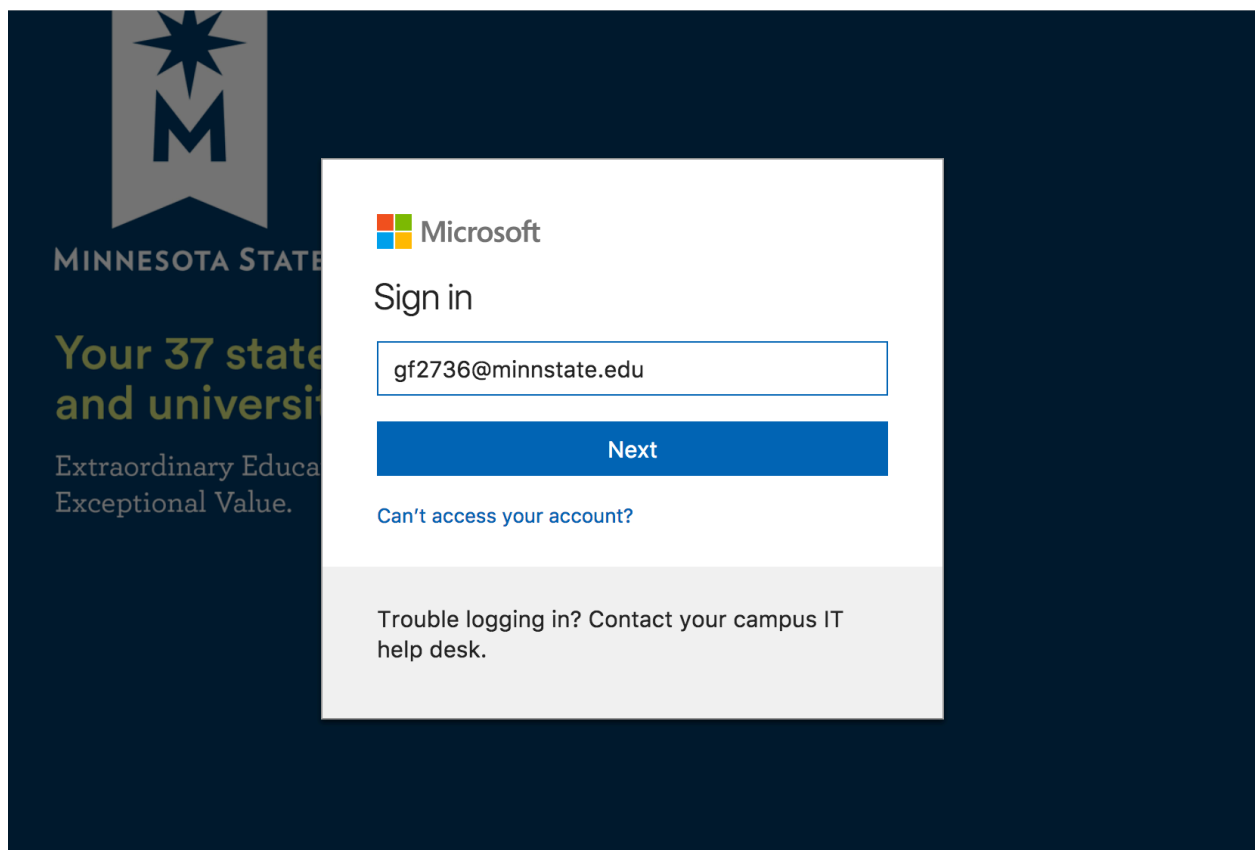


Access to SharePoint for SCC Employees

South Central College provides you access to SharePoint. It allows employees to access information, organize files, share and collaborate with online documents in a confidential environment.

How to Login

Start by logging into Office 365 with your web browser at: <http://www.office.com>. It's available both on and off campus.



