

Accessing the Northeast SharePoint Site and SharePoint Basics

Northeast's SharePoint portal is an online web site that allows Northeast employees to store, organize, share, and access files, information and forms. The majority of the college's internal information and files are stored in SharePoint.

Credentials

Login credentials are required for access into Northeast's SharePoint portal.

User Name is first half of the Northeast.edu email address

Example: **username**@northeast.edu

Password is the user's Northeast.edu email password

Note: If you are a guest entering our SharePoint portal, our technology staff will contact you with your SharePoint credentials.

Help:

Contact the Service Center for additional information at help@northeast.edu or 402-844-HELP.

How to Login to SharePoint

On Campus Wired Computers

On campus users can type <http://share.northeast.edu> and enter directly into SharePoint.

If the computer is requesting a login at your office computer, please contact the Service Center.

Off Campus/Campus wireless

If you are off-campus or using the Northeast wireless internet connection, you will first be redirected to the Northeast Network Access Portal. The portal is an authentication program which verifies which programs you may access on the Northeast servers.

Navigating and logging into the Northeast Portal

Note: The Northeast Portal only functions correctly using the Internet Explorer browser.



1. In your Internet Explorer address bar type: **share.northeast.edu** and hit the enter key.



Note: If you click on a link from a web site or email that leads to a Northeast SharePoint page or document it will also direct you to the Northeast Portal.

2. If this is the **first time** the computer has accessed the Northeast Portal page a pop up window will appear. Please tell your computer to trust the Northeast Portal by clicking on the checkbox next to **Trust this site** and select the **Always** radio button and click the **Trust** button.

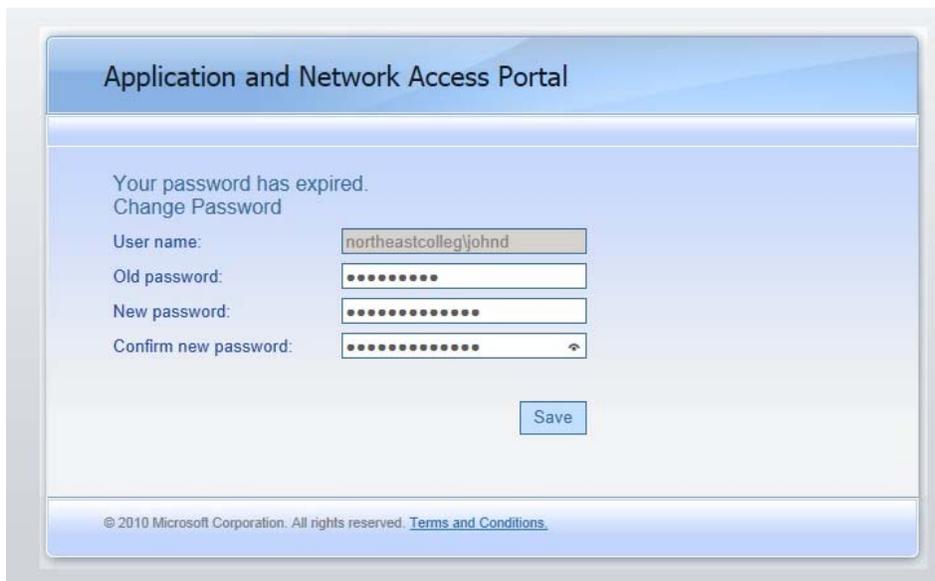


3. A login will load in the window. Enter your username and password in the appropriate fields and click **Log On**.



The screenshot shows a web page titled "Application and Network Access Portal". It features a "Log On" section with three input fields: "User name:" containing the text "username", "Password:" with masked characters, and "Language:" with a dropdown menu set to "English (en-US)". A blue "Log On" button is positioned below these fields. At the bottom of the page, there is a copyright notice: "© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#)."

4. If this is your **first time** logging into the Northeast Portal or if your password has **expired**, the portal will ask you to change your password. Enter your information into the appropriate fields and click **Save**.

