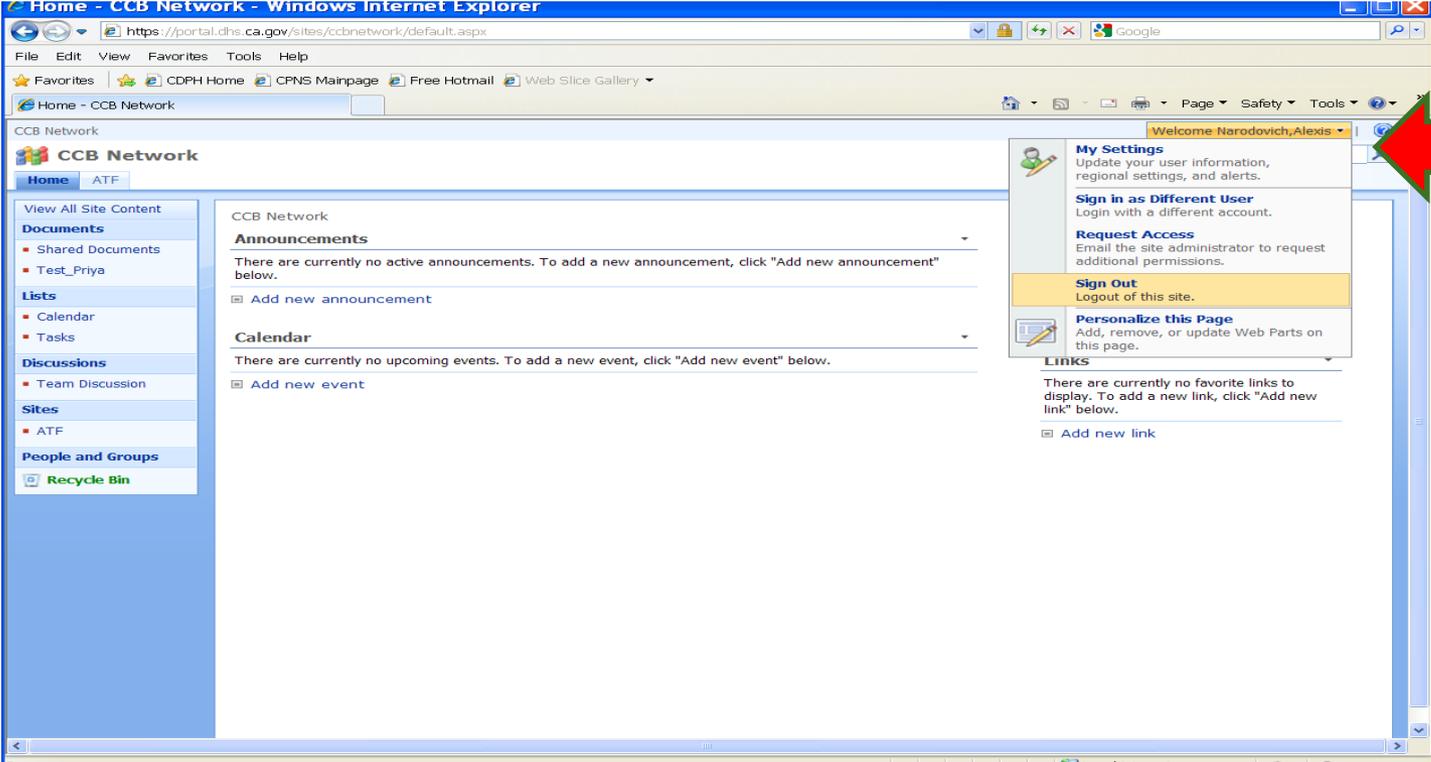
# Navigating SharePoint cont.

- To verify that all of the SAPR 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 SAPR 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 a SharePoint site titled "Home - CCB Network". The address bar shows the URL <https://portal.dhs.ca.gov/sites/ccbnetwork/default.aspx>. The page content includes a navigation sidebar on the left with sections for "Documents", "Lists", "Discussions", "Sites", and "People and Groups". The main content area displays "Announcements" and "Calendar" sections, both indicating no active items. On the right side, a user menu is visible, showing the user's name "Welcome Narodovich, Alexis" and a dropdown menu with options: "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.

# SAPR Documents

**Submit all required SAPR documents to SharePoint by April 16, 2012:**

- 1. Coversheet and Checklist**
  - 2. Semi-Annual Progress Report Form**
  - 3. Activity Tracking Form (10/1/11-3/31/12)**
- Do not forget to complete the surveymonkey component of the SAPR.**



# Questions & Technical Assistance

- If you have questions about SharePoint, contact [Alexis.Narodovich@cdph.ca.gov](mailto:Alexis.Narodovich@cdph.ca.gov).
- If you have questions about the SAPR, contact your assigned *Network Program Manager*.

