



## **OculusIT Contact**

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## 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for accessing and using the SharePoint site within Dine College. SharePoint is a collaboration platform used to store, share, and collaborate on documents and information securely.

## 2. Scope

This SOP applies to all employees and authorized personnel who need access to the SharePoint site within Dine College. It outlines the steps for accessing the document library, Folders for Finance departments.

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- 3. How to Access SharePoint Site and Document Library
  - 1. Go to url https://dinecollege.sharepoint.com/sites/Finance, Login with your O365 Account

Microsoft		
Sign in		
@dinecolleg	ge.edu	
Can't access your acco	ount?	
		NL-sut

2. After successful login you will be able to see the page below.

SharePoint	Search this site	
F Finance		Private group 🛱 Noi
Home	+ New \vee 🕸 Page details 🖾 Analytics	Published 1/30/2024 🖻 S
Finance		
Conversations		
Documents		
Notebook		
Pages		
Site contents		
Recycle bin		
Edit		
X Model real-time chat Add Microsoft Teams to collaborate in real-time and		

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3. Go to "Finance" document library on the left navigation bar



4. All the folders under Finance document library

F Finance				Private group $\zeta$	
Home	+ New マ	🤪 Sync 🛛 🗟 Add sh	ortcut to OneDrive	All Doc	
Finance					
Conversations	Finance 🐘 🗸				
Shared with us	🗅 Name 🗠	Modified ${}^{\checkmark}$	Modified By $^{\vee}$	+ Add column	
Documents	1 – DC Audited Financial Statements	January 30	Andrew Kumar		
Notebook	Bookstore	January 30	Andrew Kumar		
Pages	Budgets	January 30	Andrew Kumar		
Site contents	BusCenters	January 30	Andrew Kumar		
Recycle bin	BUSOFFC	January 30	Andrew Kumar		
🗙 📸 Add real-time chat	FinACCT	January 30	Andrew Kumar		
Add Microsoft Teams to collaborate in real-time and	Einance	January 30	Andrew Kumar		
share resources across Microsoft 365 with your team.	GenSvc	January 30	Andrew Kumar		
– Add Microsoft Teams	Grants	January 30	Andrew Kumar		
Return to classic SharePoint	GrantsBO	January 30	Andrew Kumar		

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- 4. HOW TO SYNC FOLDER IN YOUR LOCAL COMPUTER
  - 1. Go to the folder that you want to sync on your local computer.

F Finance				Privat	
Home	+ New $\checkmark$ $\overleftarrow{\uparrow}$ Upload $\checkmark$ $\boxplus$ Edit in grid view	🖻 Share 🛛 🗇 Copy li	ink 🥰 Sync 🚥		
Finance					
Conversations	Finance > 1 – DC Audited Financial Statements				
Shared with us	🗅 Name 🗸	Modified $^{\vee}$	Modified By ${}^{\checkmark}$	+ Add column	
Documents	Audit Reports Prior Years	June 9, 2023	Cheryl Thompson		
Notebook	CAP	September 27, 2022	Raychelle Leonard		
Pages	Dine College FY 2019 Arizona Compact Aud.	July 27, 2021	Raychelle Leonard		
Site contents	Dine College FY 2019 Financial Statements	July 23, 2020	Raychelle Leonard		
Recycle bin	Dine College FY 2019 Single Audit Report.pd	f July 23, 2020	Raychelle Leonard		
🗙 👘 Add real-time chat	🔘 🔓 Dine College FY 2020 Financial 🖄 …	October 18, 2021	Raychelle Leonard		
Add Microsoft Teams to collaborate in real-time and	Dine College FY 2020 Single Audit Report.pd	f October 18, 2021	Raychelle Leonard		
share resources across Microsoft 365 with your team. ①	Dine College FY 2021 Financial Statements	July 29, 2022	Raychelle Leonard		
Add Microsoft Teams	Dine College FY 2021 GAGAS Report.pdf	July 29, 2022	Raychelle Leonard		
Data de alcada Compañas	Dine College FY 2021 Navajo Combined Sin	October 7, 2022	Raychelle Leonard		

2. Click on **Sync** button on the top.

F Finance					
Home	+ New ~ T Upload ~ 🗄 Edit in grid view	🖻 Share 🗢 Copy li	nk 🧣 Sync 🚥		
Finance					
Conversations	Finance > 1 – DC Audited Financial Statements				
Shared with us	🗅 Name 🗸	Modified $^{\vee}$	Modified By $\checkmark$		
Documents	Audit Reports Prior Years	June 9, 2023	Cheryl Thompson		
Notebook	САР	September 27, 2022	Raychelle Leonard		
	O 📮 Dine College EV 2019 Arizona C 🕼	July 27, 2021	Ravchelle Leonard		

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3. Below Window will appear on the screen, Click on "Sign in"





- 5. Once you successfully login to on Drive, Go to **My Computer**
- 6. On the left navigation pane, you will be able to see the Folder.



NOTE: Data Synchronization might take some time

Once Data synchronization completed you will be able to see all files and folders in your local computer