



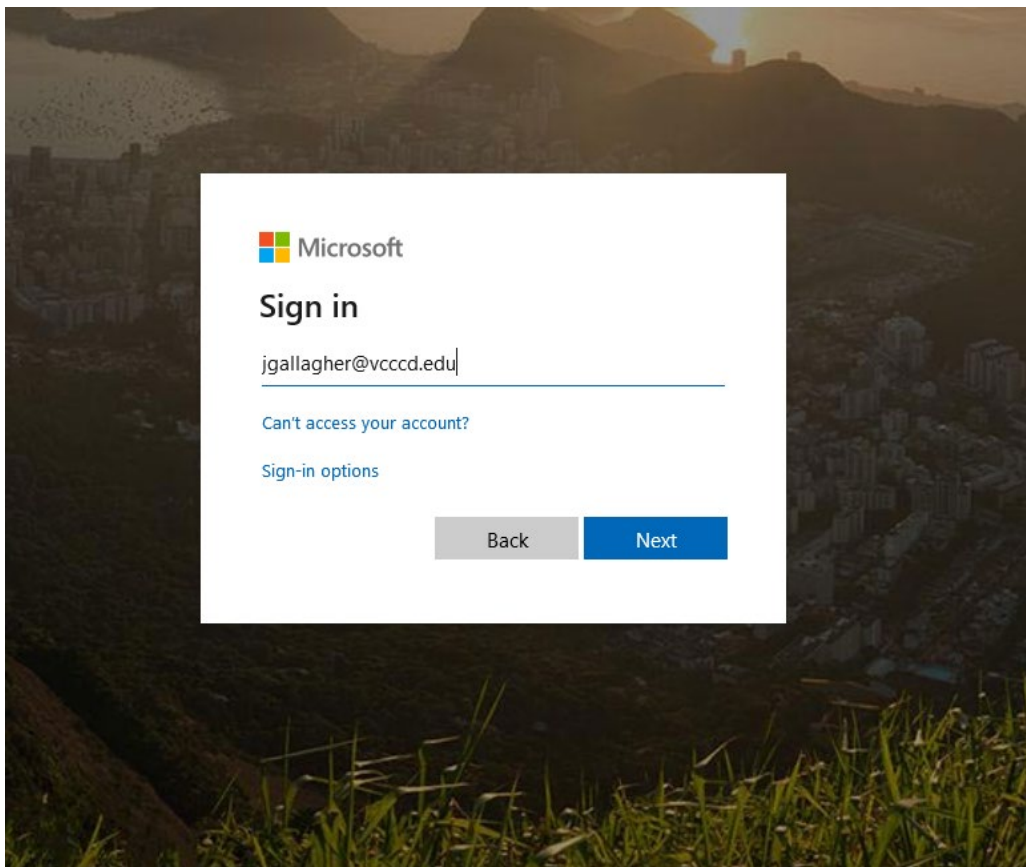
## How to Use Sharepoint Online from Home

Step 1) Go to <https://vcccdventura.sharepoint.com> from any browser

Note: You can use any browser including:

Internet Explorer  Firefox  Chrome  Safari 

You'll see this login prompt. Use your full VCCCD.EDU email address.





**Step 2) After a moment, you'll be redirected to this page:**

Note: Be sure to use your regular web portal login credentials



**MyVCCCD**  
get connected

**Scheduled Maintenance**  
System upgrades are scheduled for Sun Mar 15 beginning @ 3am PDT and will affect: The MyVcccd portal (on Banner, Self Service systems, Evisions/Argos (offline until 10am on Mon Mar 16). Canvas, student email and :  
*Updated: March 11, 2020, 9:44 AM PDT*  
For more information, [status.vcccd.edu](http://status.vcccd.edu).

