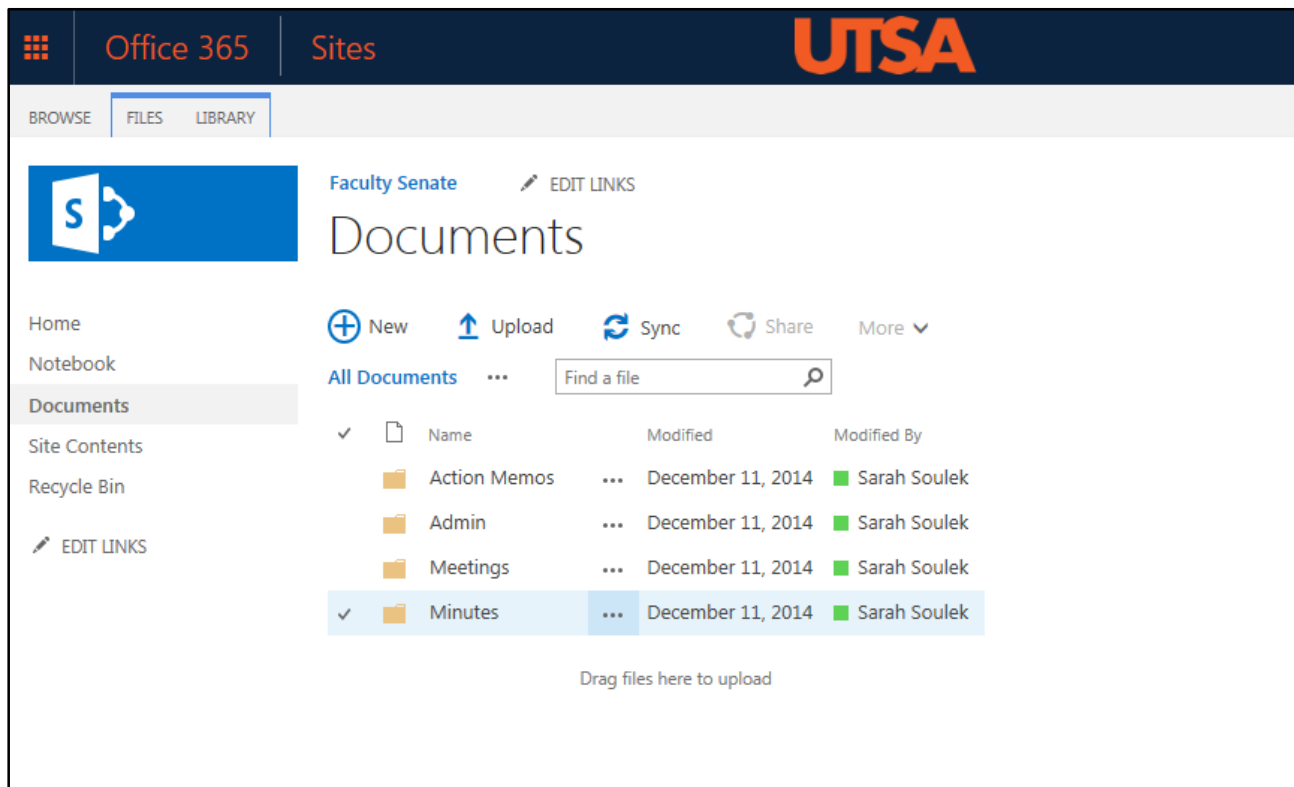


Instructions on accessing the Faculty Senate folder in SharePoint

The Faculty Senate folder in SharePoint consists of several subfolders as shown below.

- *Action Memos* – record of all Faculty Senate actions and approvals
- *Admin* – administrative materials
- *Meetings* – contains all materials for each senate meeting
- *Minutes* – record of the finalized minutes from each senate meeting
- Note that only current senators have access to these folders. Faculty members who are not senators may find more information on the senate's webpage: <http://www.utsa.edu/senate/>.

