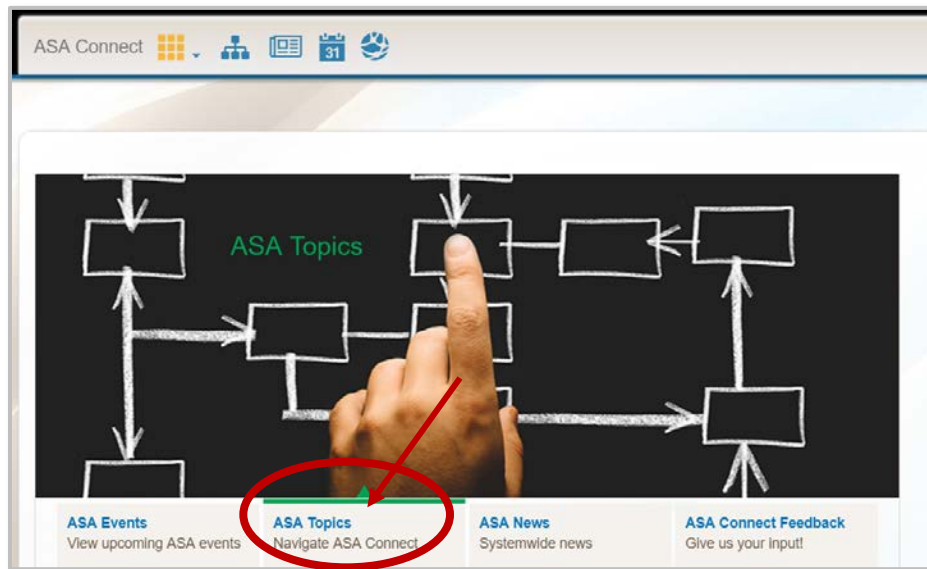


# Accessing the DARS SharePoint Site

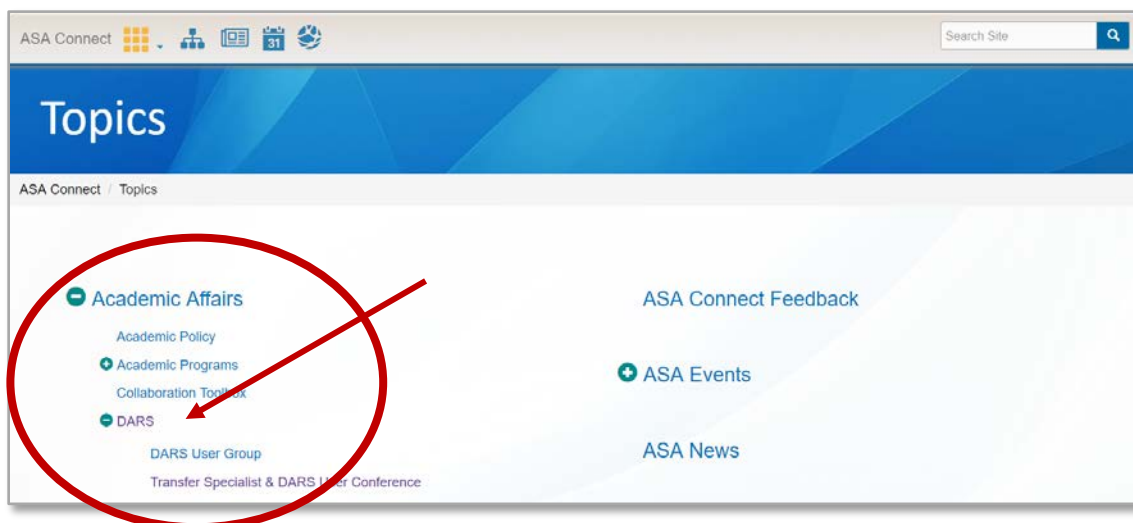
The DARS SharePoint site is housed under ASA Connect which is a part of the SharePoint Application. This is available for you to use as a place to find documentation, conference information, training information, etc. that used to be housed on the external Minnesota State webpage.