**Username**

**Password**

**Sign up for an account**

**Student Support**

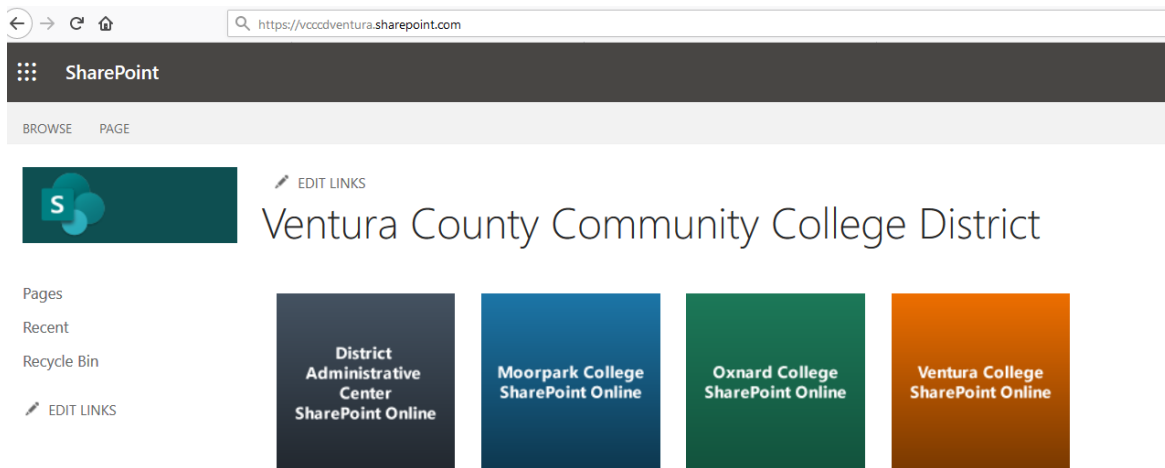
**Login**      [Forgot username?](#)  
[Forgot password?](#)

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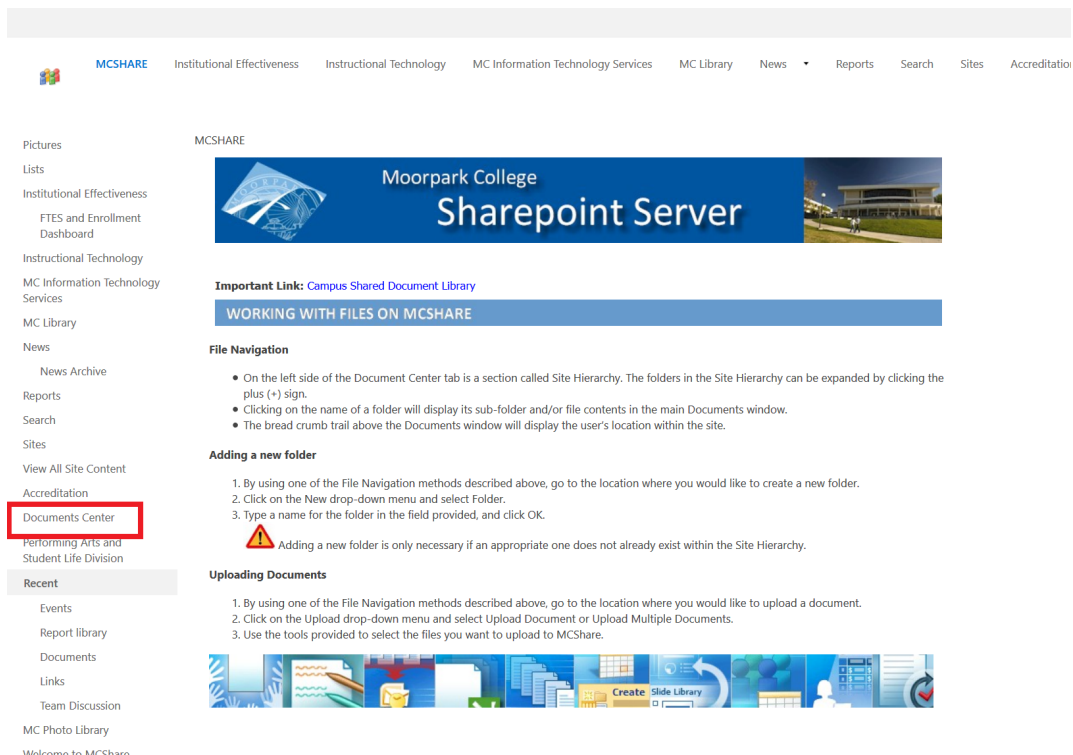




