

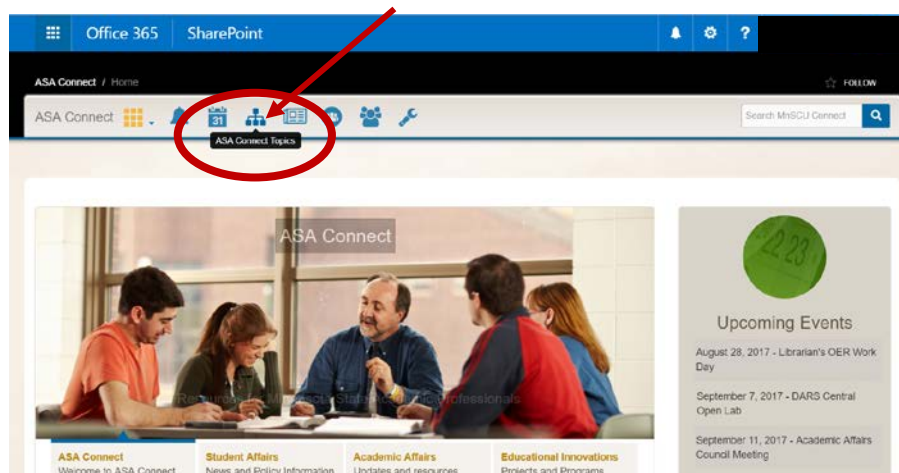
Accessing the DARS SharePoint Site

& Transferology™ SharePoint Site

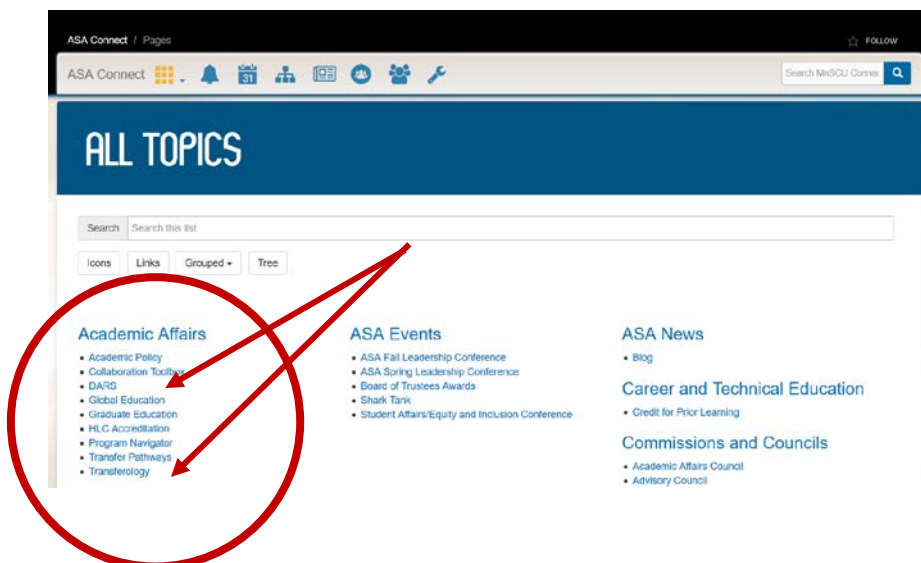
The DARS SharePoint site and the Transferology™ SharePoint site are housed under ASA Connect which is a part of the SharePoint Application. This is available for you to use as a place to find documentation, conference information, training information, etc. that used to be housed on the external Minnesota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

