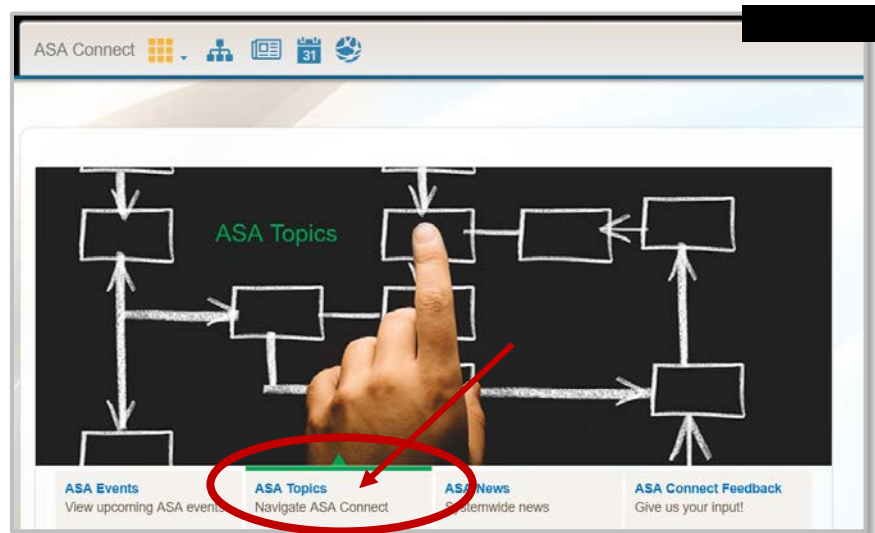


Accessing the Transfer SharePoint Site

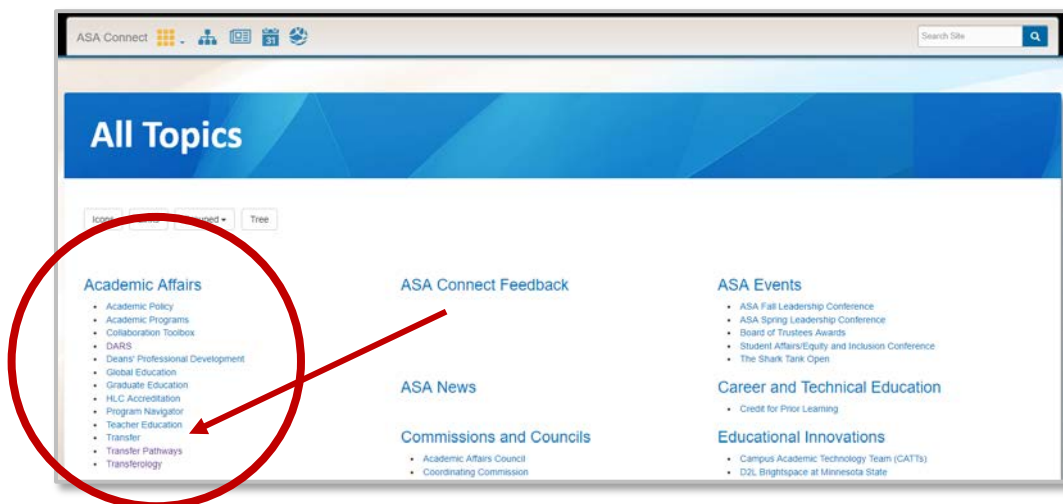
The Transfer SharePoint site is housed under ASA Connect which is a part of the SharePoint Application. This is available for you to use as a place to find documentation, conference information, MnTC documents, etc. that used to be housed on the external mntransfer.org webpage.

This document is to provide you with step-by-step instructions for accessing the Transfer SharePoint site **for the first time**. After you log in for the first time, you can bookmark the areas that you visit the most.