**Step 3) After a few seconds, you'll see the homepage for the VCCCD sharepoint site. Select the campus where you work.**



**Step 4) Once you're in the appropriate site (in this example, we used Moorpark), you're going to choose "Document Center"**





**Step 5) Here we can see the department folders that you have access to.**

Note: this may only be one or two

## Document Center

Search

+ New Upload Quick edit Sync Export to Excel PowerApps Flow

### Documents

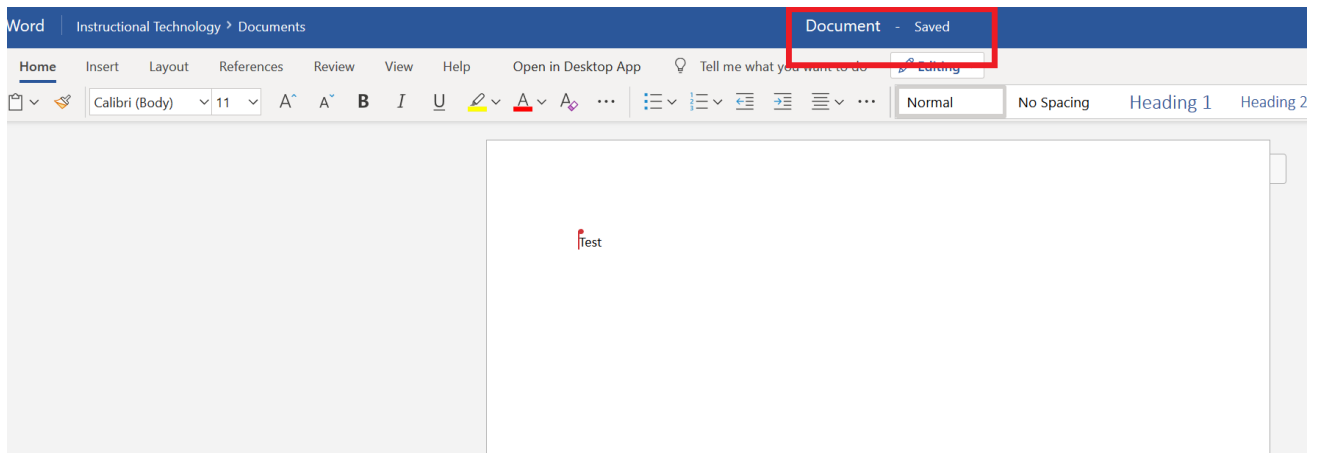
Name	Modified	Modified By
Academic Divisions	October 7, 2008	Dean Adams
Accreditation	October 7, 2008	Dean Adams
Administrative Offices	October 7, 2008	Dean Adams
CTE Advisory Committees	June 8, 2009	SADA Systems - Generic U
Functional-Enterprise Units	October 7, 2008	Dean Adams
Governance and Organizational Groups	June 8, 2009	SADA Systems - Generic U
Guided Pathways	March 19, 2018	Lisa Putnam
Research Reports	March 2, 2017	Lisa Putnam
Student Learning Outcomes	May 8, 2018	Lisa Putnam
Student Services	October 7, 2008	Dean Adams





**Step 6) Once you're inside the appropriate folder, just click on a document to begin editing it.**

It will automatically open inside the browser by default. The document will automatically save changes as you go along. You can verify that it saved your latest changes when it says "Saved" across the top of the document (see below)