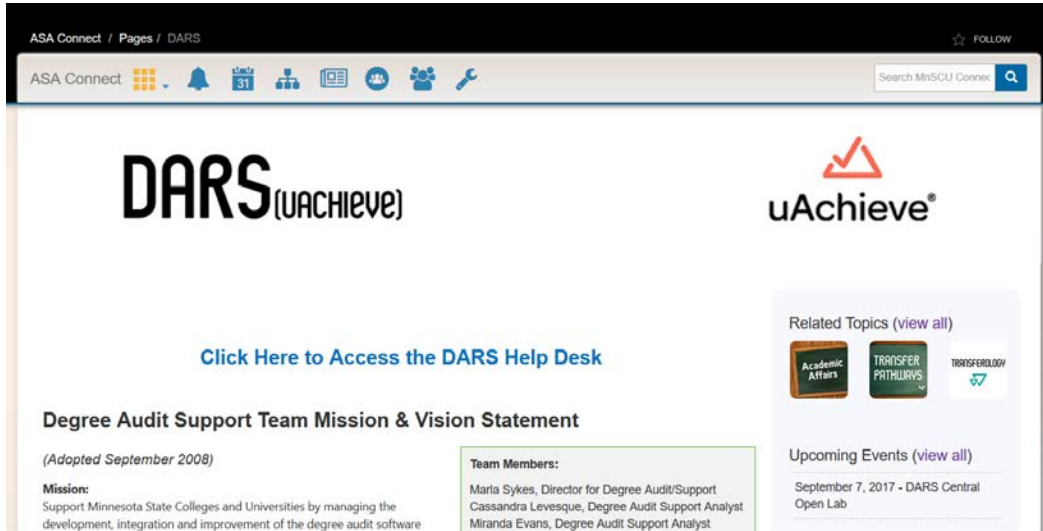
1. Log in to ASA Connect homepage <https://mnscu.sharepoint.com/sites/asa/SitePages/home.aspx>
2. Enter login name: yourstarid@minnstate.edu
3. Enter password: *your StarID password*
4. Once you are logged in, click on 'ASA Connect Topics'



5. Click either 'DARS' to access the DARS SharePoint site or 'Transferology' to access the Transferology™ SharePoint site.



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



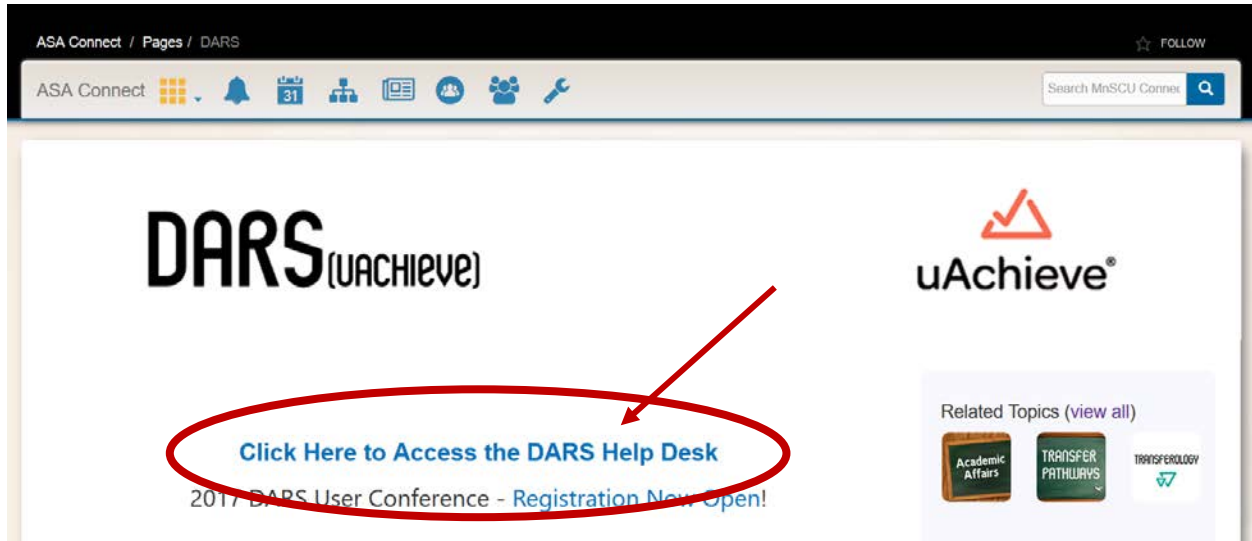
7. Please explore the site! The best way to get familiar is to click around on the different links. The goal is to create a platform where users can find the documentation and information that they need all in one spot.