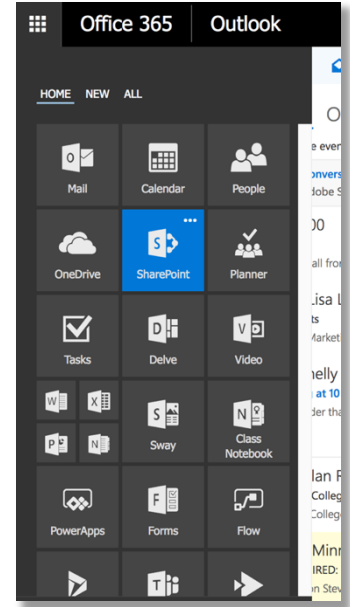
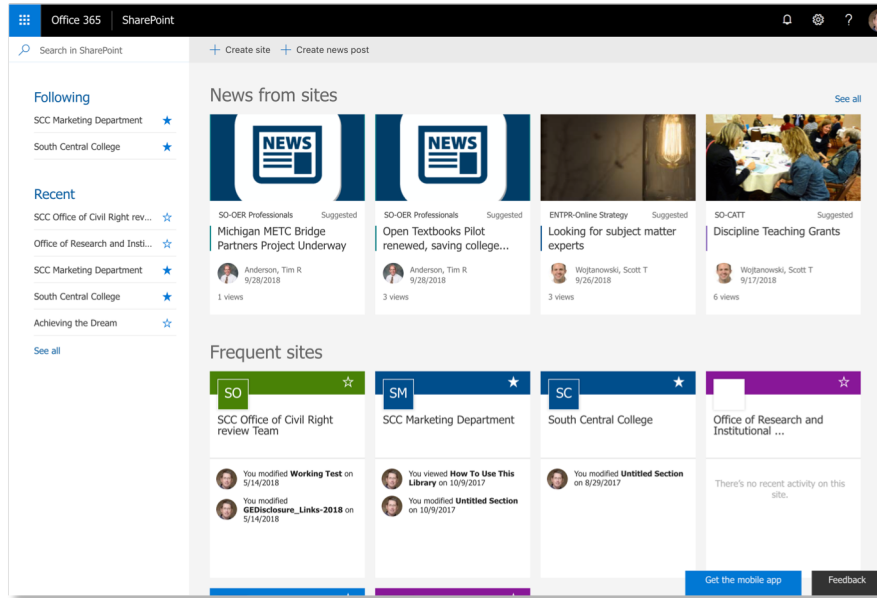
Login credentials are required for access.

- Username is your StarId username followed by "@minnstate.edu" (example: gf2736yp@minnstate.edu)
- Password is your StarId password

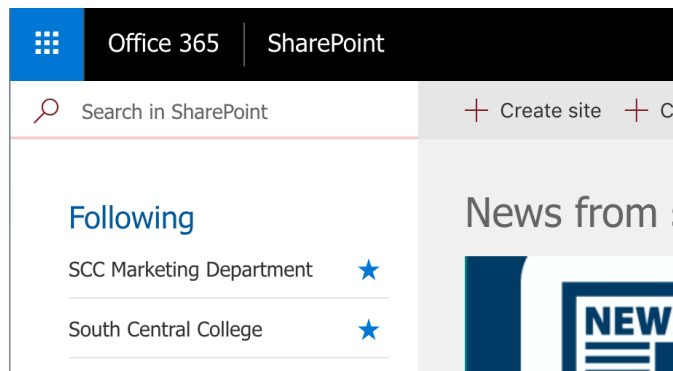
If you have entered in your information correctly the browser will display ribbon across the top of the screen with you name to the right.

Access SharePoint Dashboard:

If you don't see the SharePoint ribbon click on the grid icon in the upper left corner and select SharePoint.



Quick tip: You'll find a search box (top left) that allows you to search for sites or documents.



If you can't find a specific Sharepoint site you might not yet have access. Each site has different sharing settings that are unique. You may need to contact the groups administrator to make sure you have access privileges.

Contact the Helpdesk for additional information at <http://helpdesk@southcentral.edu> or 507-389-2780.