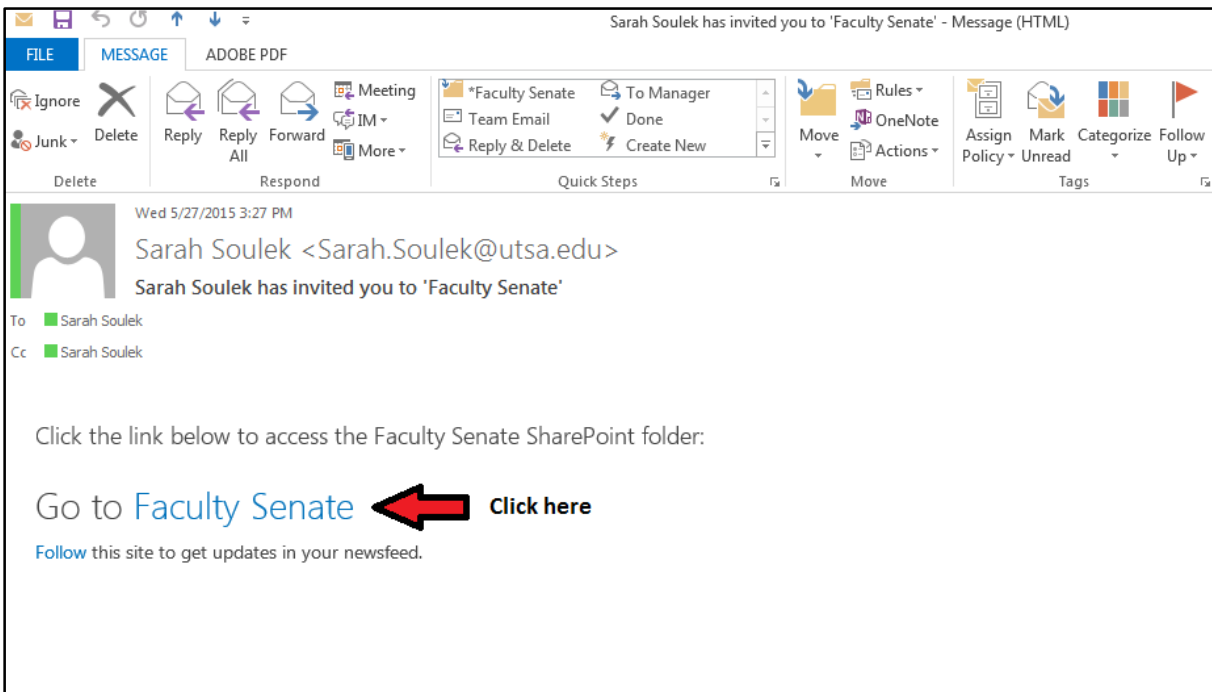


The following instructions describe different ways to access the Faculty Senate folder in SharePoint. For technical questions related to accessing the folder, please contact the OIT Help Desk (x5555).

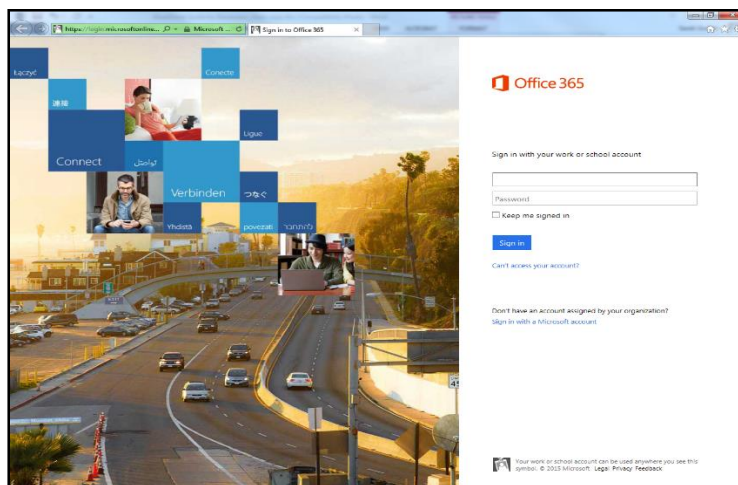
Option 1: Use an emailed link

If you received an e-mail with the link to the Faculty Senate SharePoint folder, follow the instructions below:

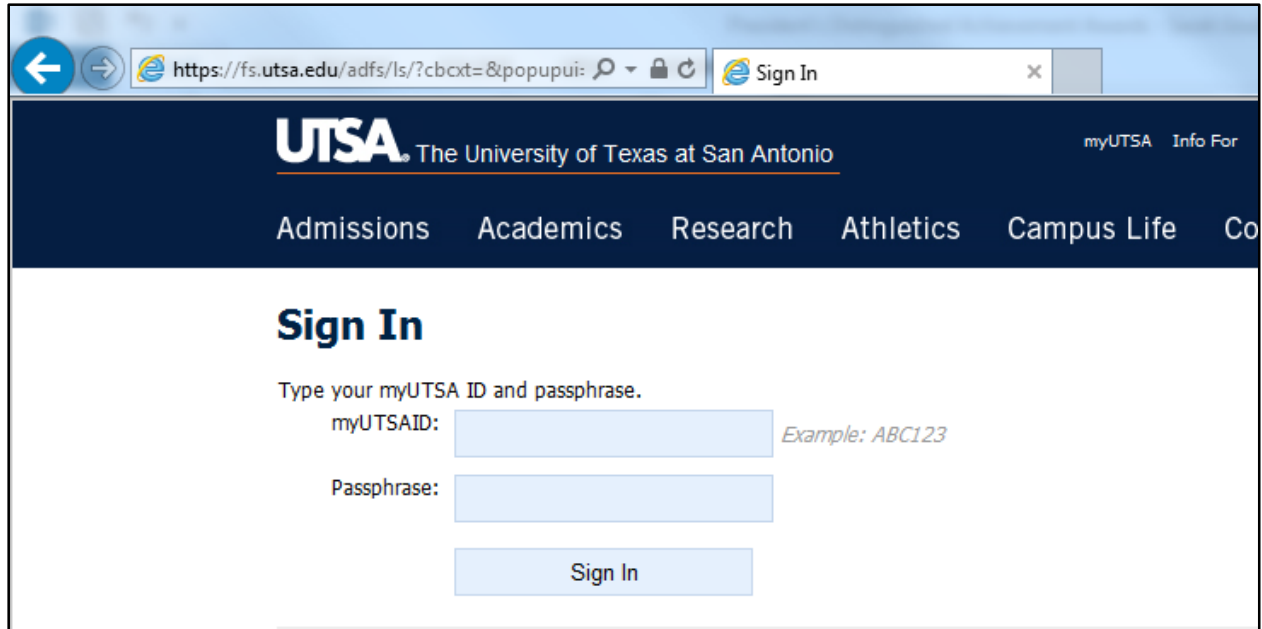
1. The e-mail message will include a link that says **“Go to Faculty Senate”**. Click on the link to access the folder. *(Note: If you were already logged in to SharePoint, clicking the link may prompt you to log in again.)*



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.



