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 email with instructions on how to access your official Faculty Review SharePoint folder. If you have the original email message, please follow the instructions in Section A.

If you do not have access to the email message, follow the instructions in Section B.

Section A – I have my email message

1. The email 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.)

   ![Email Message Example]

   Our records indicate that you have requested to be reviewed for promotion to full professor in the fall 2016. The link below will give you access to the official Faculty Review folder in SharePoint so that you may begin uploading your materials which are due by September 1, 2016. On Friday, September 2nd, except for the Late Materials folder, you will no longer have access to your folder in SharePoint.

   [https://utsacloud.sharepoint.com/sites/frpt/Documents/2016 Promotion Tenure/COE/Civil and Environmental Engineering/Review for Full Professor/02_Late Materials](https://utsacloud.sharepoint.com/sites/frpt/Documents/2016 Promotion Tenure/COE/Civil and Environmental Engineering/Review for Full Professor/02_Late Materials)

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.

![Office 365 and Outlook interface with the New button highlighted]

4. Select “SharePoint”.

![SharePoint icon highlighted in Office 365 and Outlook interface]
5. Type your last name in the “search everything” box and click enter.

![SharePoint interface with search bar highlighted](image)

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/2023_Promotion_Tenure/College/Department/Asst_to_Assoc_Mandatory/Full_Review_01_Lname_Fname](https://utsacloud.sharepoint.com/sites/frpt/Documents/2023_Promotion_Tenure/College/Department/Asst_to_Assoc_Mandatory/Full_Review_01_Lname_Fname)
   - For CPE: [https://utsacloud.sharepoint.com/sites/frpt/Documents/2023_CPE/College/Department/Asst_to_Assoc_Mandatory_Review_01_Lname_Fname](https://utsacloud.sharepoint.com/sites/frpt/Documents/2023_CPE/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:  
  [https://provost.utsa.edu/faculty-review/help-support/sharepoint-support.html](https://provost.utsa.edu/faculty-review/help-support/sharepoint-support.html)

- Tech Cafe Support Services
  - techcafe@utsa.edu
  - (210) 458-5555