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

Quick Reference to Important Areas

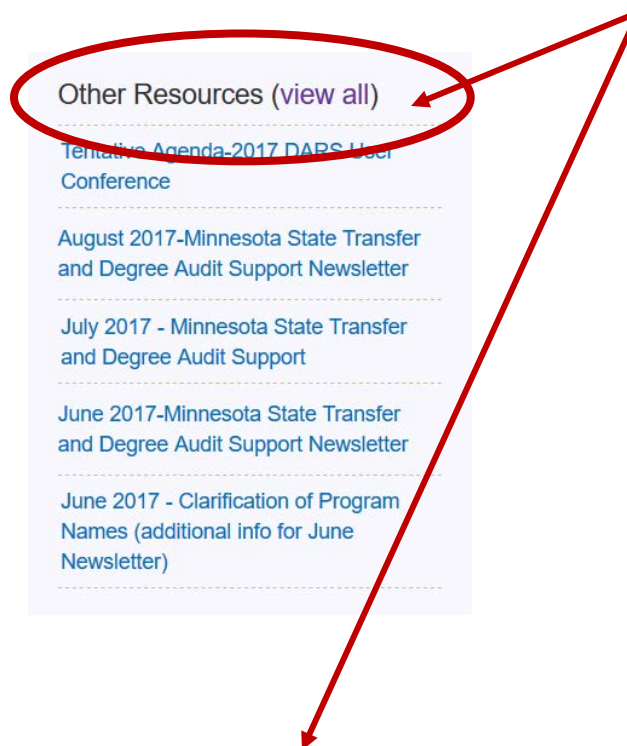
Accessing the DARS Help Desk

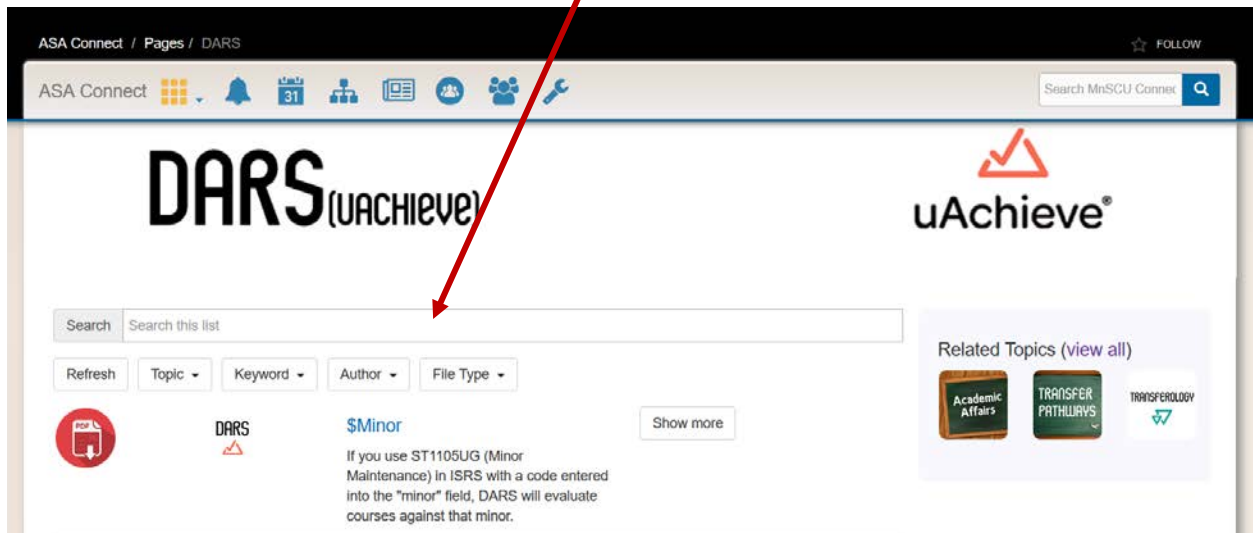
To make accessing the DARS Help Desk as simple as possible, we have posted a link at the top of the main page in the DARS SharePoint site. Click on it and it will take you right to the Help Desk.