This document is to provide you with step-by-step instructions for accessing the DARS 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](mailto:yourstarid@minnstate.edu)
3. Enter password: *your StarID password*
4. Once you are logged in, click on 'ASA Topics'



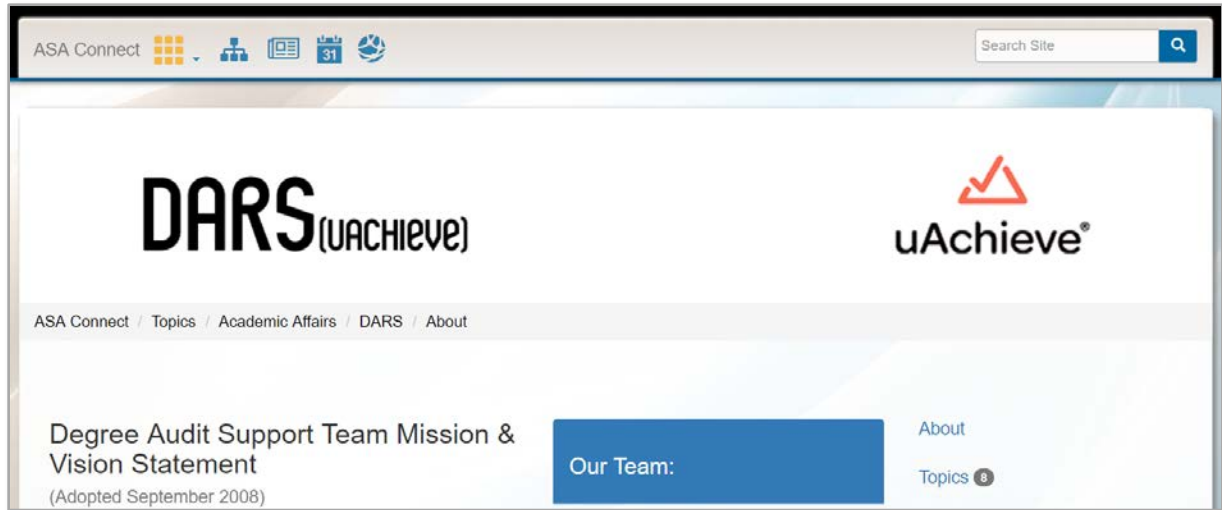
5. Select 'DARS' to access the DARS SharePoint site.



6. The DARS site will appear:

(Note: You can bypass the preceding steps by bookmarking a direct link to the DARS SharePoint site)

<https://mnscu.sharepoint.com/sites/asa/SitePages/topic.aspx?topicID=15&state=about>



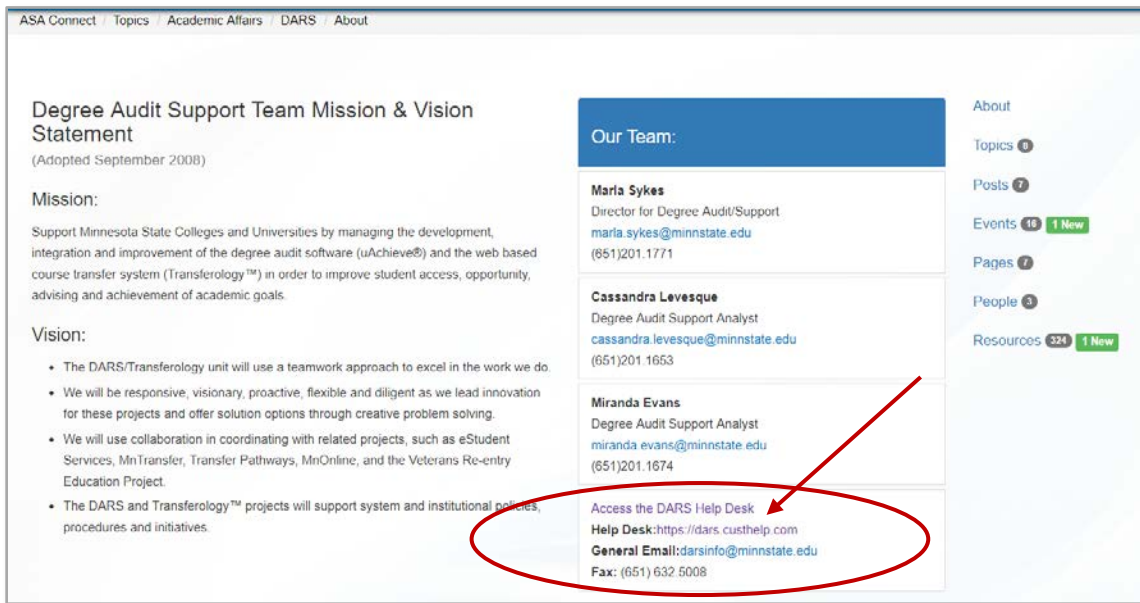
7. Please explore the site! The best way to get familiar is to click around on the different links. The goal is to create a platform where users can find the documentation and information that they need all in one spot.

