

SharePoint Website Instructions

This document includes instructions for Network Local Projects (NLPs), Local Health Departments (LHDs), and Local Food and Nutrition Education (LFNE) projects on accessing the SharePoint website to submit the FFY13 Semi-Annual Progress Report (SAPR). The following SAPR documents are to be submitted to SharePoint by **April 15, 2013**:

1. SAPR Coversheet
2. SAPR Form
3. Activity Tracking Form

The fourth component of the SAPR is the online SurveyMonkey which can be accessed via the link below:

<https://www.surveymonkey.com/s/QHK7P99>

What is a SharePoint?

A SharePoint is a website that provides a central location to submit documents. SharePoint is convenient for submitting large documents, such as the Activity Tracking Form, that cannot be emailed due to size. If you need technical assistance using SharePoint, please email Alexis.Narodovich@cdph.ca.gov. SharePoint works best when using Internet Explorer or Mozilla; Google Chrome is not recommended.

SharePoint Accounts

Each project will identify 1-2 people from their organization to upload and submit their SAPR documents. Each person will have their own SharePoint account with a unique user name and password. Alexis Narodovich will send an email to each project the week of April 1, 2013 asking to identify the SharePoint users. Once confirmed, she will work with each user to activate their account.

Existing SharePoint Users

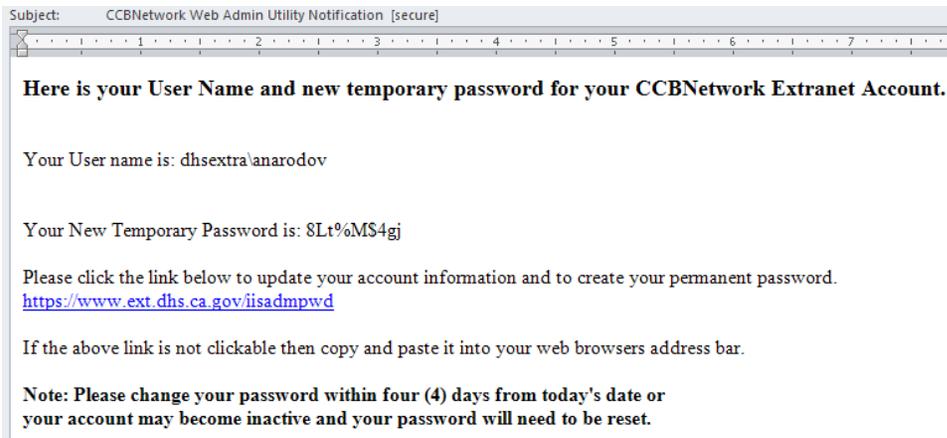
If you have a SharePoint user name and password from a previous reporting period, please try logging on to SharePoint to ensure your account is currently active.

SharePoint website: <https://portal.dhs.ca.gov/sites/ccbnetwork/ATF/default.aspx>

If your password has expired, email Alexis.Narodovich@cdph.ca.gov to have your password reset. When your password is reset, you will receive an email from Priya Bacharaja, the *Network's* IT Specialist. Please refer to the password instructions below for more information.

New SharePoint Users

When your SharePoint account is created, you will receive an email from Priya Bacharaja with the subject line "CCBNetwork Web Admin Utility Notification [secure]." The email will appear as shown below and will include your user name and a temporary password. Please note that the following is only an example. Each user will receive thier own user name and temporary password.



You will not be able to submit your reporting documents to SharePoint until you reset your password. This must be done within **4 days** of receiving the email.

How to Update Your Password

When you click the link in the "CCBNetwork Web Admin Utility Notification" email, you will be directed to the password change screen (shown below). If the link is not clickable, copy and paste the link into a web browser's (i.e. Internet Explorer or Mozilla) address bar. Enter your assigned user name (usually your first initial and part of your last name) and temporary password. **You do not need to include "dhsextra\" as part of your user name.** Since the temporary

password is long, it is suggested that you *copy* it from the email and *paste* it into Old Password field of the password change screen. Note that the link will deactivate after it is clicked, meaning you only have one time to change your password.