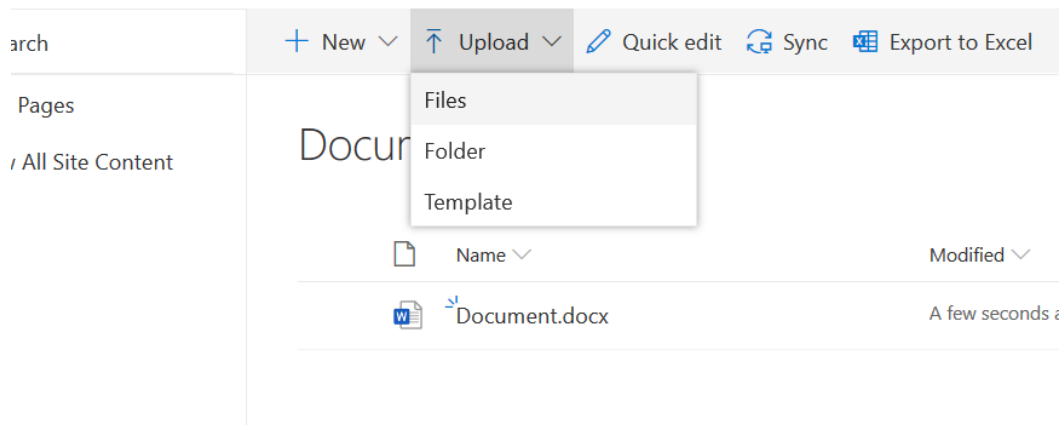
Note: While you're editing the document, it will be locked for everyone else to edit. To allow others to edit the document, just close the document and it will unlock after a minute or so



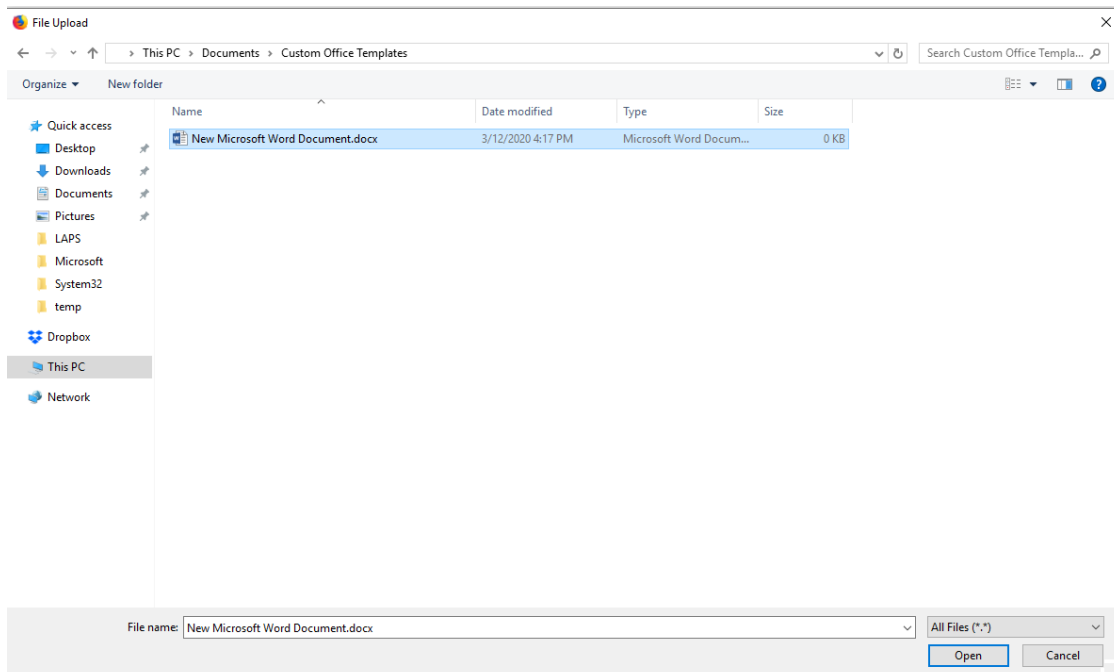


To upload a new document, click on the upload menu at the top of the screen and choose “Files”. You can then select the file you want to upload.

## Instructional Technology



You can then select the file from your PC or USB drive you want to upload:





Once the document is added, everyone who has permission to your department's folder will be able to see and edit the document

If you have any questions, you can call your campus' IT helpdesk during normal business hours