Questions? Can't find something? Don't worry, we're here to help! Send us an email at [darsinfo@minnstate.edu](mailto:darsinfo@minnstate.edu)

# Quick Reference to Important Areas

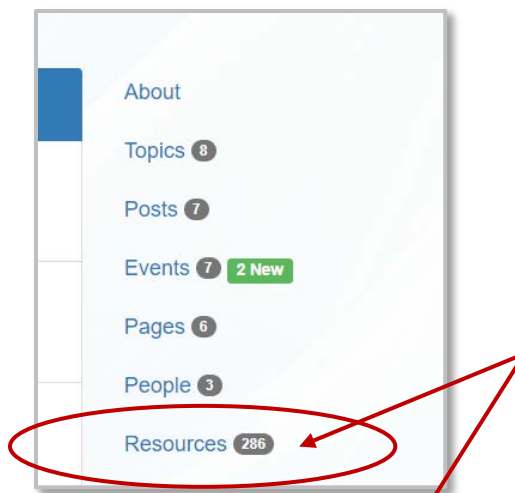
## Accessing the DARS Help Desk

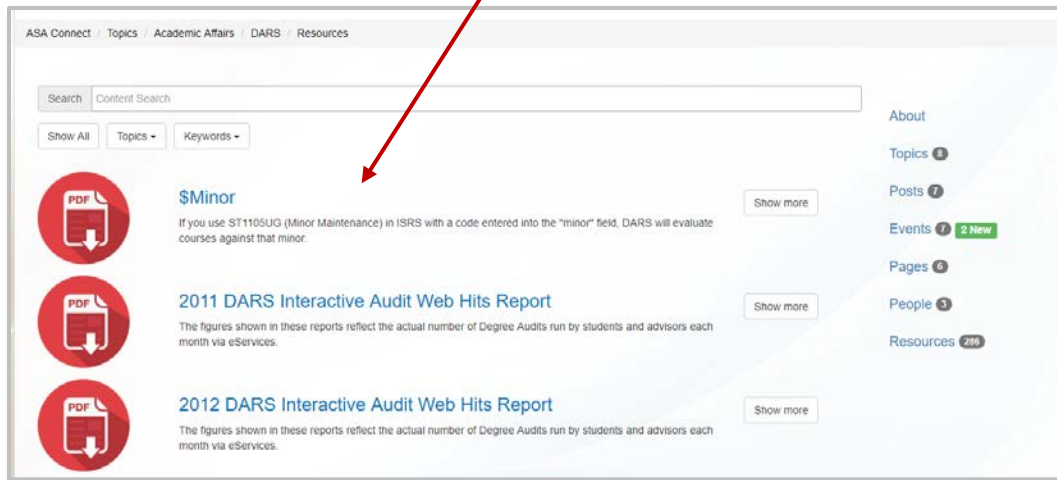
To make accessing the DARS Help Desk as simple as possible, we have posted a link on main page in the DARS SharePoint site. Click on it and it will take you right to the Help Desk.



