

## SharePoint FAQ's

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1. What is the Web site for SharePoint?

**Answer:** The direct URL to SharePoint is: <http://network.cec.sped.org>

2. What is my username and password?

**Answer:** Your username in most cases will be cecnt\ followed by the first initial of your first name followed by your last name. So John Doe's username would be "cecnt\jdoe". Your password is initially setup at CEC headquarters. Your CEC staff representative will have emailed you that password. Once your access is setup, and you are logged in, you are encouraged to change your password to something you're more comfortable with. The URL to change your password is: <http://network.cec.sped.org/Account%20Maintenance/Password%20Change.aspx>.

3. My login doesn't work, who do I contact for help?

**Answer:** If you still have difficulty logging in, please email [Twanna Clark](mailto:twannac@cec.sped.org) (twannac@cec.sped.org).

4. I have a Mac, what do I do?

**Answer:** In most cases if you're using a MAC, you shouldn't run into many issues. There is one known area in browser environments using Safari, Firefox or Chrome to access SharePoint. This one area is responding to discussion items. When a user responds to a discussion item in these browsers, users view the text in HTML. When replying to a discussion in one of these browsers, do not touch the HTML, simply add your response above it. Or as an alternative, you could open SharePoint with the Internet Explorer browser. We will be looking into a third party application that could help rectify this issue.

5. Where do I find the RA/Board page?

**Answer:** From the SharePoint home page (<http://network.cec.sped.org>) click the Governance link in the left-hand navigation pane if you have access. From there, you will find a link to the Board of Directors or the Representative Assembly. You will not find these links if you don't have access. Email [Twanna Clark](mailto:twannac@cec.sped.org) for assistance if you don't see the link.

6. How do I find the materials that were posted for the meeting?

**Answer:** Meeting materials are posted through the Calendar in a location called "Meeting Workspace". The materials are posted there permanently for future reference. Any future meetings can be displayed in the calendar web part from the main Board of Directors or RA site. Prior meetings can be found in the Calendar link in the left-hand navigation. The only thing you need to know is the approximate date(s) that a meeting occurred. Then click on the Calendar link, scroll to the month the meeting was held, click on the entry in the calendar, and click the meeting title by workspace. From there you will find the posted documents.

7. How do I find the discussion that was recently posted?

**Answer:** Recently posted discussions can be found from the main page in the Discussion web part under either General Discussion or Topical Discussion. To reply, see #8 below.

8. How do I comment on a question?

**Answer:** To comment on a question, go to the discussion item posing the question, hit your “reply” button, type your comment, and hit “OK” to send the reply.

9. Where do I find general information documents?

**Answer:** General information documents can be found under Shared Documents.

10. How do I find discussions from the past?

**Answer:** Discussion items are held for a specified period of time. At expiration, the discussion item is closed and archived for future viewing. Past discussions can be found under Shared Documents > Archived\_Discussions.

11. Where can I find further SharePoint help?

**Answer:** Tutorial videos can be found on the SharePoint home page under Helpful Ideas.