

Quick Reference Guide

How to create your RPDE Member Collaboration Site account

Audience: RPDE Member Primary Contacts (default site Administrators)

Pre-requisite: RPDE has sent you an invitation email with hyperlink.

Scenario: Use these steps to:

- establish your account
- access your account after establishment
- invite people from your organisation to your Member Collaboration Site account.

Steps

Establish your account

1. From the invitation email, select the login hyperlink.

IMPORTANT: Do NOT forward this email or link to other people. Use the ‘Share’ function described on page 4.

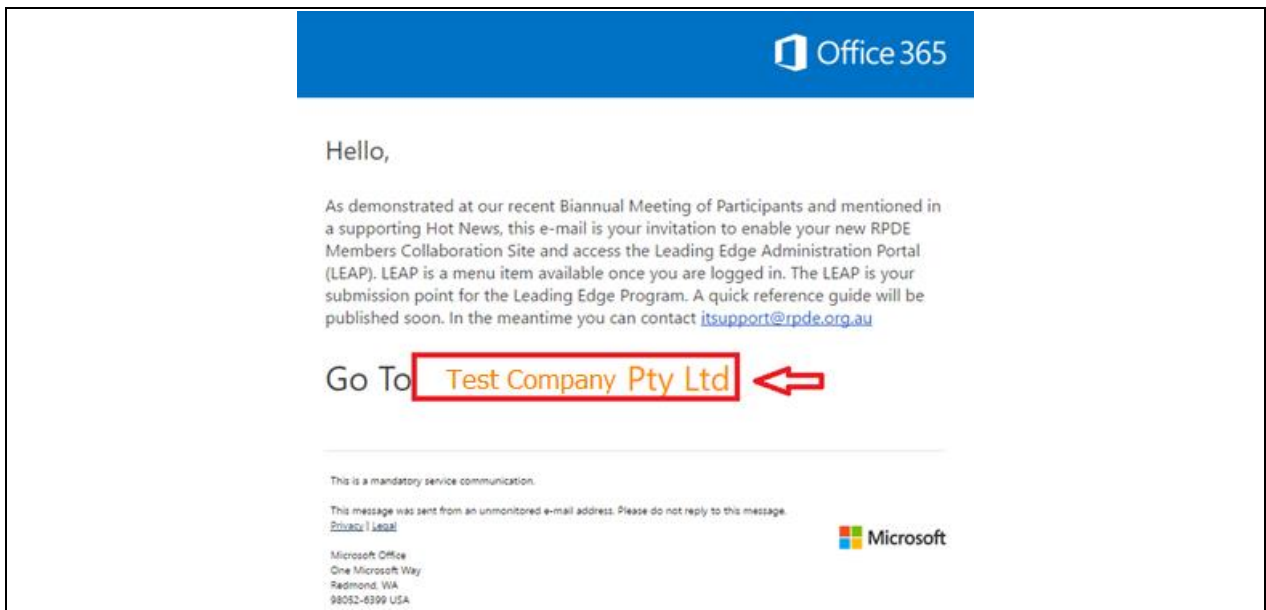


Figure 1. Organisation login hyperlink

In your web browser, the ‘Welcome to SharePoint Online’ page displays.

- 2.** Select one of these options:
- a. Click ‘Microsoft account’ if you already have registered a Microsoft account using your organisation’s email.
 - b. Click ‘Organizational account’ if you already have Office 365 from your work. The Office 365 page displays. **Go to step 5.**
 - c. If you are unsure, click the last option as shown with red arrow in the below screen shot. **Go to step 3.**