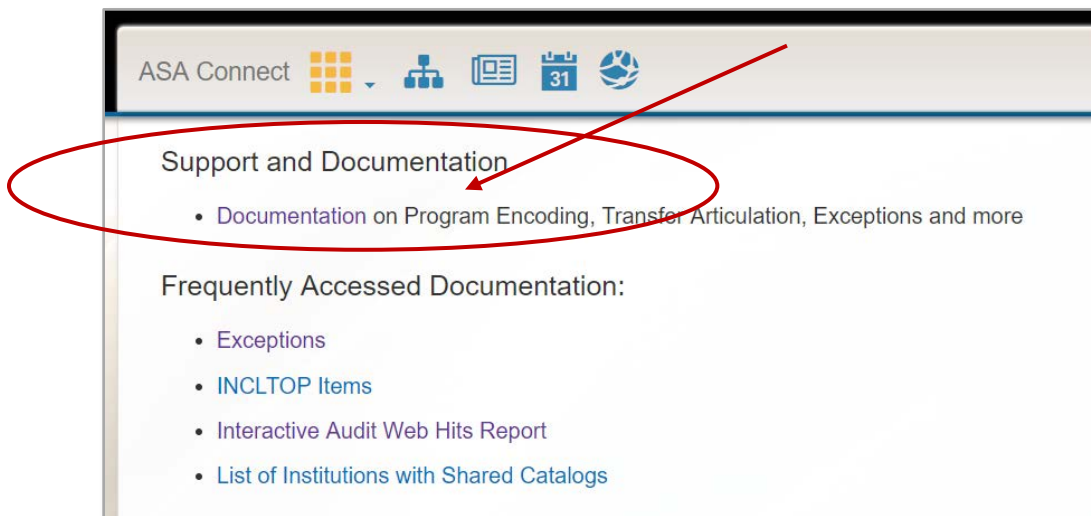
## 'Resources'

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





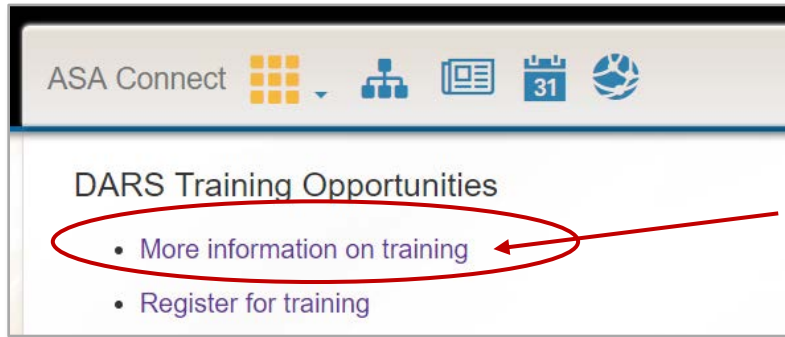
Or, if you prefer, we have added a link to 'Resources' on the main page under 'Support and Documentation.'



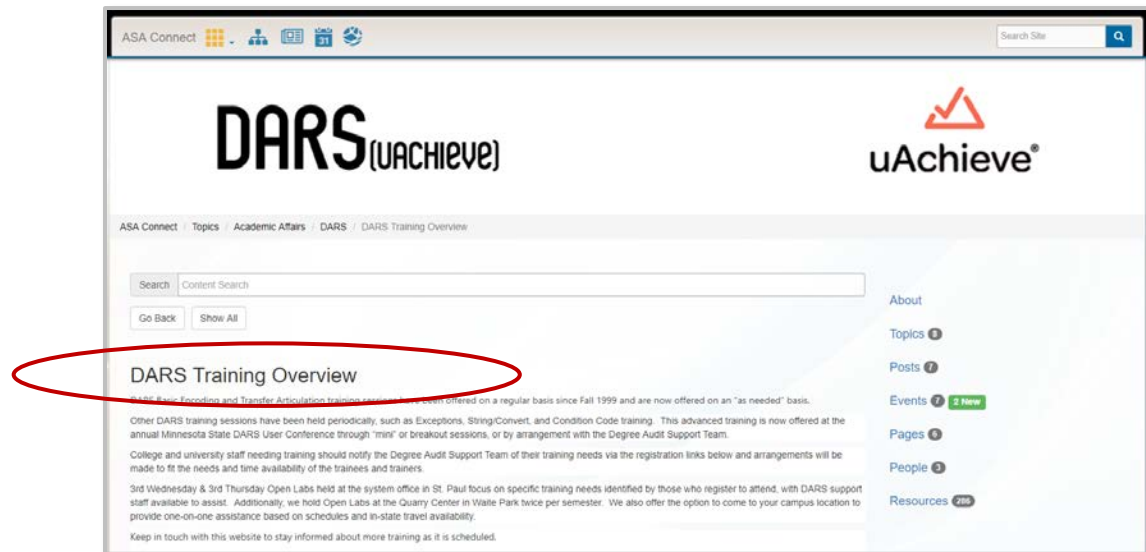
A really easy way to search through the 'Resources' (documents, posts and pins) is to sort by 'Keyword.' These 'Keywords' have been attached to the appropriate documents, posts and pins so that when you filter you will see only related information and documents.