The screenshot shows a web browser window with the URL <https://fs.utsa.edu/adfs/ls/?cbctx=&popuipui:>. The page header features the UTSA logo and navigation links: Admissions, Academics, Research, Athletics, Campus Life, and Co. The main heading is "Sign In". Below it, a prompt says "Type your myUTSA ID and passphrase." There are two input fields: "myUTSAID:" with a placeholder "Example: ABC123" and "Passphrase:". A "Sign In" button is at the bottom.

4. Click **Sign In**.
5. You will be directed to the Faculty Senate home screen. Click on “documents” to view the folder contents.

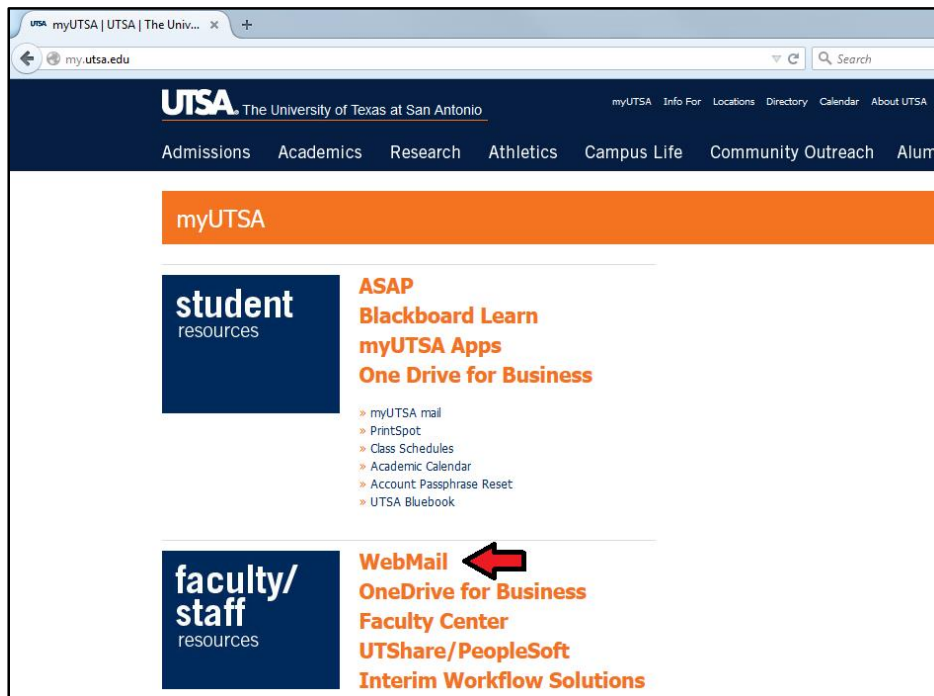


The screenshot shows the Faculty Senate SharePoint site. The top navigation bar includes "Office 365" and "Sites". The left sidebar has a "Documents" link highlighted with a red arrow. The main content area shows a "Newsfeed" section with a "Start a conversation" button and a message: "It's pretty quiet here. [Invite](#) more people to the site, or [start a conversation](#)." On the right, the "Documents" section lists folders: Minutes, Admin, Action Memos, and Meetings, each with a three-dot menu icon. A "Drag files here to upload" prompt is at the bottom right.

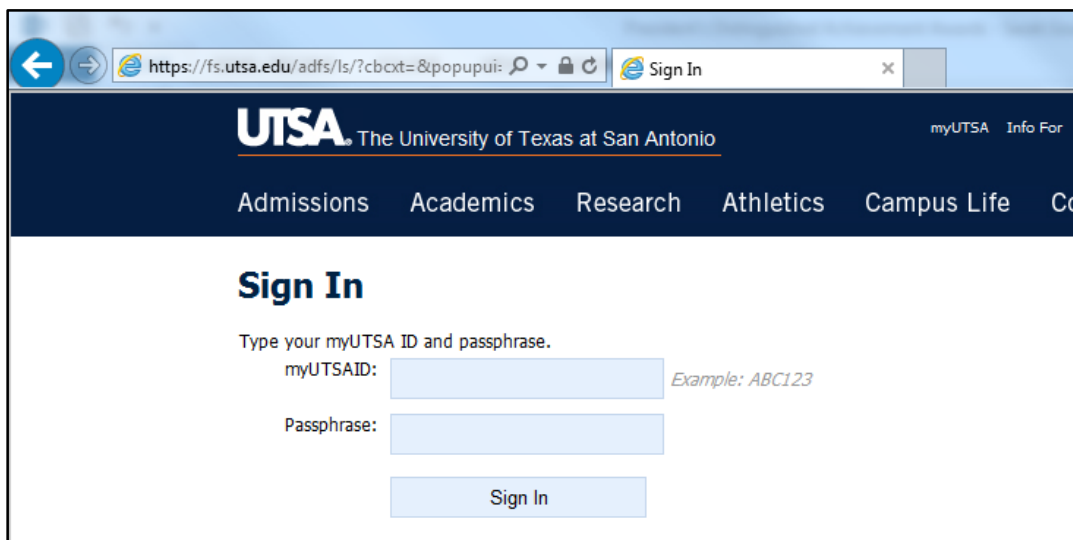
Option 2: Access the folder without an emailed link

Instead of accessing the Faculty Senate SharePoint folder via the e-mail link, you can conduct a “search” in SharePoint.