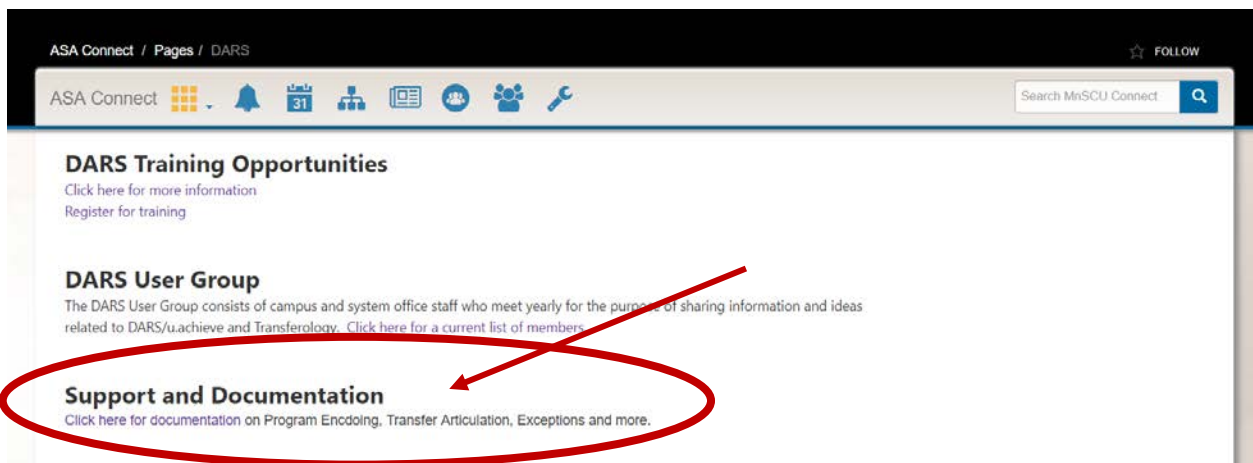
'Other Resources (view all)'

Other Resources (on the right hand side of the main DARS SharePoint site) is where all of our documentation lives. Think of 'Resources' as 'Documents.' If you click on 'view all,' you'll be routed to the documents.





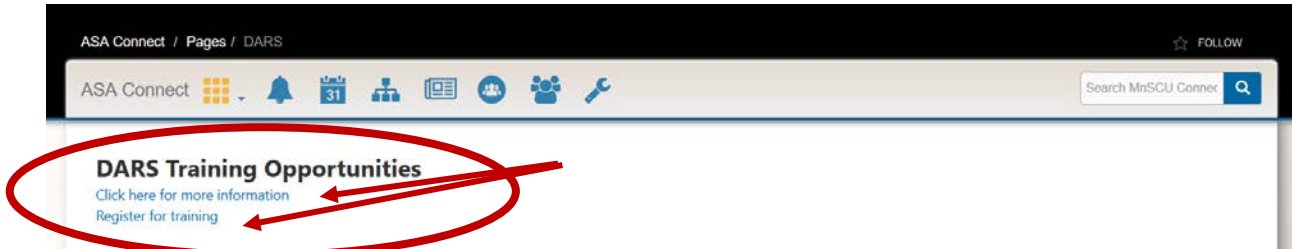
Or, if you prefer, we have added a link to 'Resources' on the main page under 'Support and Documentation.'