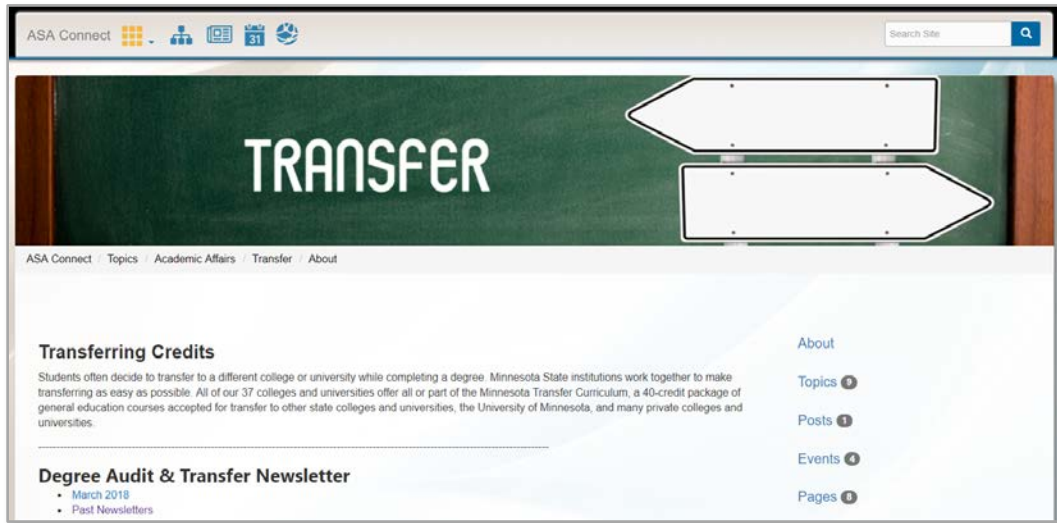
1. Log in to ASA Connect homepage <https://mnscu.sharepoint.com/sites/asa/SitePages/home.aspx>
2. Enter login name: yourstarid@minnstate.edu
 - Your login will end in @minnstate.edu (do not use your campus email)
3. Enter password: *your StarID password*
4. Once you are logged in, click on 'ASA Connect Topics'



