

SharePoint Instructions

Electronic Faculty Review

In this guide you will find:

- I. How to **Access your official *FacultyReview* folder if:**
 1. You have your e-mail message with the SharePoint link(s)
 2. You do not have the e-mail message
- II. How to **Create a bookmark (shortcut)** to easily access your official *Faculty Review* folder in SharePoint.
- III. A **Help/Support** section.

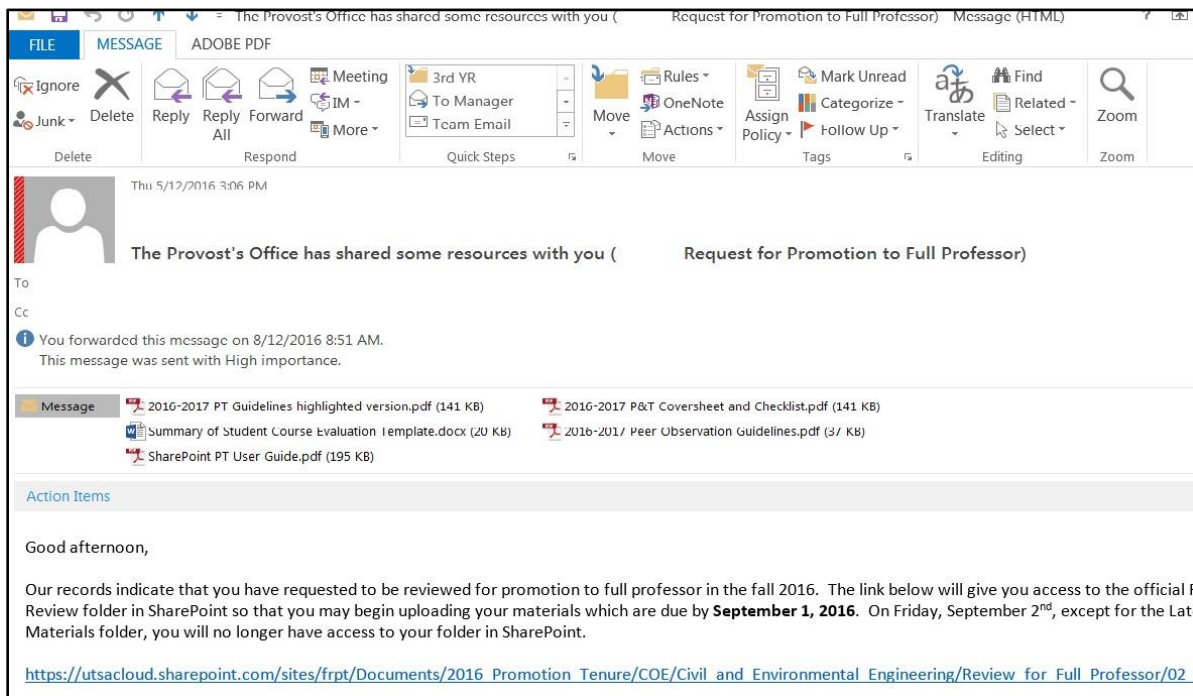
I. How to Access your official *Faculty Review* folder in SharePoint

You should have received an e-mail with instructions on how to access your official *Faculty Review* SharePoint folder. If you have the original e-mail message, please follow the instructions in [Section A](#).

