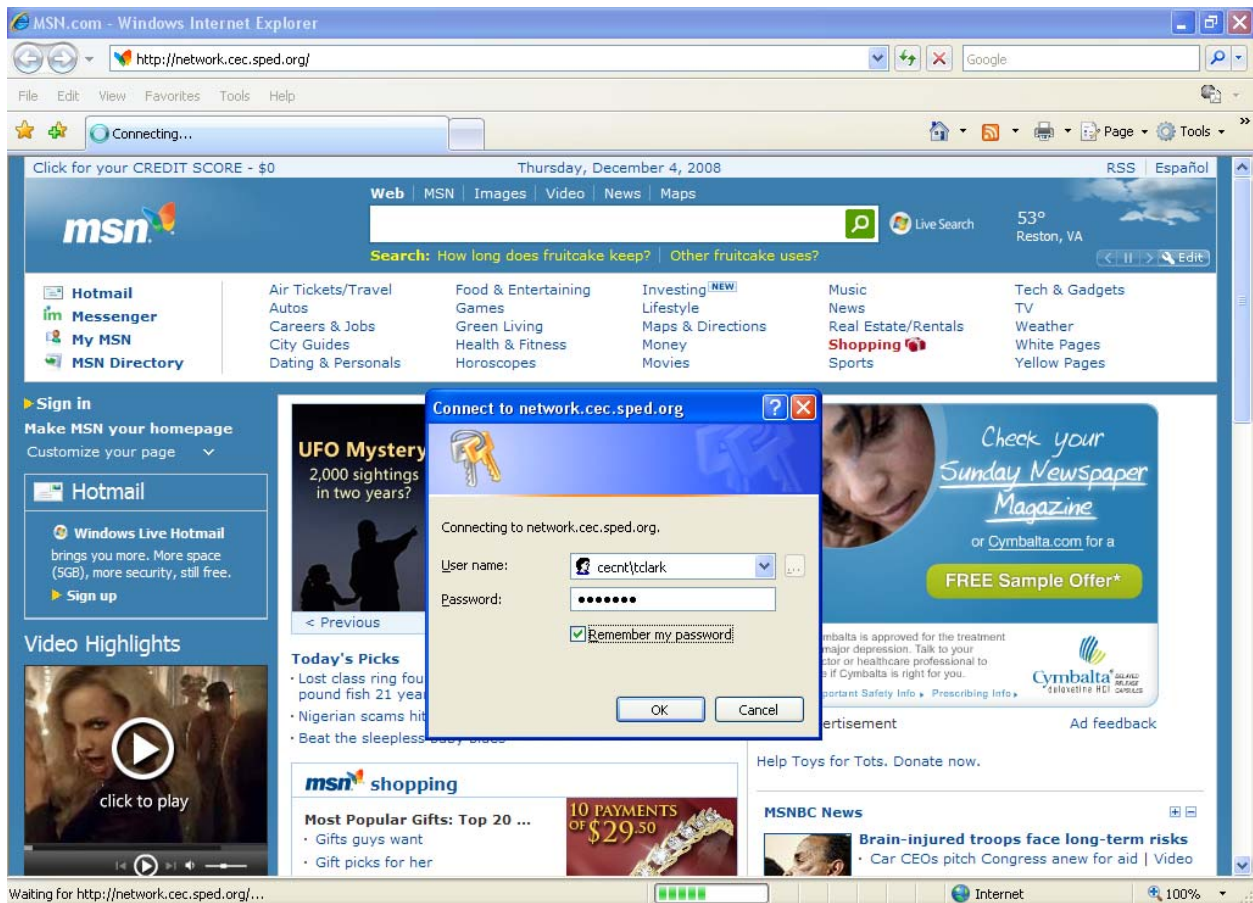


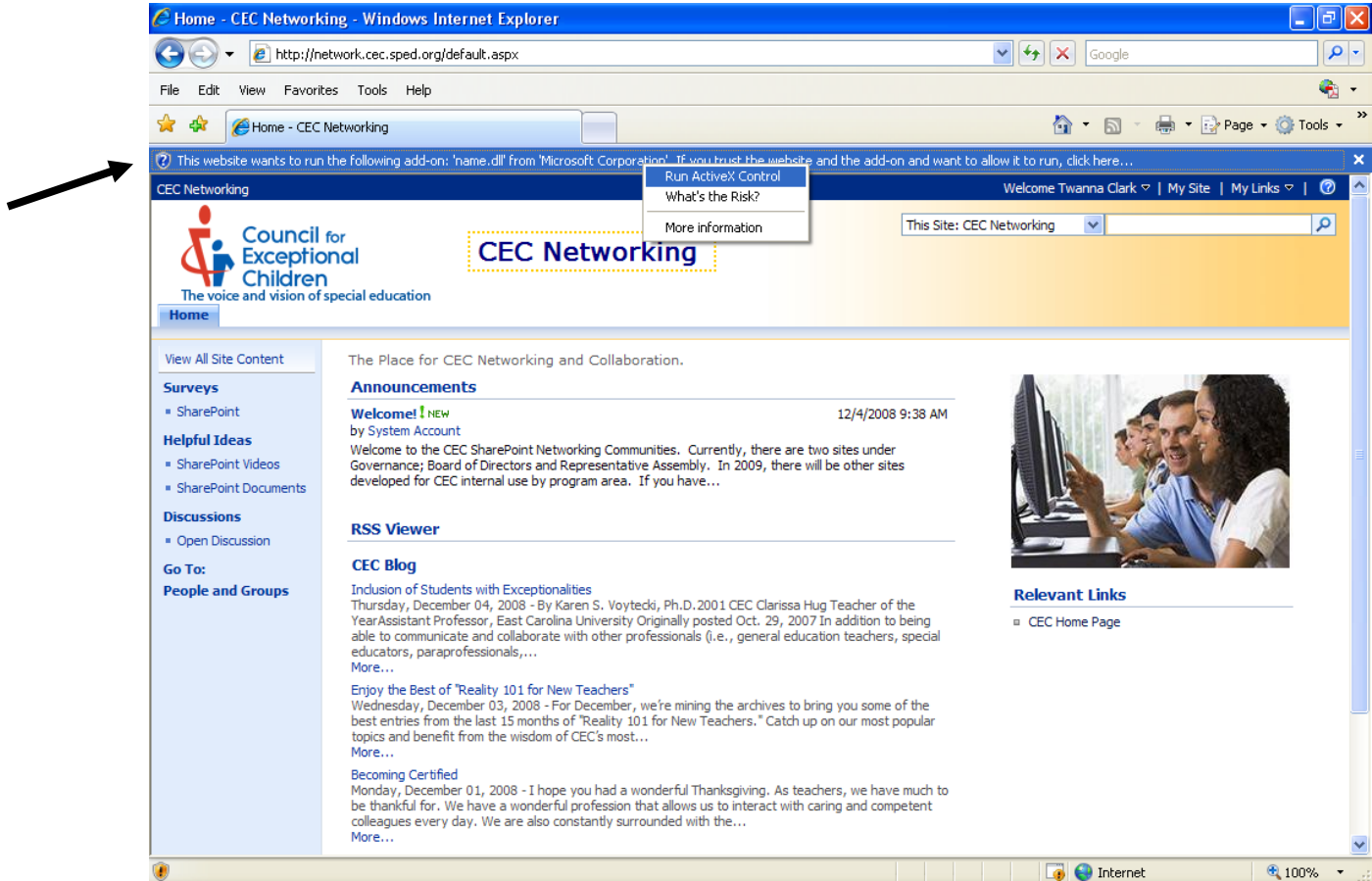
SHAREPOINT QUICK START GUIDE

Logging in

- It is recommended that the CEC SharePoint Networking Community be accessed using Internet Explorer or Safari.
- In the web address bar: <http://network.cec.sped.org>
- When prompted for the **User name**: cecnt\first initial and last name (no spaces) – Example: cecnt\gwashington
- **Password**: Use the password provided by your CEC staff representative
- It is suggested that the **Remember my password** box is selected so that you will not have to enter your username and password each time you access SharePoint
- **OK**



- You may be prompted to run an “add-on”
- Click the highlighted box
- Select **Run ActiveX Control**