5. Click 'Transfer' to access the Transfer SharePoint site.



6. This is what the Transfer SharePoint site will look like:

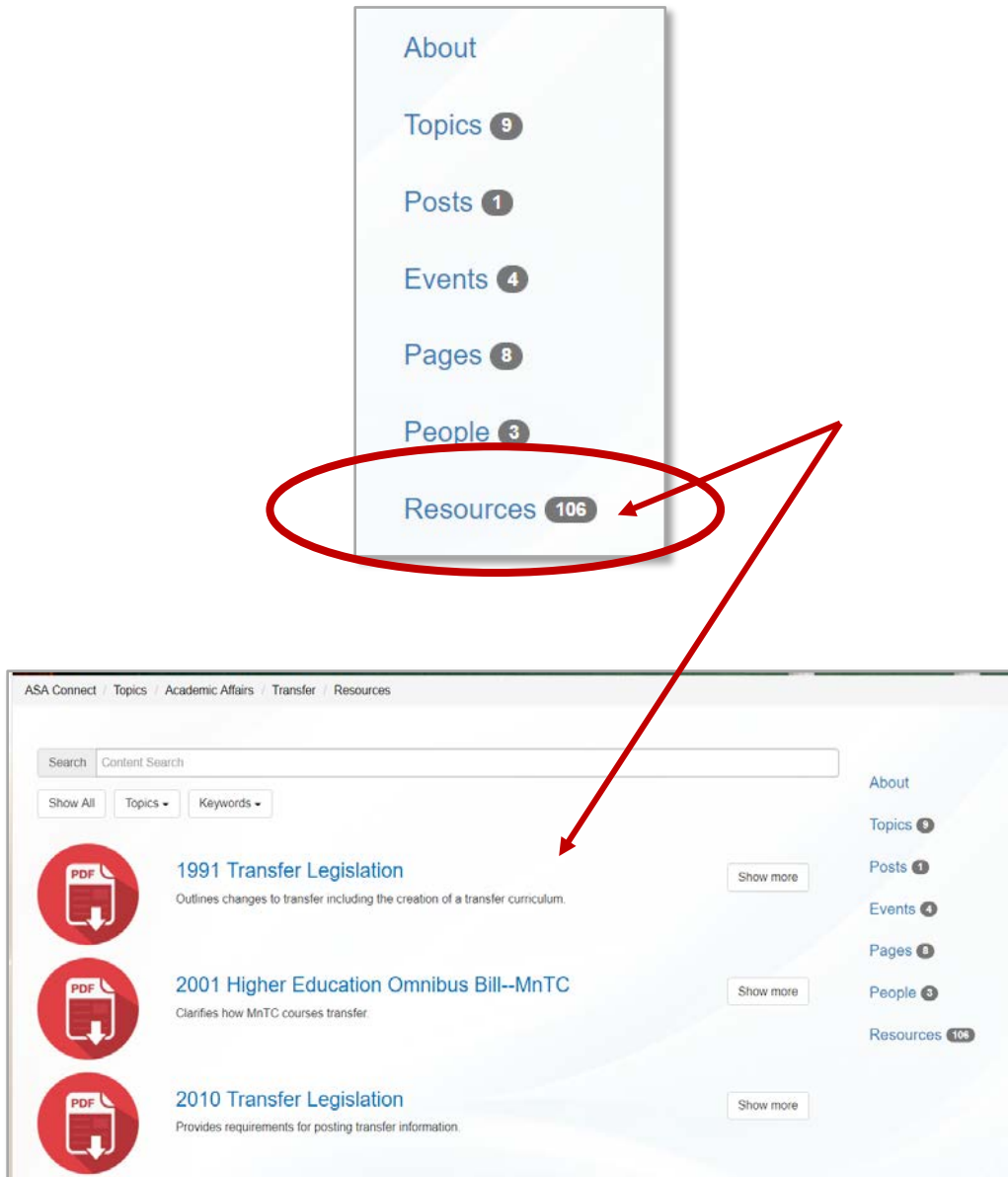


7. Please explore the site! The best way to get familiar is to click around on the different links. The goal is to create a platform where users can find the documentation and information that they need all in one spot.

Quick Reference to Important Areas

'Resources'

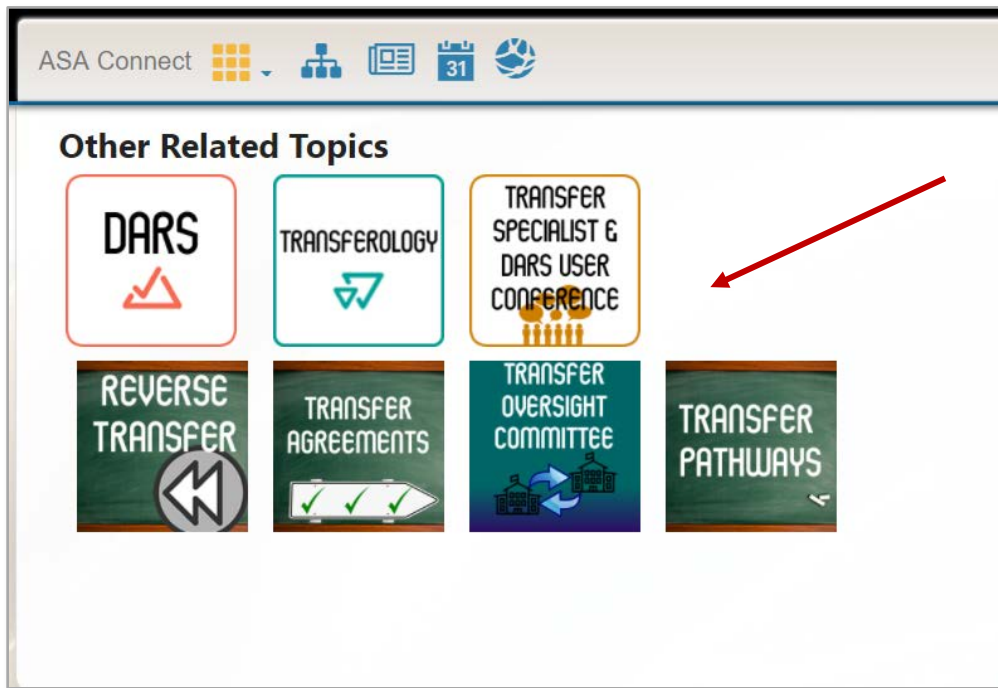
Resources (on the right hand side of the main Transfer SharePoint site) is where all of our documentation lives. Think of 'Resources' as 'Documents.'