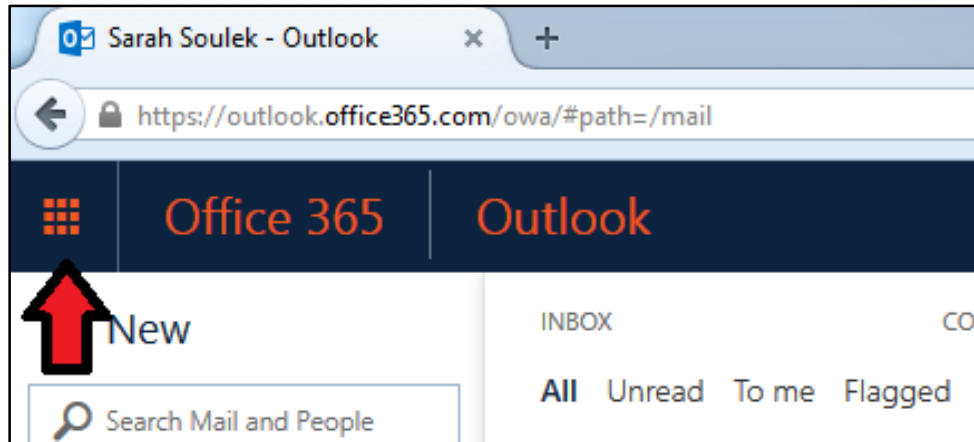
1. Log in to SharePoint through UTSA’s WebMail application.



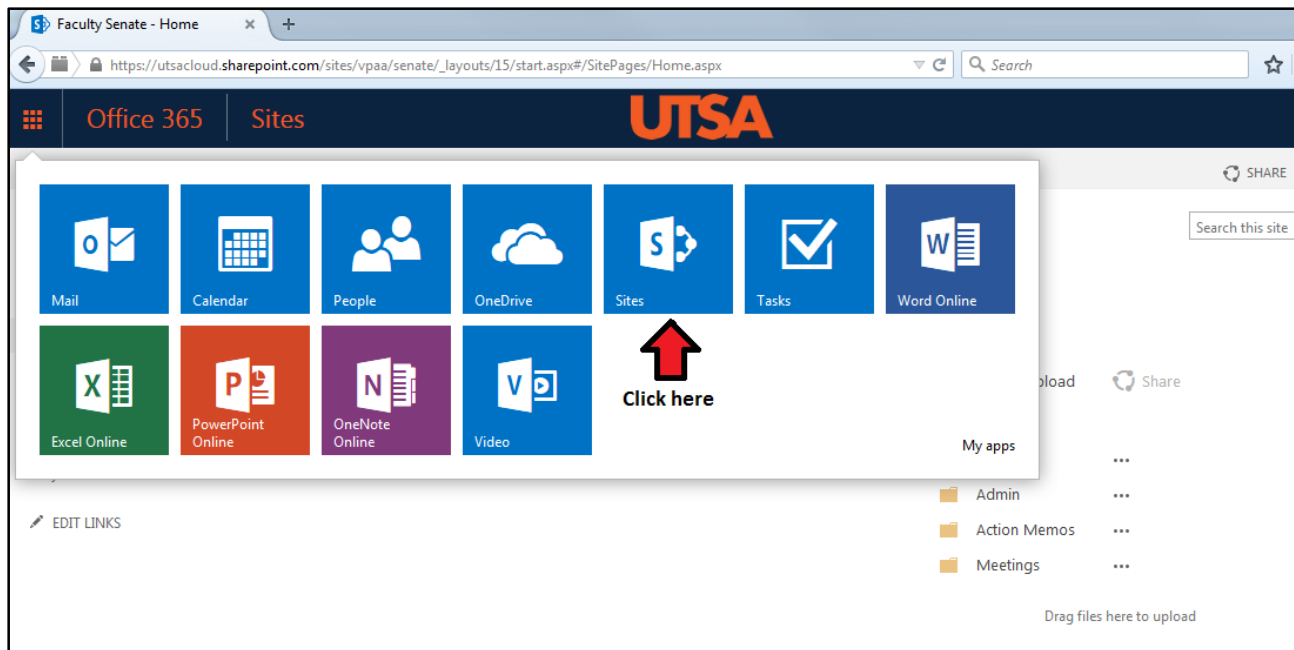
2. Enter your credentials and click “sign in”.