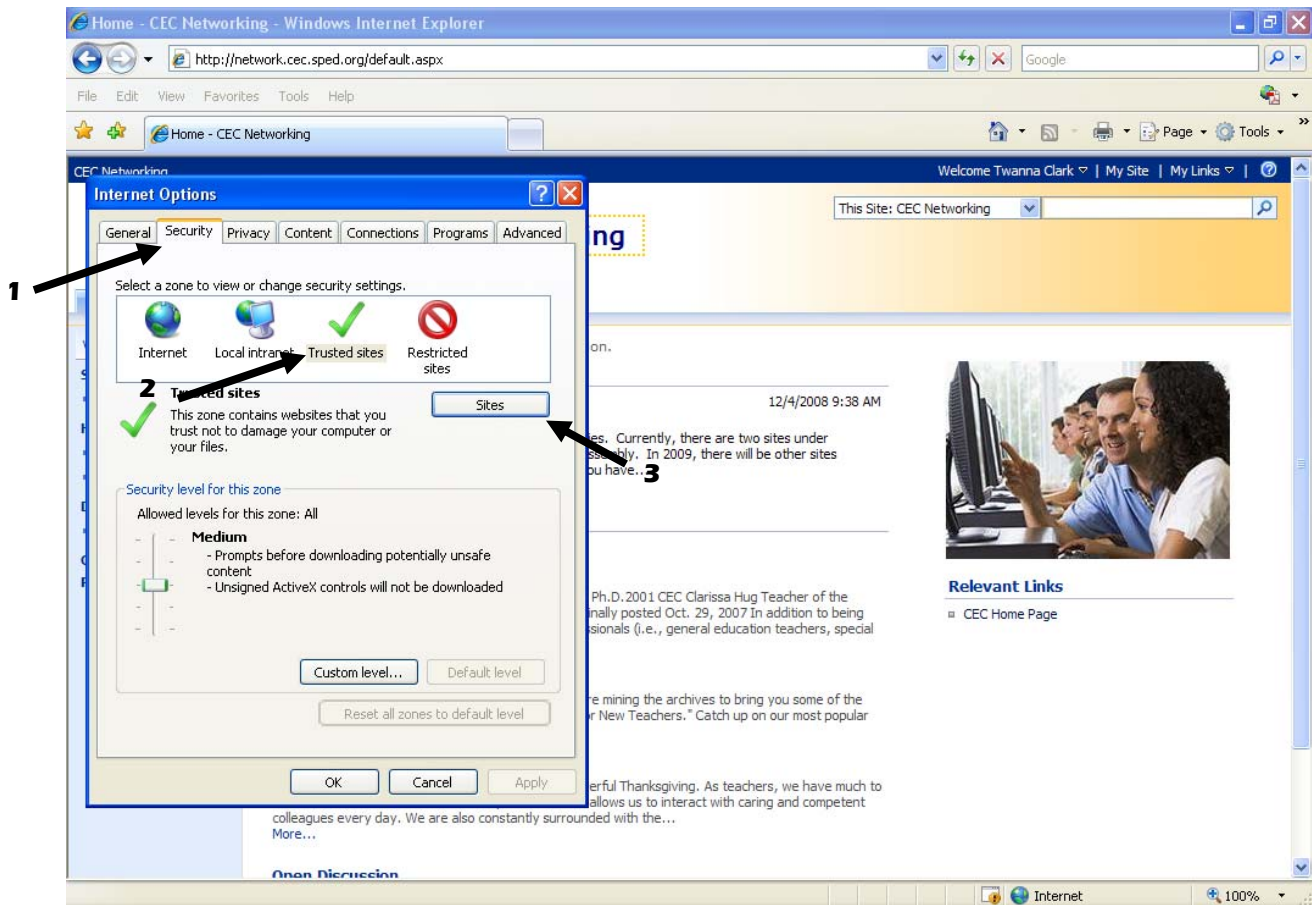


- When prompted with the “Security Warning”, select **Run**

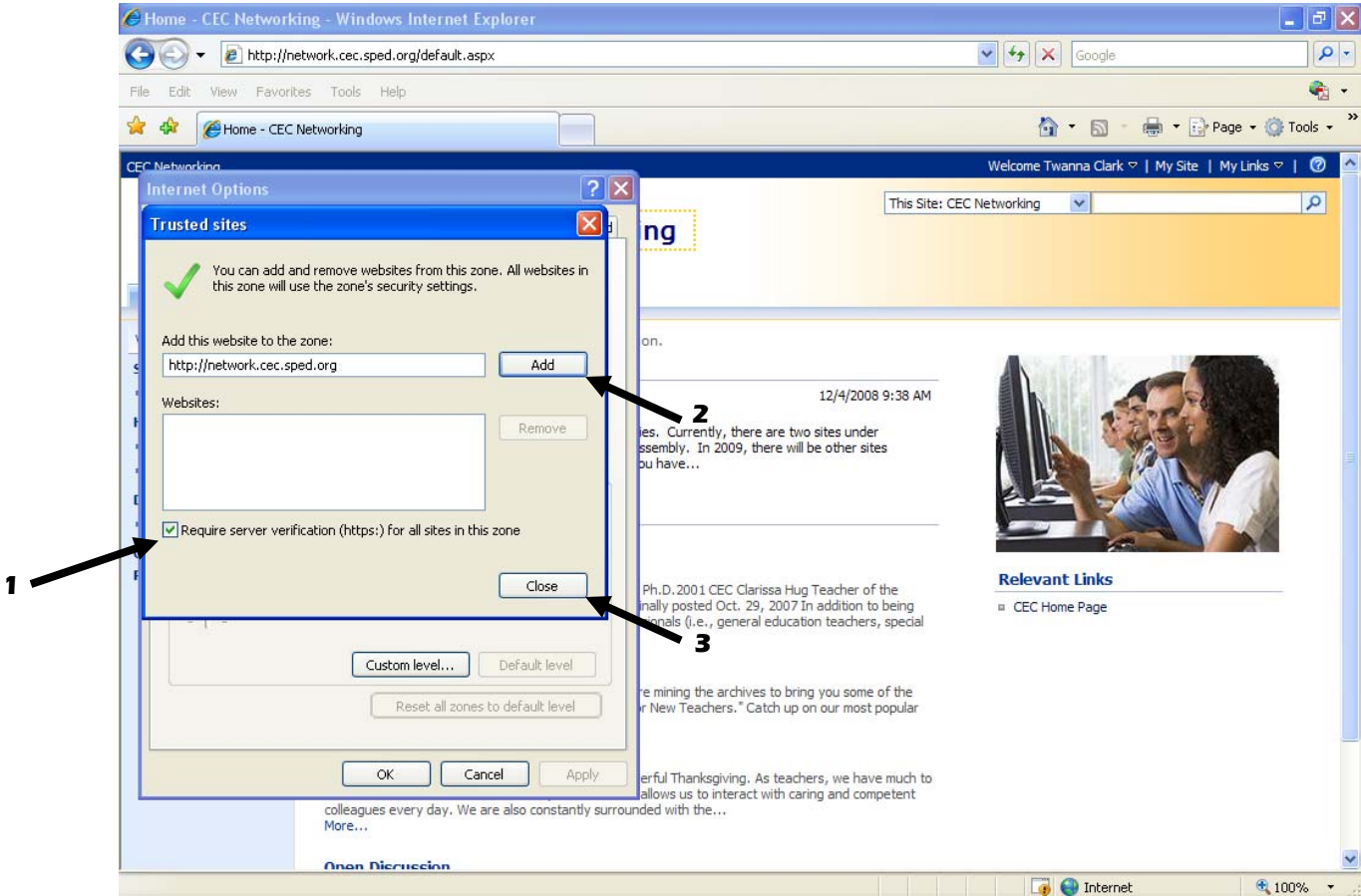


You are now at the home page. If you are logging in for the first-time, it is suggested that you complete the following steps:

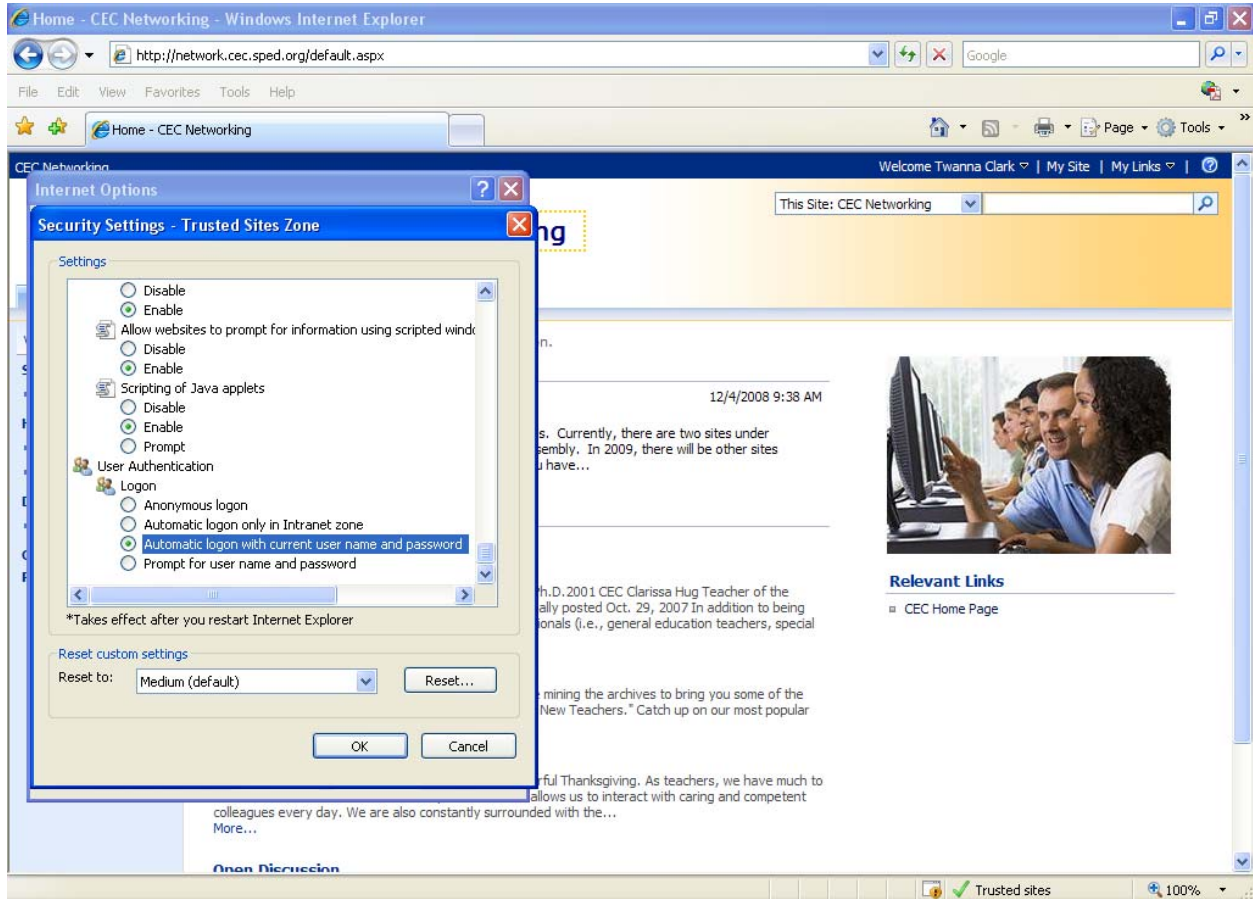
- Bookmark the page (according to your internet browser method)
- In the menu bar, select **Tools**
 - ✓ **Internet Options**
 - ✓ Select the **Security** Window (*Arrow 1 below*)
 - ✓ Under **Select a zone to view or change security settings**
 - ✓ Select **Trusted Sites** (*Arrow 2 below*)
 - ✓ Select the **Trusted Sites** box that will appear (*Arrow 3 below*)



- Uncheck **Require server verification (https:)** for all sites in this zone (*Arrow 1 below*)
- Select **Add this website to the zone** (*Arrow 2 below*)
- **Close** (*Arrow 3 below*)



- Select **Custom level...** (also in the **Security** tab)
- Scroll down to the end of the list
- Select **Automatic logon with current user name and password**
- **OK**



- Select **Yes** in the “Warning” window
- Select **Apply** in the Internet Options Window, then **OK**

This completes the logon process. You will be returned to the home page. Once these steps have been completed you will not need to re-enter your user credentials each time you access SharePoint.

Another helpful resource is the **SharePoint Videos** section. They can be found on the home page under **Helpful Ideas** (Arrow below).



The screenshot shows a Windows Internet Explorer browser window displaying the CEC Networking SharePoint home page. The browser's address bar shows the URL <http://network.cec.sped.org/default.aspx>. The page header includes the CEC Networking logo and the text "The voice and vision of special education". The main content area is titled "CEC Networking" and features a navigation menu on the left. The menu items are: "View All Site Content", "Surveys" (with sub-items: SharePoint), "Helpful Ideas" (with sub-items: SharePoint Videos, SharePoint Documents, Account Maintenance), "Discussions" (with sub-item: Open Discussion), "Go To:" (with sub-items: Governance, Professional Services), and "People and Groups". A black arrow points to the "Helpful Ideas" link. The main content area includes sections for "Announcements" (dated 12/4/2008 9:38 AM), "RSS Viewer", "CEC Blog" (with two entries), "Relevant Links" (with a link to "CEC Home Page"), and "Weather" (for Arlington, VA, showing a high of 50° and a low of 32°).