## Training Opportunities

Access information about DARS Training Opportunities by clicking the link on the main page of the DARS SharePoint site. We have also updated our registration form in to a new format to make signing up for training even easier. That too can be accessed from the main page under 'DARS Training Opportunities.'

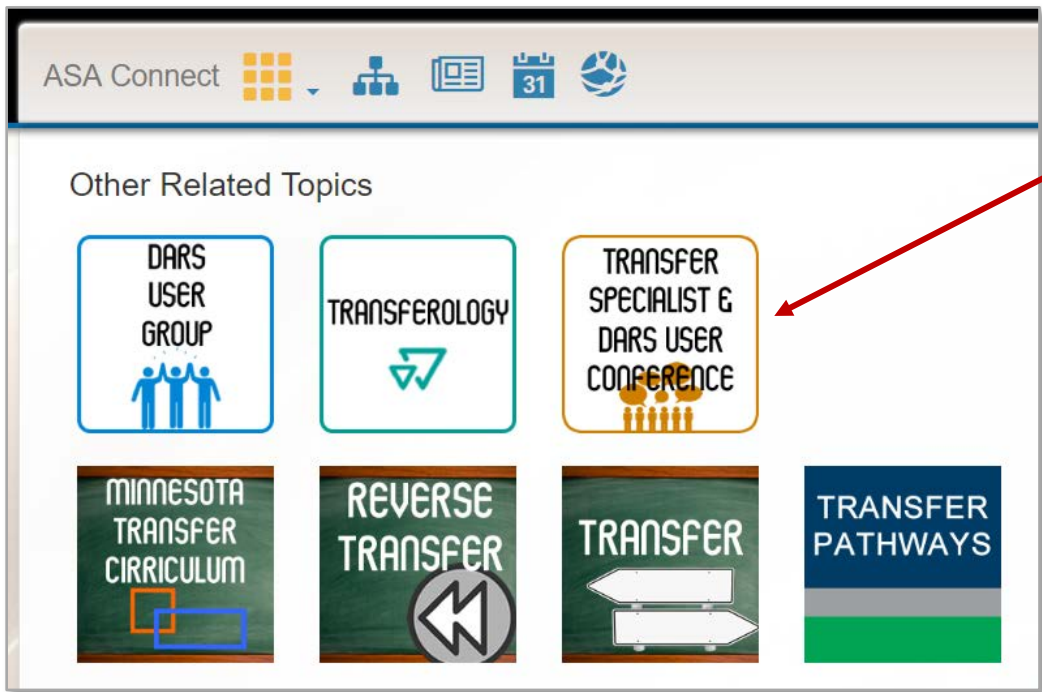


Get an overview of the various trainings that we offer, along with information, tentative agendas, Transferology™ videos/webinars and User Conference info.