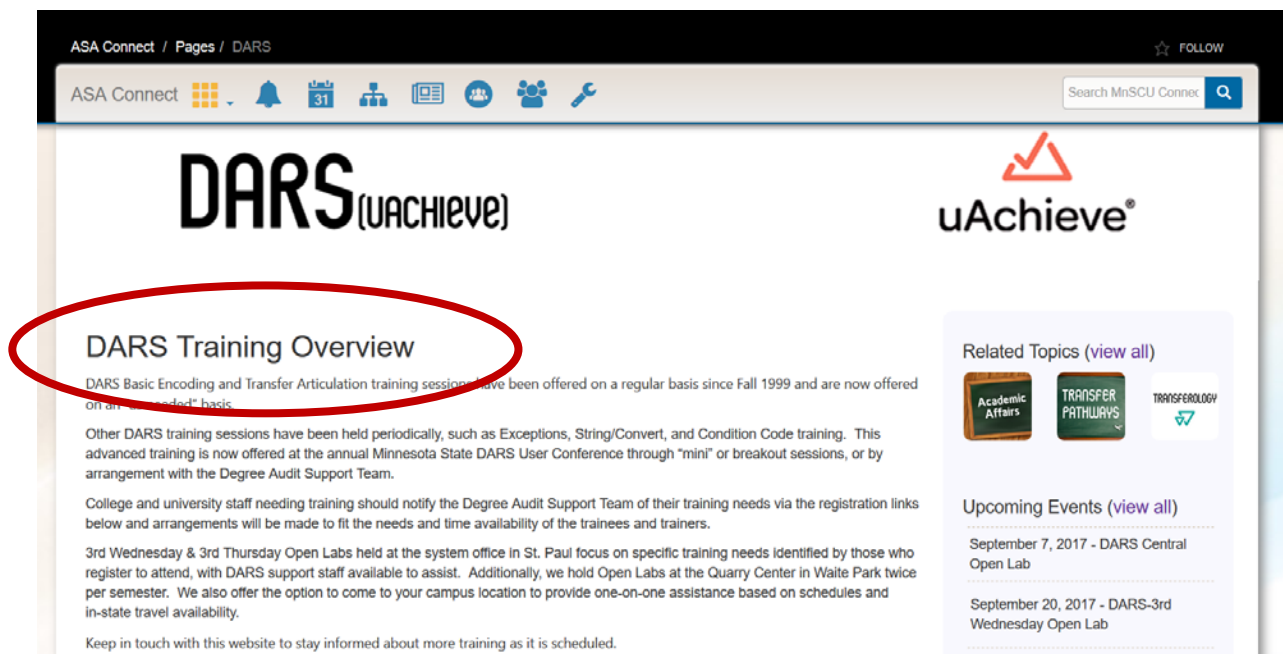
A really easy way to search through the 'Resources' (documents, posts and pins) is to sort by 'Keyword.' These 'Keywords' have been attached to the appropriate documents, posts and pins so that when you filter you will see only related information and documents.

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.'