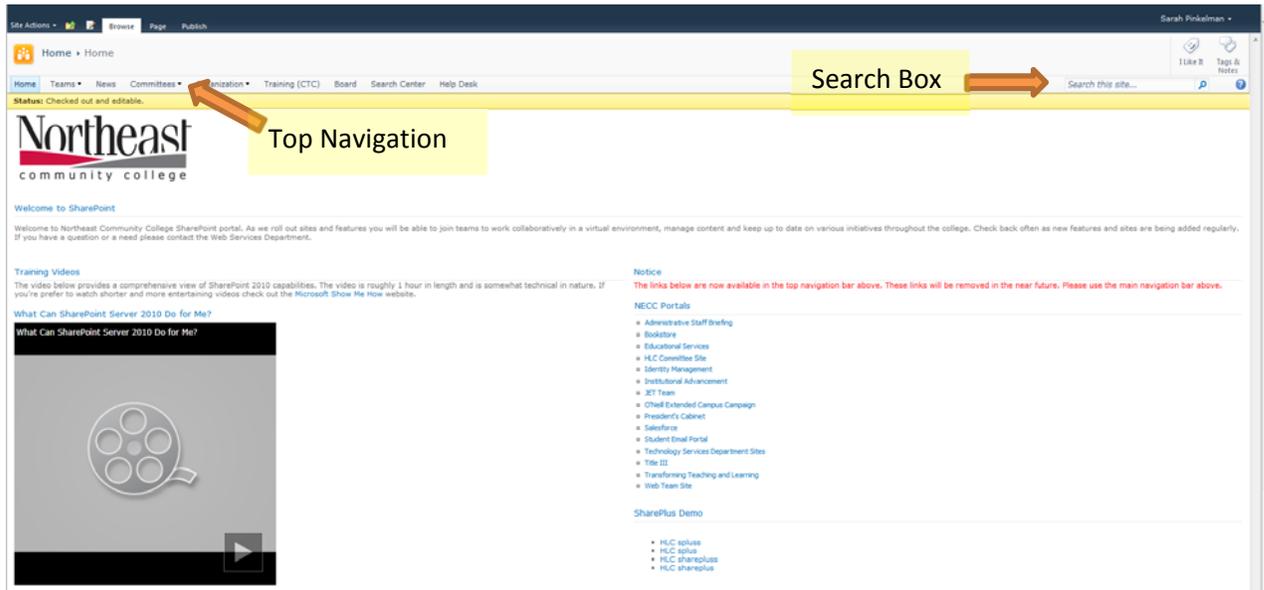


The screenshot shows a web page titled "Application and Network Access Portal" with the heading "Your password has expired. Change Password". It contains four input fields: "User name:" with the text "northeastcolleg\johnd", "Old password:" with masked characters, "New password:" with masked characters, and "Confirm new password:" with masked characters. A blue "Save" button is located at the bottom center. The footer includes the copyright notice: "© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#)."

5. If you have entered in your information correctly the browser will now display the Northeast SharePoint portal page or it will lead you to the specific page/document you were linking to.

Northeast SharePoint home page

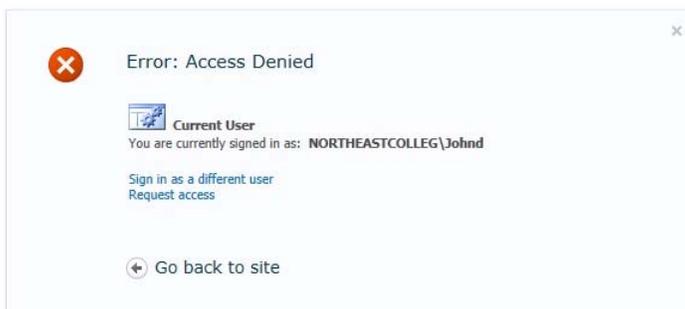
The SharePoint home page is the front door to all the team, committee, and division/department sites. Use the top navigation to find a specific site or use the search box to locate pages which contain what you're searching for.



Once you enter a specific site you will see a new top navigation specific to the new site. Use this to access different pages of the site.

SharePoint Permissions:

Note: if you do not have access to view/edit a page/document on a site you will see this:



If you believe you have received this in error, please contact the Web Systems department to request/verify access.