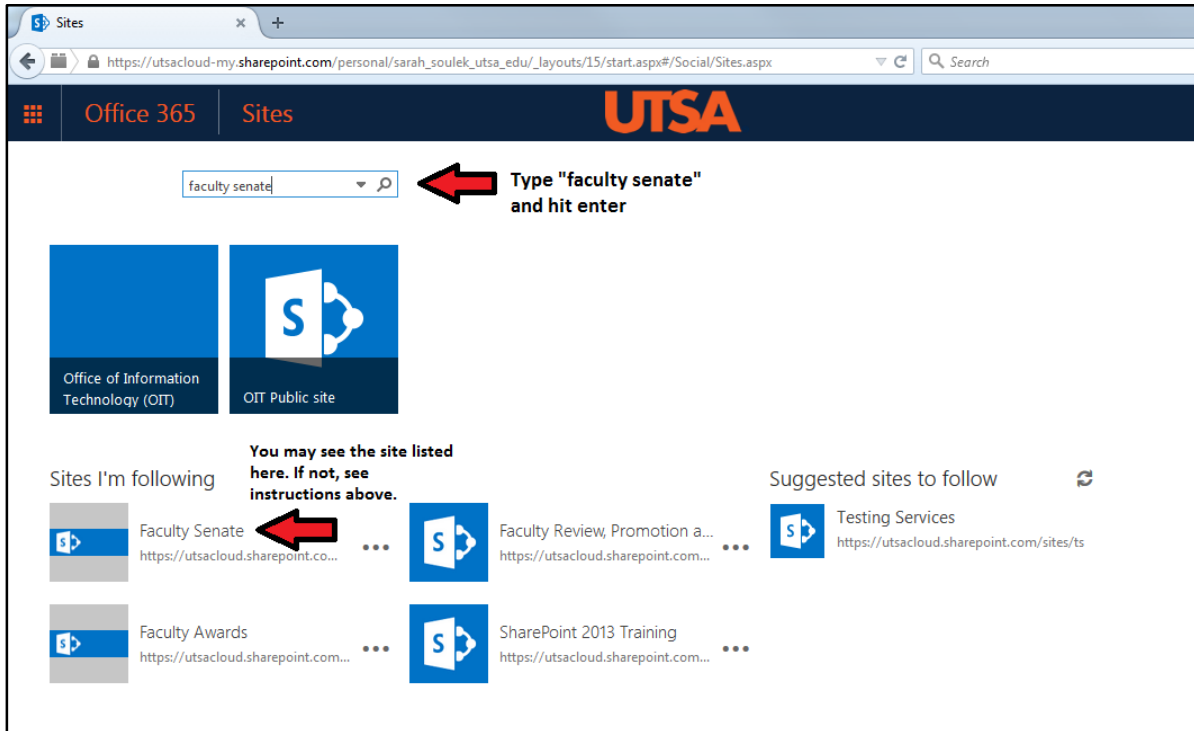
3. Once logged in, click on the icon below.



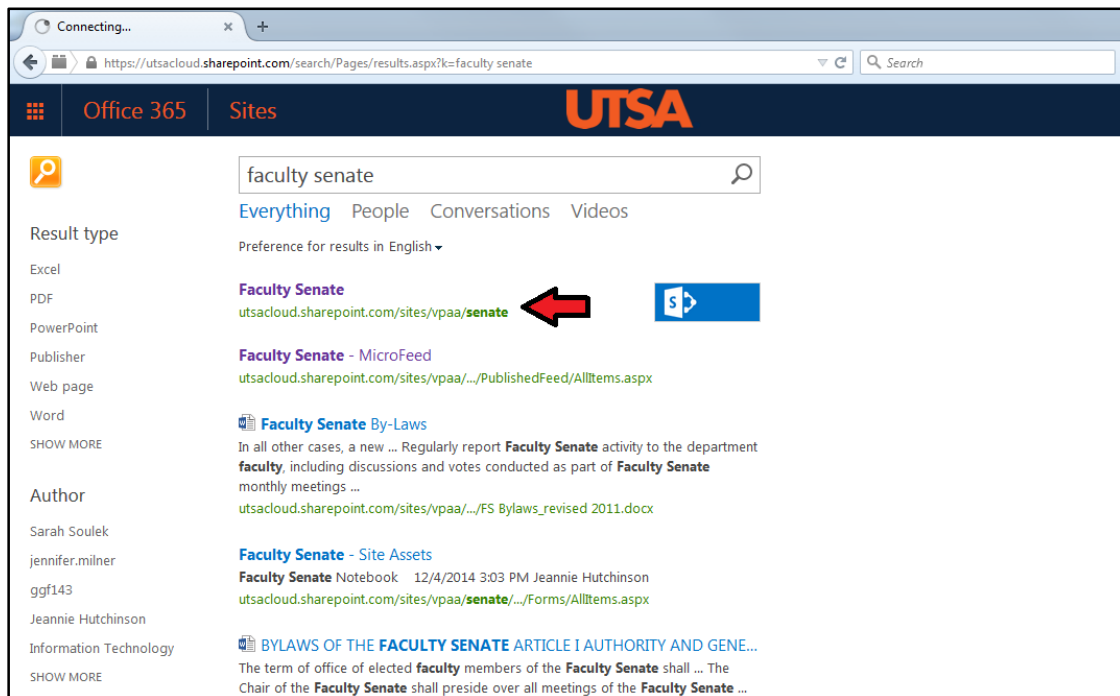
4. Select "Sites".