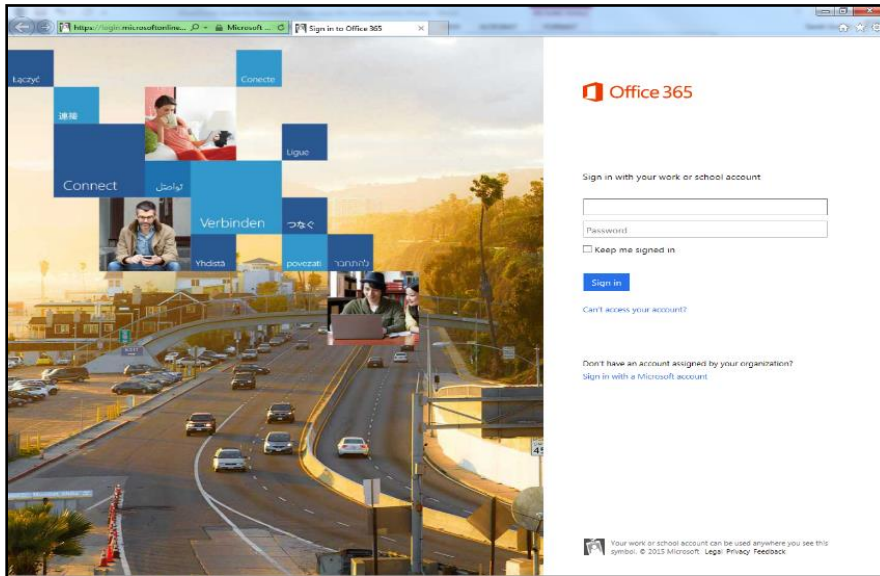
If you do not have access to the e-mail message, follow the instructions in [Section B](#).

Section A – I have my e-mail message

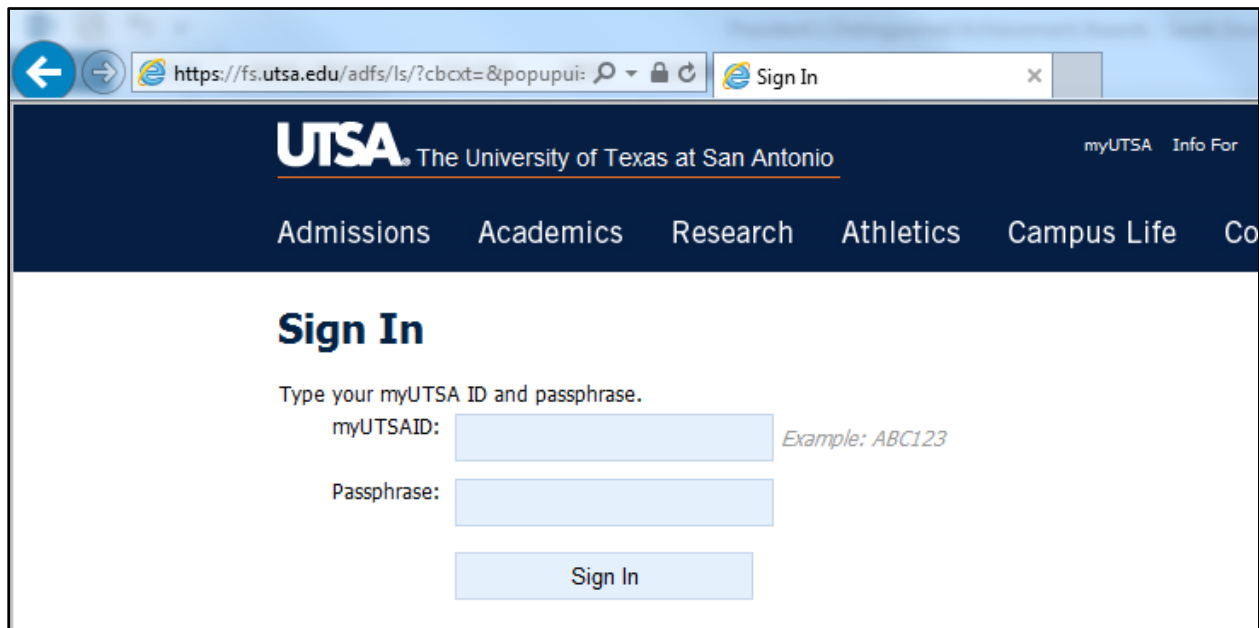
1. The e-mail message will include a link. Click on the link to access the folder. *(Note: If you were already logged in to SharePoint, clicking the link may prompt you to log in again.)*



2. The Office 365 login screen will open in your browser. Enter your UTSA email (no need to enter a password) and click **Sign In**.



