### Login

1. From your web browser, navigate to the SharePoint site: [https://sps.uakron.edu/committees/UC/SitePages/Home.aspx](https://sps.uakron.edu/committees/UC/SitePages/Home.aspx)
2. Enter your UanetID and password. Note that in Internet Explorer versions 8 or later you will need to enter `uanet\yourUAnetID` in the User Name field.

![Login Screen](image)

3. Click **OK**.

### Logout

1. Click the down arrow next to your name in the upper right of the screen.
2. Select the **Sign Out** option from the drop-down menu.

![Logout Screen](image)

3. In SharePoint, you must close the browser window or tab, before you actually are logged out.
Home Page Interface

1. **Navigate Up** – The Navigate Up command (▲) is very useful for quickly stepping up a level through the different parent pages.

2. **Tabs - Browse** shows the page/site title and description. The **Page** tab offers commands for working with this particular page as an entity.

3. **Navigation Commands** - Click the icon (▼) to return to the home page. To the right is the breadcrumb trail. Click any item in the trail to visit that page.

4. **Quick Launch pane** – Overall navigation options for the site, including links to lists, libraries, calendars, etc.

5. **Working Area** – This is where you will see the content of whatever page you are viewing.
1. Click **Committee Documents** in the Quick Launch Pane (left side of the screen) to view the documents by committee.

2. The list of committees is displayed. Click the plus sign \( \oplus \) to the right of the committee name to expand the list of documents.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee</td>
<td>Athletics and Recreation (1)</td>
</tr>
<tr>
<td>Committee</td>
<td>Budget, Finance and Benefits (3)</td>
</tr>
<tr>
<td>Committee</td>
<td>Choose Committee (2)</td>
</tr>
<tr>
<td>Committee</td>
<td>Information Technology (2)</td>
</tr>
<tr>
<td>Committee</td>
<td>Talent Development and Human Resources (2)</td>
</tr>
</tbody>
</table>

3. Once expanded, click on a document to view the document. Note the **Event** to the right of the document name. In our example, this is **Meeting** for both documents. The event is used to classify the document. Options include Communication, Meeting, Seminar, and Training.