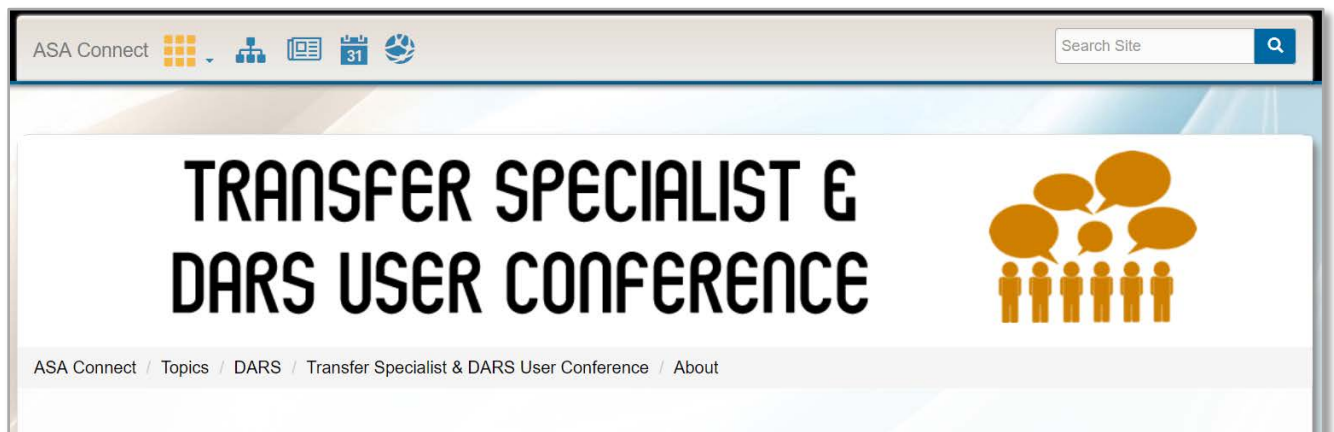


## Quick Access to Other Related SharePoint Sites

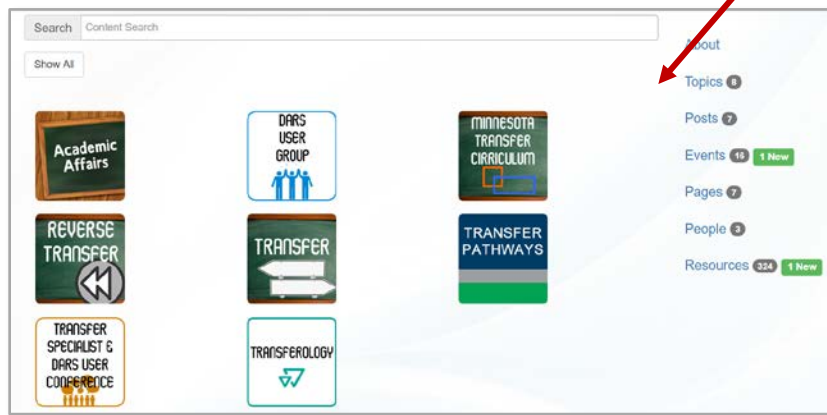
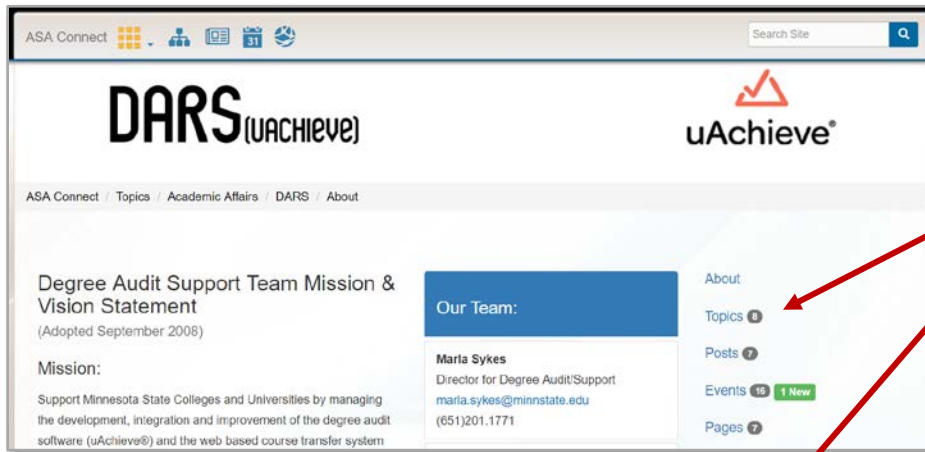
From the DARS SharePoint site, click on any of the icons under 'Other Related Topics.'



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



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!



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Questions? Can't find something? Don't worry, we're here to help! Send us an email at [darsinfo@minnstate.edu](mailto:darsinfo@minnstate.edu)