5. (Note: If you are currently “following” the site, you will see it listed under the heading “Sites I’m following”). If you do not see it listed, type “faculty senate” in the search everything box and hit enter.



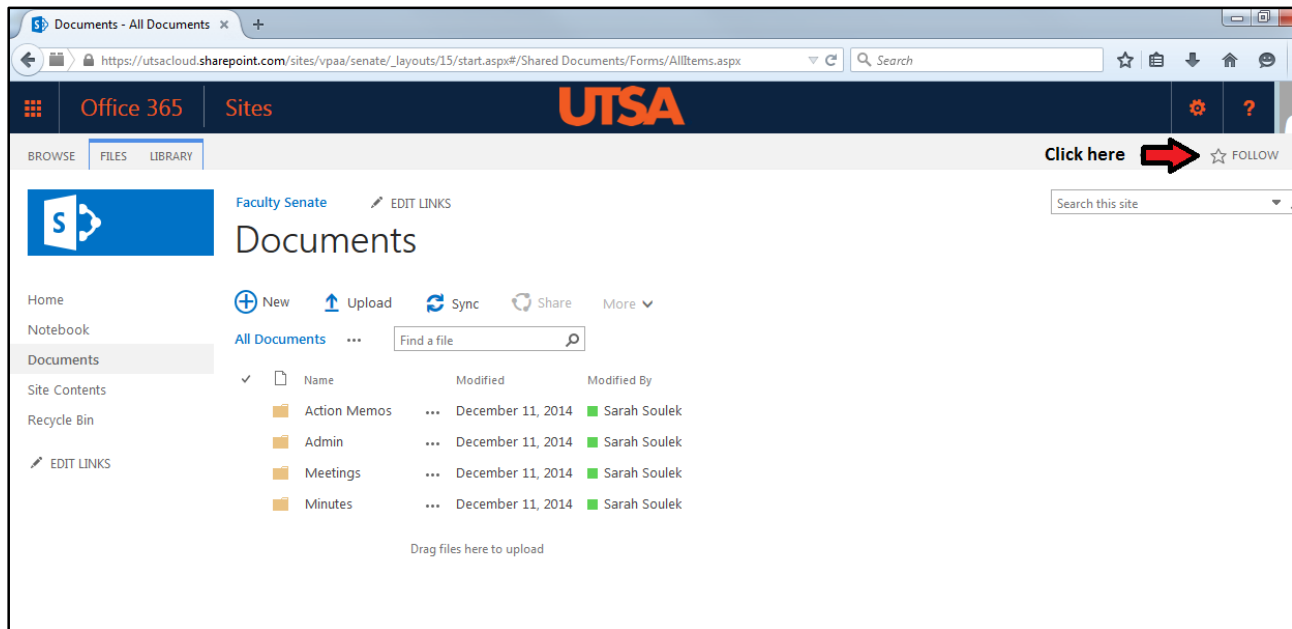
6. The search screen should now display various links and folders. The Faculty Senate folder should be at the top of the list. Click it to access the folder.



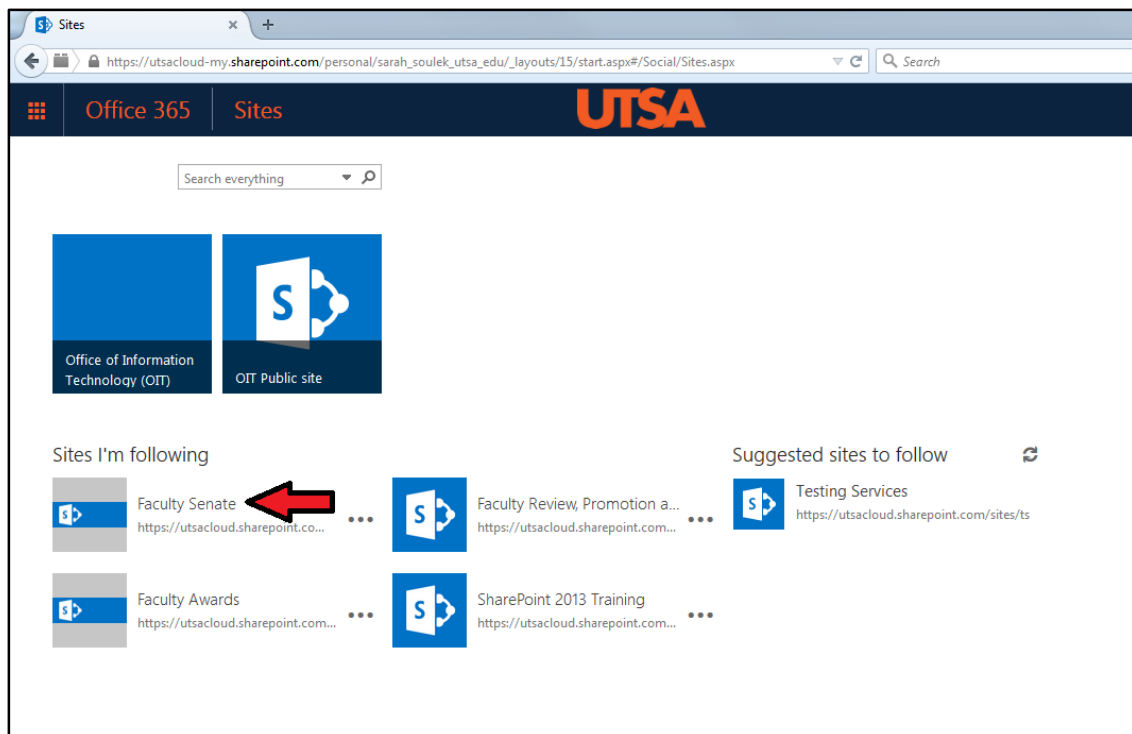
Creating a bookmark (shortcut) to the Faculty Senate folder