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

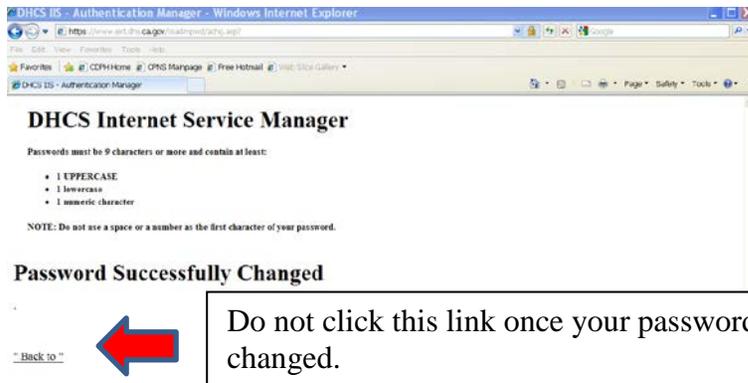
New password

Confirm new password

As noted on the screen, your password must be 9 characters or more and include:

- 1 UPPERCASE letter
- 1 lowercase letter
- 1 numeric character

Once you update your password, click “submit” at the bottom of the screen. When your password is successfully changed, **exit out of the screen**. Do not click the link that will appear at the bottom of the screen (see below). You are now ready to sign into SharePoint and submit your reporting documents.



Do not click this link once your password is changed.

Using SharePoint to submit Semi-Annual Progress Report documents

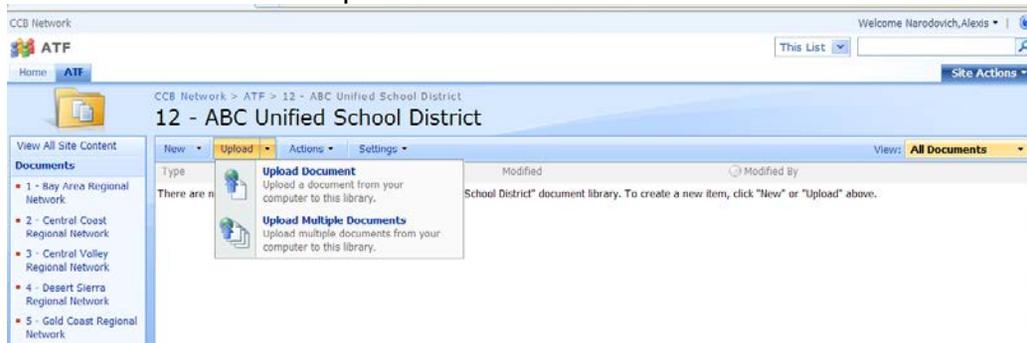
The SharePoint site may be accessed here: <https://portal.dhs.ca.gov/sites/ccbnetwork/ATF/default.aspx>.

Once you click the SharePoint link, you will be prompted for your user name (given to you in the first email) and password (which you just changed). It is recommended that you bookmark or save the email on your desktop for easy access to SharePoint. After entering your user name and password, you will enter SharePoint, as shown below.

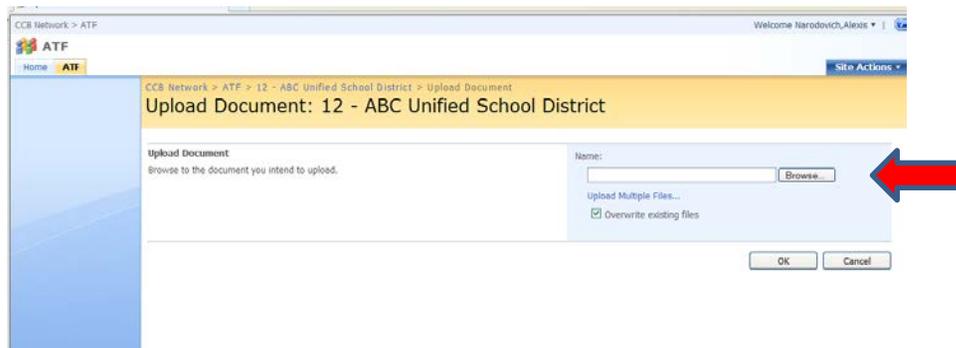


You will see two tabs in the top left corner (see arrow above); “Home” and “ATF.” Once you click the “ATF” tab, you will see your organization name (folder) in the left margin.

Once you click your organization’s folder, the upload screen will appear. Click the “Upload” tab, and select “Upload Document” from the drop down menu as shown below.



From here, you will be directed to the Browse screen (shown below) where you are able to upload your reporting documents from your computer.



By selecting the “Browse” button, you will be able to upload the documents from where they are saved on your computer. Once the file is found, select “OK” and your document will be saved to SharePoint. **Note:** each SAPR document will be uploaded separately.

Once the SAPR documents are uploaded to SharePoint, you can log out by selecting the drop down menu by your name at the top right-hand side of the screen, and clicking “Sign Out” as shown below.