A really easy way to search through the 'Resources' (documents, posts and pins) is to sort by 'Keyword.' These 'Keywords' have been attached to the appropriate documents, posts and pins so that when you filter you will see only related information and documents.

Quick Access to Other Related ASA Connect™ SharePoint Sites

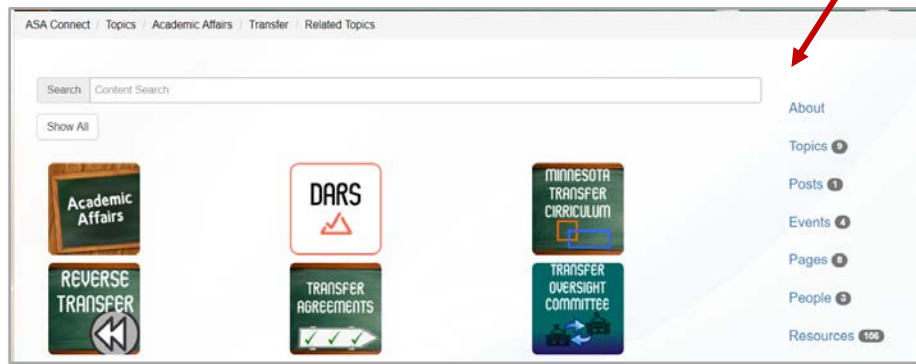
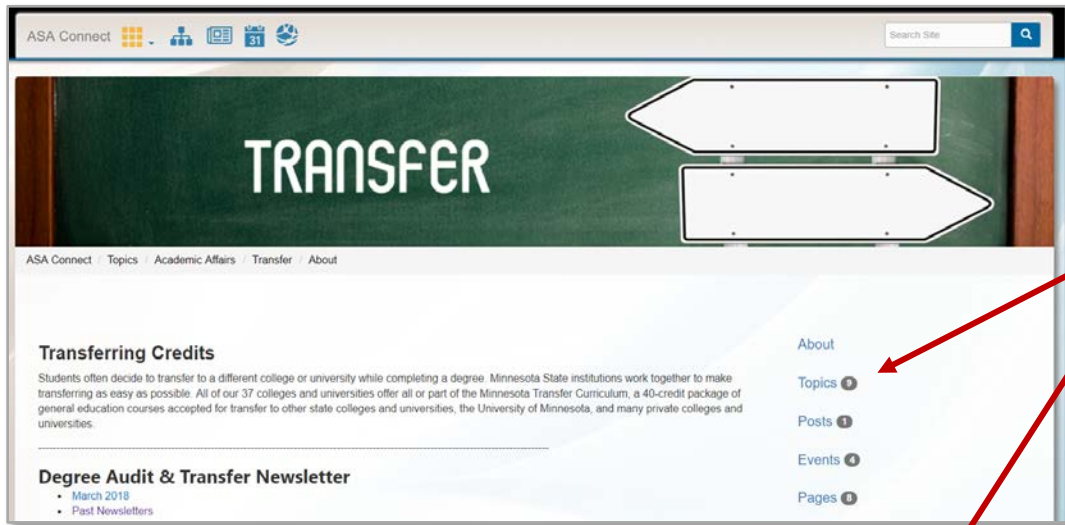
From the Transfer SharePoint site, click on any icons under 'Other Related Topics.'



Clicking on an icon will take you to that SharePoint site. (In this example, we clicked on 'Transfer Pathways')



Another way to navigate to other SharePoint sites (Topics), is to click on 'Topics' on the right hand side of your screen.



'Breadcrumbs'

Wanting to go back to a previous section or page? Click on the breadcrumbs for easy navigation!

