Quick tips for using UD SharePoint

Accessing the site
- Works best with Internet Explorer
- Password issues
  - Try logging in and logging back out to the UD central system ([http://www.udel.edu/network](http://www.udel.edu/network))
  - Try using the first eight characters of your UD password
- Having trouble in the evening?
  - UD runs “back up” to all systems in the evening- try again in 20 minutes
- Call the IT’s help center @ 302-831-6000

Accessing folders or finding proposal material within the site
- Call Leigh Botner @ 302-831-7088 or email @ lbotner@udel.edu

Where can I find the following proposal material?
- Sponsor’s full solicitation/guidelines View All Site Content(VASC)/ Links
- Major deadlines VASC/Announcements
- Agreed upon font, margin, and title of proposal VASC/Announcements
- Proposed project period VASC/Announcements
- Participant names and contact information Contacts
- Project meeting dates, time, and meeting place Calendar
- Sponsor forms/templates/examples Shared Documents
- UD subrecipient form Shared Documents
- Checklist of materials for subrecipients VASC/Announcements
- Copies of prior proposals Shared Documents

How do I upload my document?
- Click on applicable folder
- Select Upload
- Click on Upload Document or Upload Multiple Documents

Need to move a document(s) into a folder?
- From the documents folder, choose Actions – Open with Windows Explorer (requires use of Internet Explorer )
- Log in if prompted, move files as needed

To learn more about other exciting SharePoint features like connecting a SharePoint site calendar to Outlook or setting up alerts, contact the IT help center at 302-831-6000. SharePoint consultations and demo’s are also available via the IT help center.