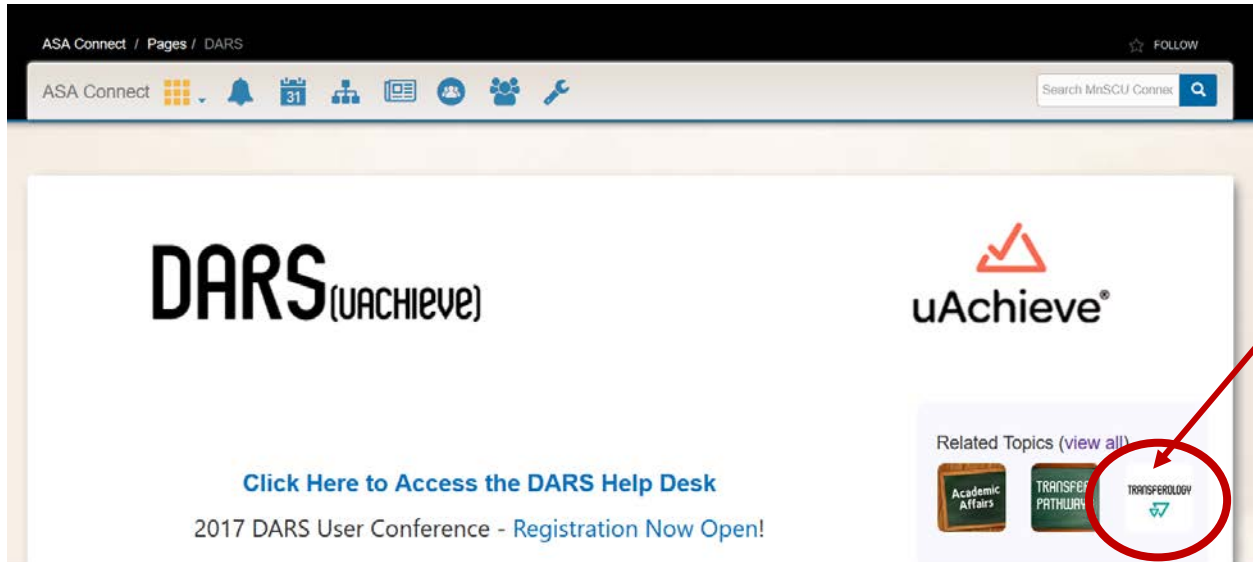


Get an overview of the various trainings that we offer, along with information, tentative agendas, Transferology™ videos/webinars and User Conference info.

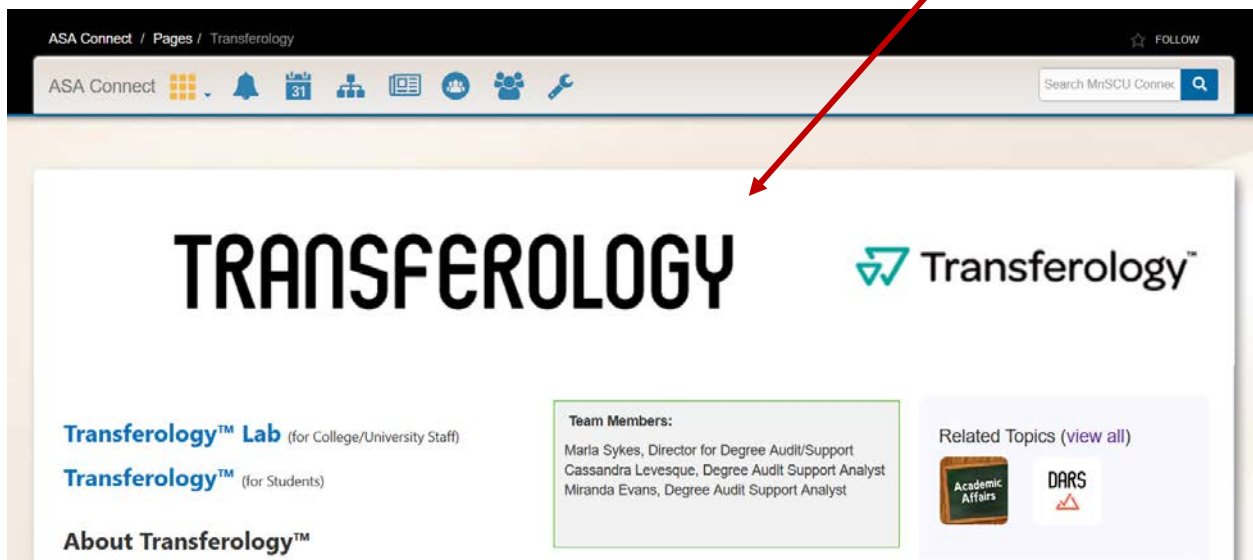


Quick Access to the Transferology™ SharePoint Site

From the [DARS SharePoint site](#), click on the Transferology™ icon under 'Related Topics.'



Now you're on the Transferology™ SharePoint site!



Need to go back to the DARS SharePoint site?? Click on the DARS icon under 'Related Topics.'

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