3. You will be prompted to enter your **network ID (abc123)** and **passphrase** in the fields provided.

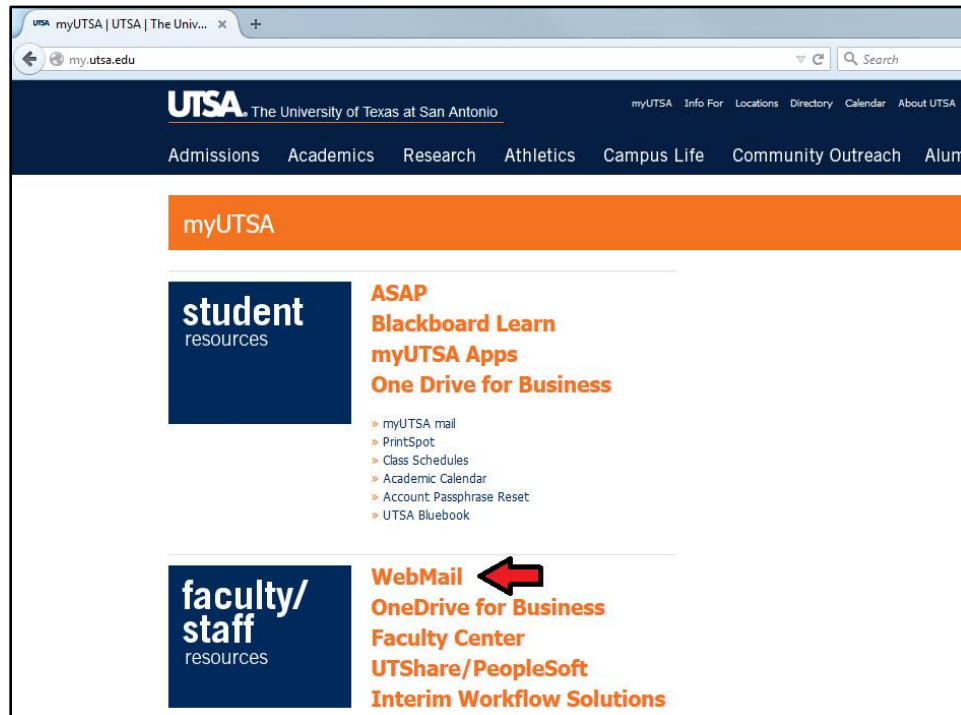


4. Click **Sign In**.
5. You will be directed to your official *Faculty Review* folder location. Continue with the next section – **Creating a Bookmark** (Page 7).

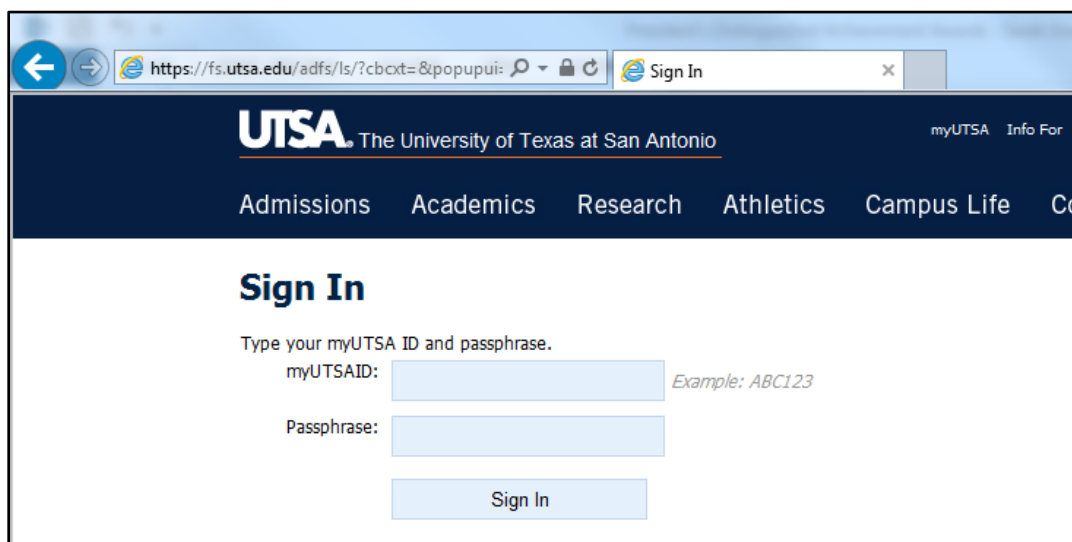
Section B – I do not have my e-mail message

Instead of accessing your official *Faculty Review* folder via the e-mail links, you may also find your folder by conducting a search in SharePoint.

