

PVCC HLC SHAREPOINT

ACCESSING, NAVIGATING, & UPLOADING DOCUMENTS



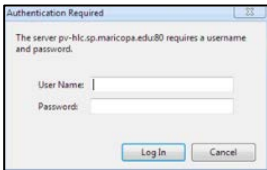
Logging into SharePoint

Internet Explorer 8 or 9 is the recommended browser.

1. Navigate your web browser to

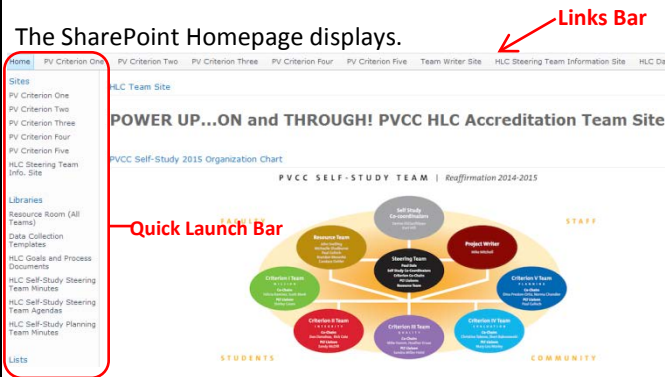
<http://pv-hlc.sp.maricopa.edu/>

Enter your **MEID** and **Password** and Click **Log In**.



***Note:** In order to login you may need to use **MCCCD-ORG** prior to your MEID, i.e., **MCCCD-ORG\MEID**.

The SharePoint Homepage displays.



Navigation Basics

Click a link on the **Quick Launch Bar** to get to a **Site**, **Library**, or **List**.

Note: The **Quick Launch Bar** changes as you navigate to different sites within SharePoint.

The **Quick Launch Bar** is made up of three main areas;

- **Sites** –all sites located within the PVCC HLC SharePoint site
- **Libraries** - access groups of shared files
- **Lists** – shared information

1. To return to the PVCC HLC SharePoint site homepage Click the **Home** tab located above the **Quick Launch Bar**.

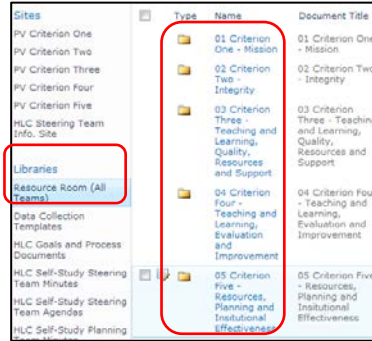
2. Use the “**breadcrumb**” trail to navigate among current visited sites.



3. Use the **Navigate Up** button on the tab Bar to display “**breadcrumb**” navigation in a hierarchical view. Click a shortcut within the folder to go directly to that page.

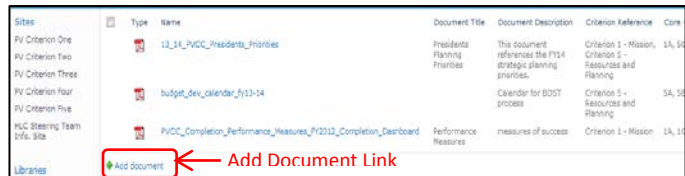
Uploading a Document

1. Click **Resource Room (All Teams)** on the **Quick Launch Bar** under **Libraries**.
2. Click the **Criterion Folder** you want to add a document to.



Libraries>Resource Room (All Teams)

3. Once you are within the folder where you want to upload the document to, Click the **Add Document** link located under previously uploaded documents.

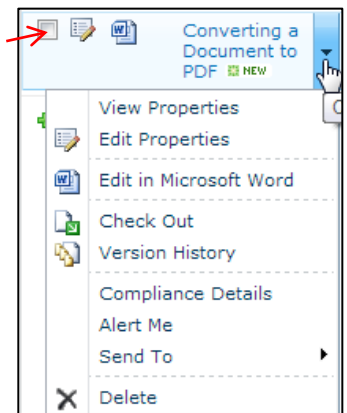


1. Click the **Choose File** button on the Resource room **Upload Document** box.



2. Navigate to the file to be uploaded. Keep the “**Add as a new version to existing files**” selected and click **OK**.
3. Locate the file to upload and click **Open**.
4. Complete the metadata form and click **Save**.

Once the document is uploaded you can click the **Checkbox** and use the drop-down arrow to edit or view the “metadata”, as well as additional options.



Logging Out

In the upper right-hand corner of the site Homepage, under your name, make sure you **sign-out** of your account.