Now that you have navigated to the Faculty Senate 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.

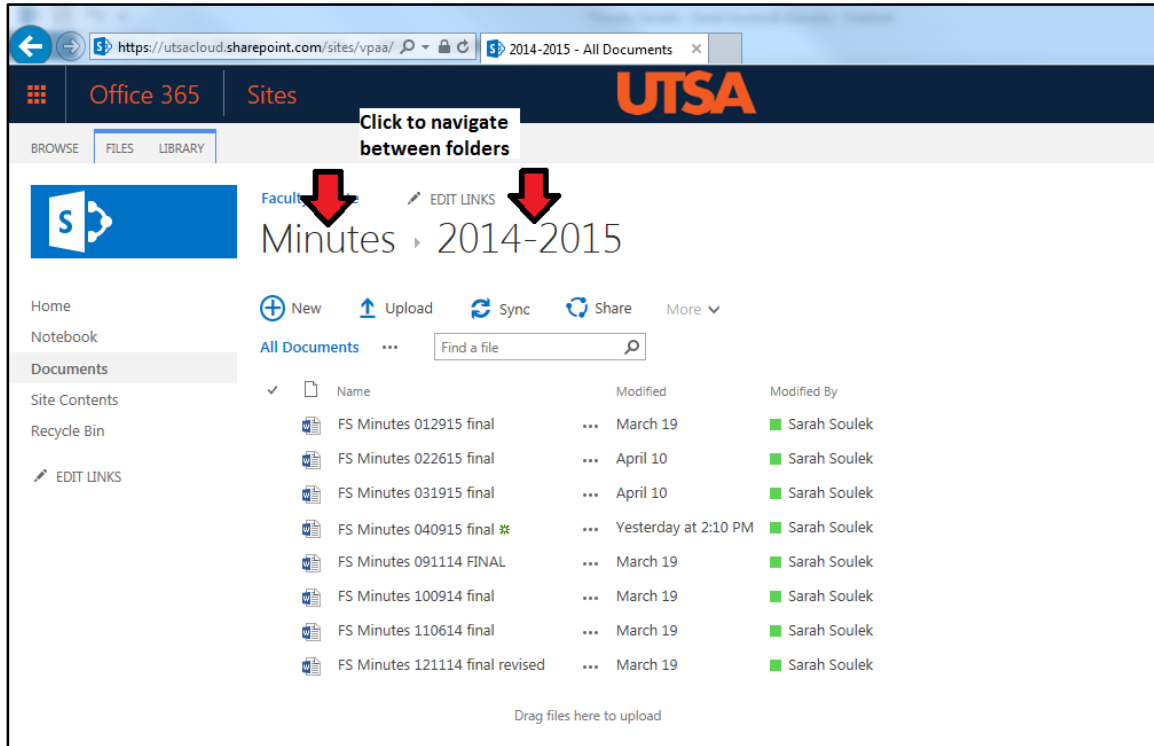


2. Now when you log on to SharePoint, you will see the Faculty Senate folder link through the “sites” page.

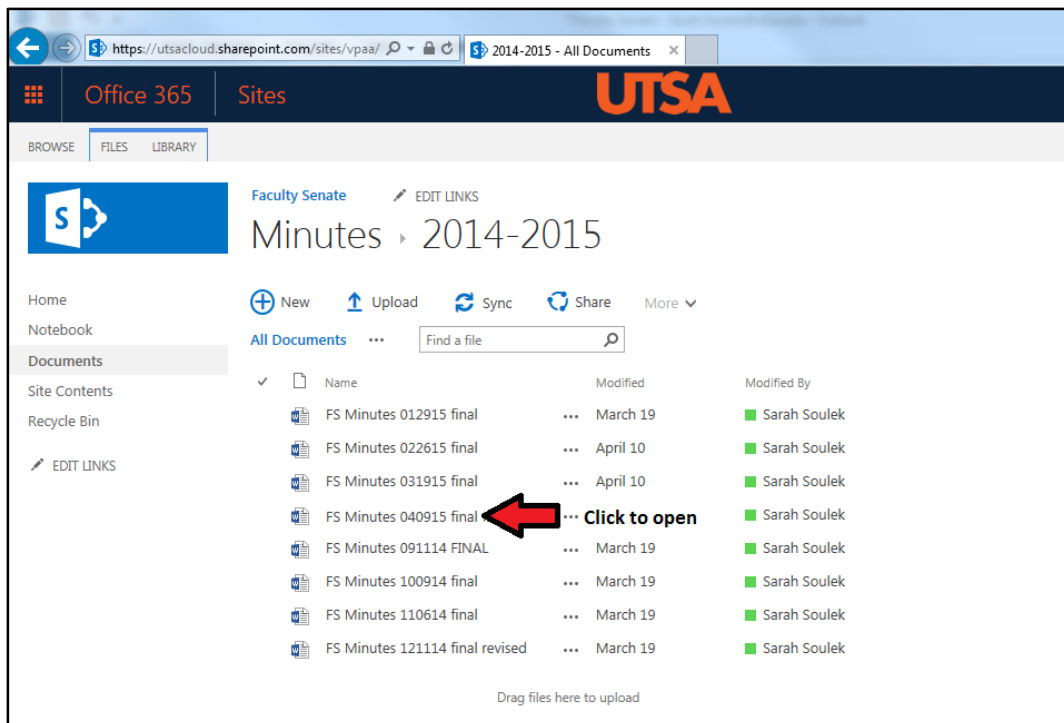


Navigation / Opening folders and files

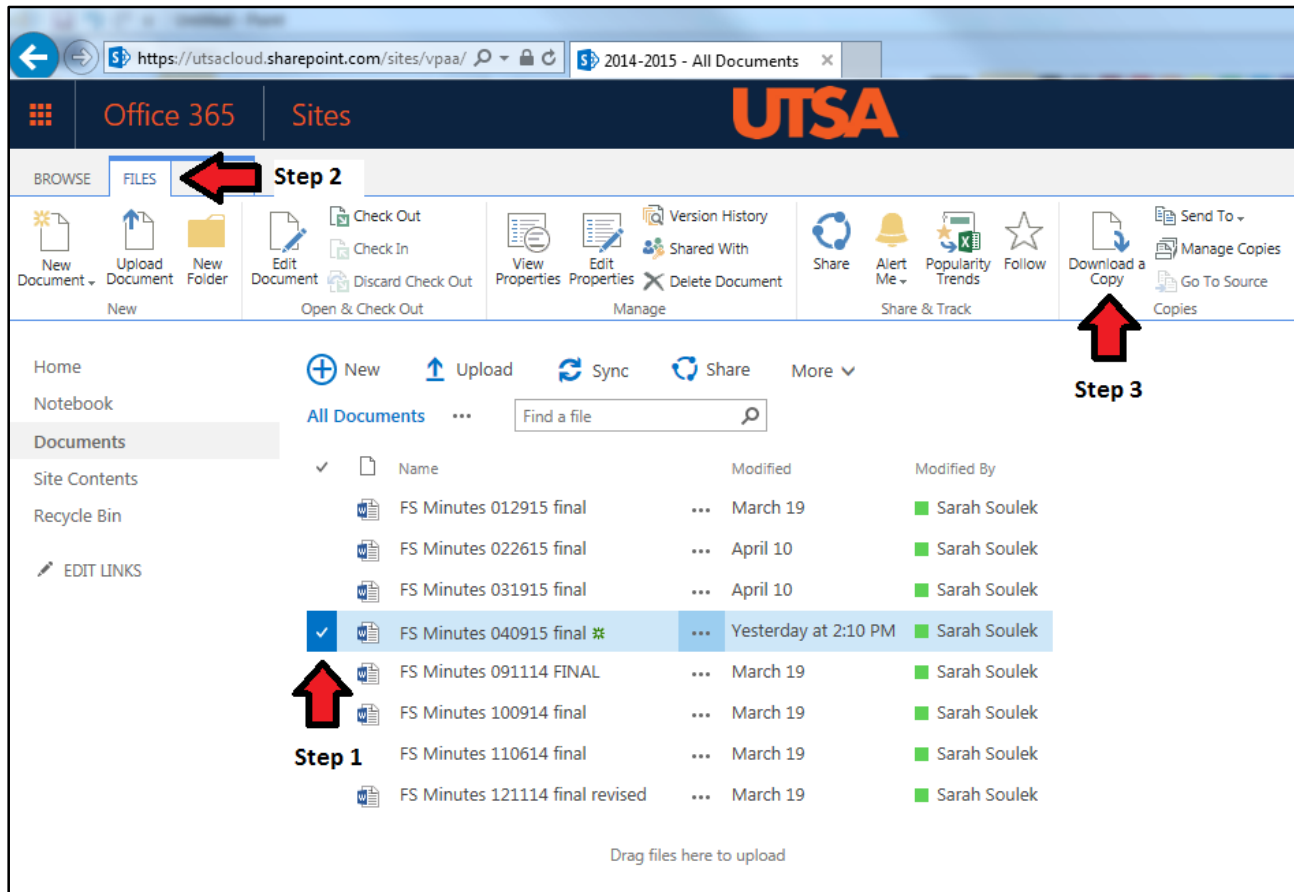
1. Click on the headings to navigate between folders. Click on the heading to the right to move forward (down one folder level) or click on the heading to the left to move back (up one folder level).



2. Click on a folder or file to open it.



3. To download a file, click the check box next to the file to select it (step 1).
- Click the “Files” tab (step 2).
- Click “Download a Copy” (step 3) and save the file to your computer.



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