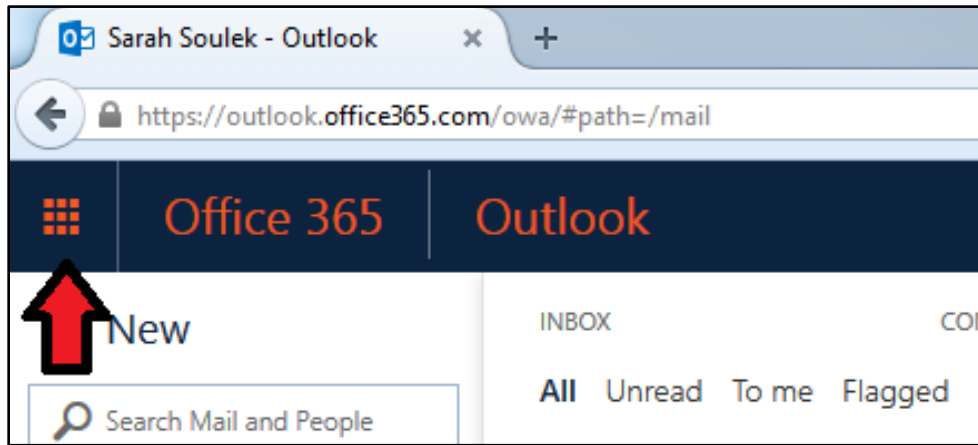
1. Log in to SharePoint through UTSA's WebMail application.



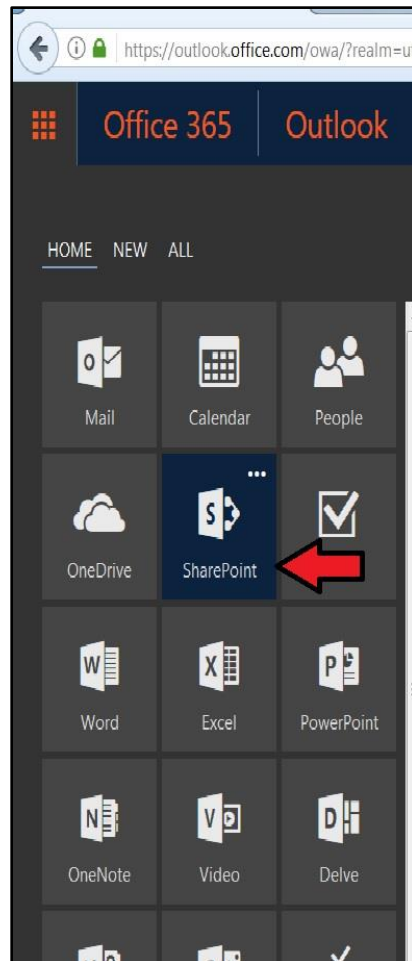
2. Enter your credentials.



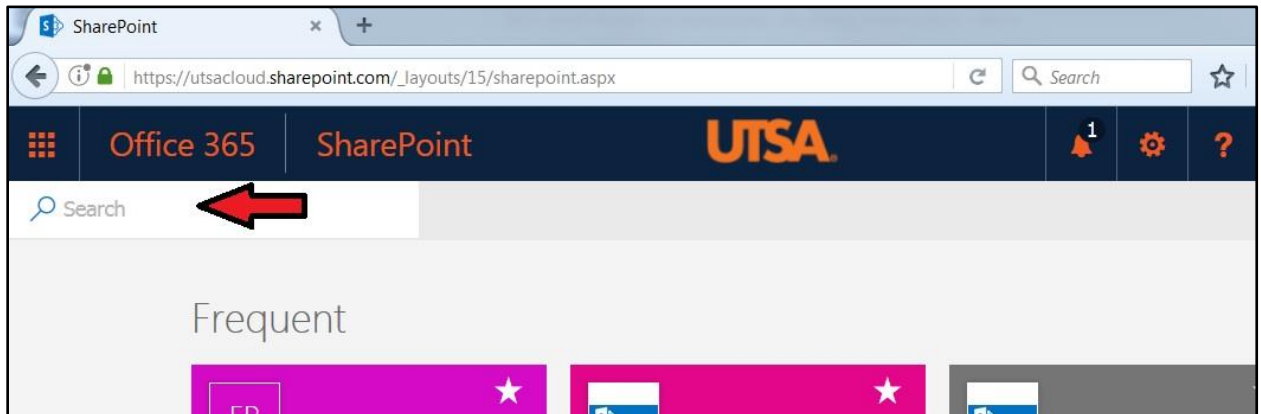
3. Once logged in, click on the icon below.



4. Select "SharePoint".



5. Type your last name in the “search everything” box and click enter.

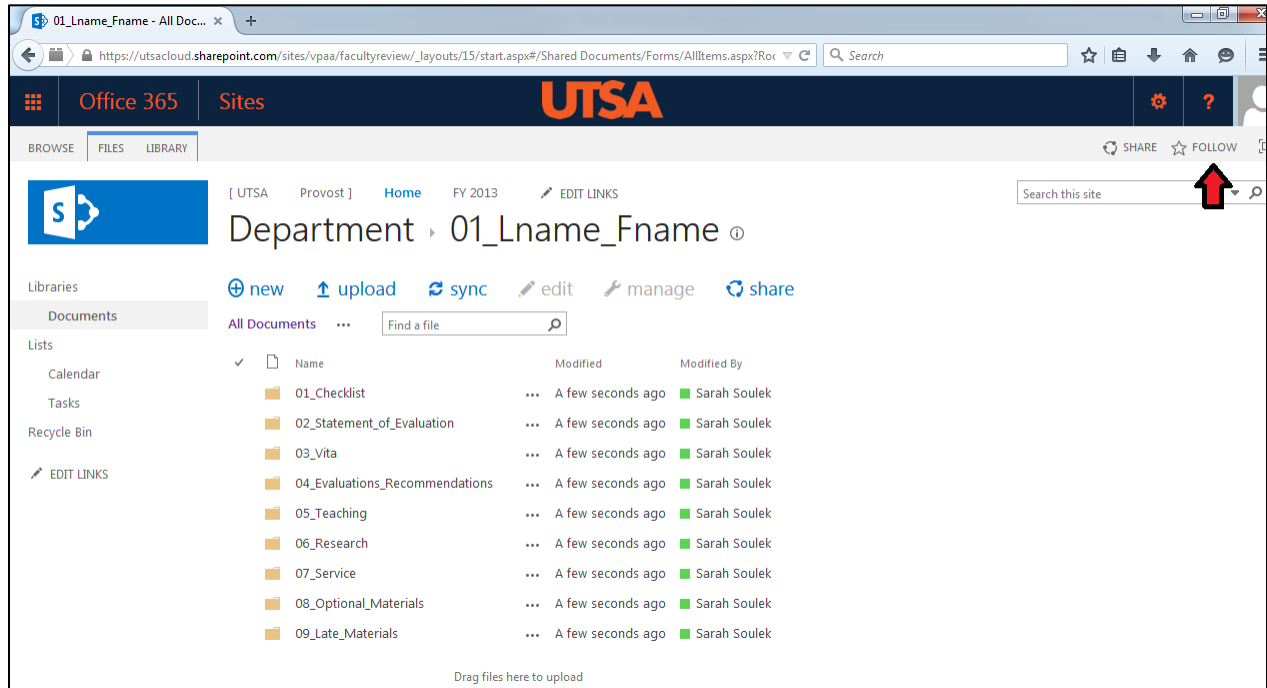


6. A list of items (folders and files) should be displayed. **Find the folder** with this format:
01_LastName_FirstName. You may also check the folder’s **Full Path (shown in green)** – the path should begin with this format:
 - For P&T: https://utsacloud.sharepoint.com/sites/frpt/Documents/2017_Promotion_Tenure/College/Department/Asst_to_Assoc_Mandatory/Full_Review_01_Lname_Fname
 - For CPE: https://utsacloud.sharepoint.com/sites/frpt/Documents/2017_CPE/College/Department/Asst_to_Assoc_Mandatory_Review_01_Lname_Fname
 - For TYR: https://utsacloud.sharepoint.com/sites/frpt/Documents/2017_Third_Year/College/Department/Asst_to_Assoc_Mandatory_Review_01_Lname_Fname
7. **Click on the folder** with your name.
8. Continue with the next section – **Creating a Bookmark**.

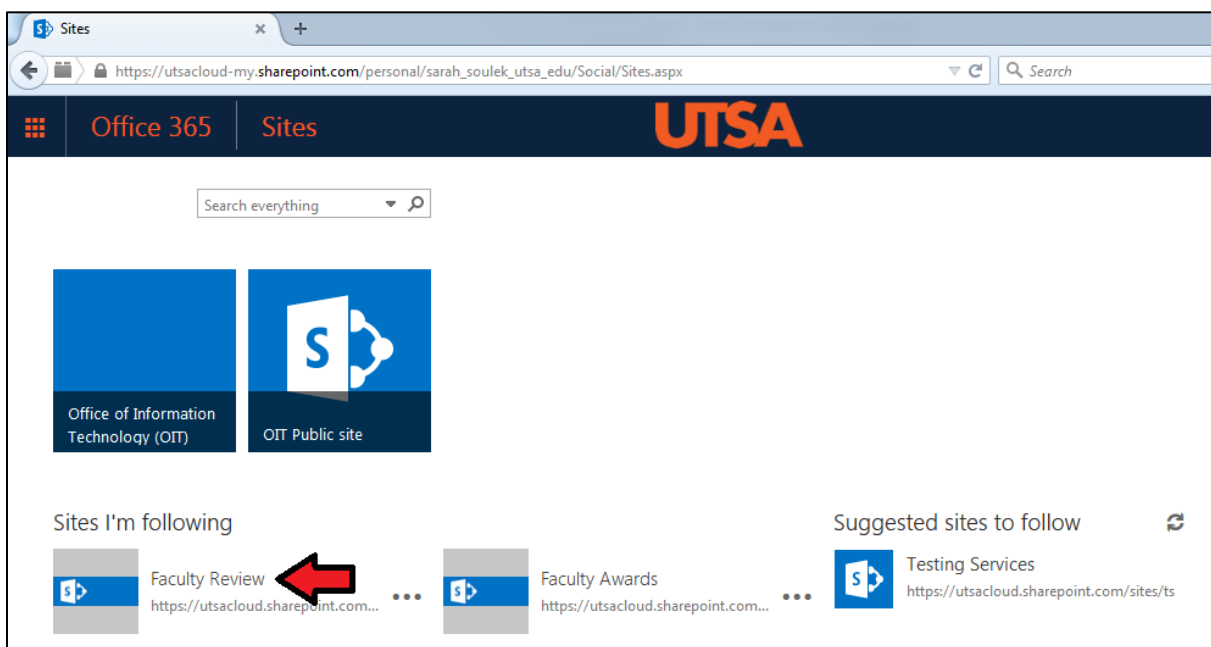
II. Creating a Bookmark (shortcut) to your official *Faculty Review* Folder

Now that you have navigated to your official *Faculty Review* folder, create a bookmark so that you can find it easier.

1. Click **Follow** (star icon) located in the top right corner of your screen.



2. Now when you log on to SharePoint, you will see your official *Faculty Review* link through the “sites” page.



III. Help / Support for SharePoint

- SharePoint Online Resources:
http://provost.utsa.edu/home/Evaluation/Help_Support/index.asp
- OIT Support Services (Help Desk)
 - oitconnect@utsa.edu
 - (210) 458-5555