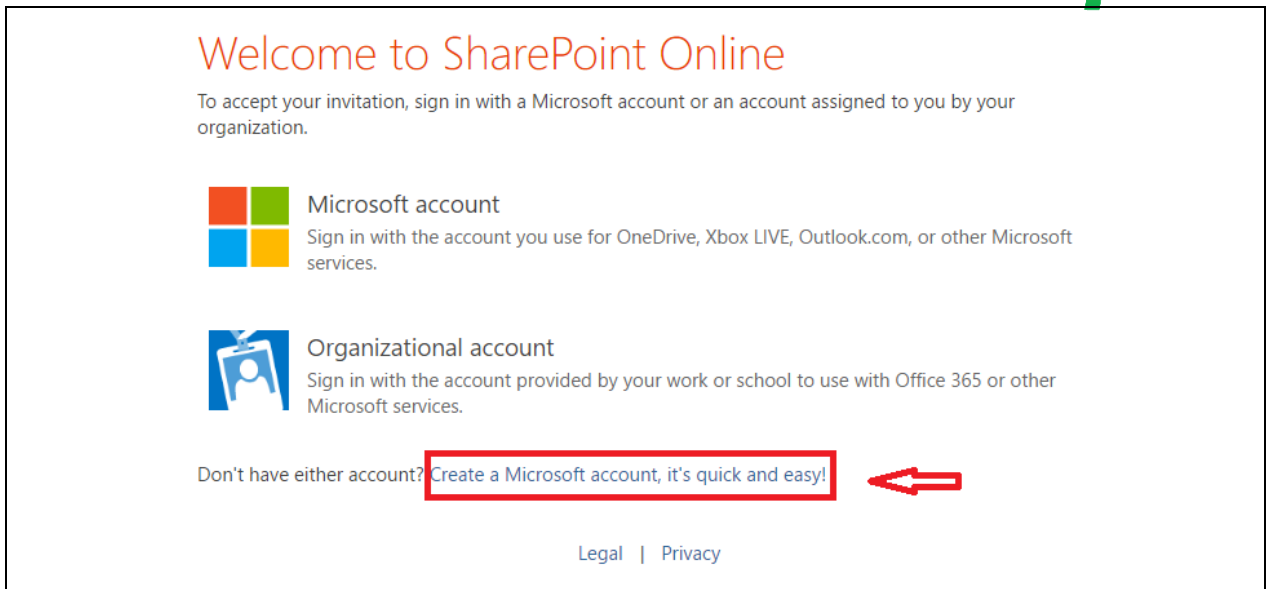
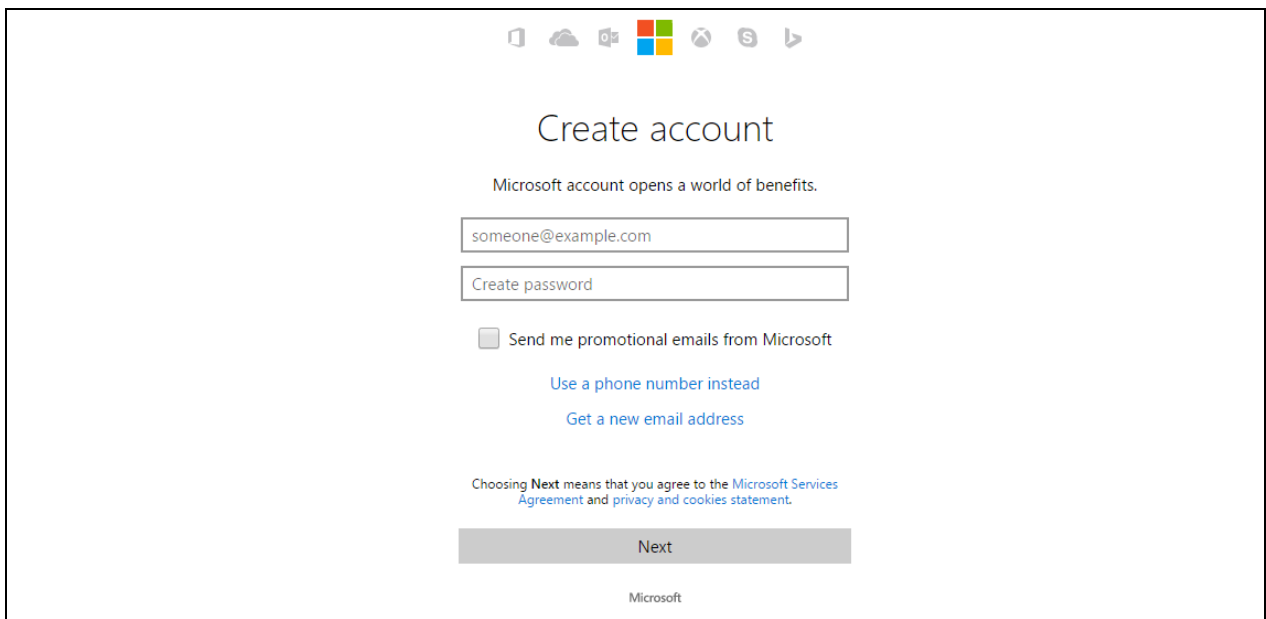


Figure 2. 'Welcome to SharePoint Online' page

3. From the 'Create account' form, enter your email address and create a password.
4. Select the 'Next' button.



Note: The form will detect whether you already have a Microsoft account with this email address. After you have created the account, you will be directed to your Member Collaboration Site. Refer to Figure 4.

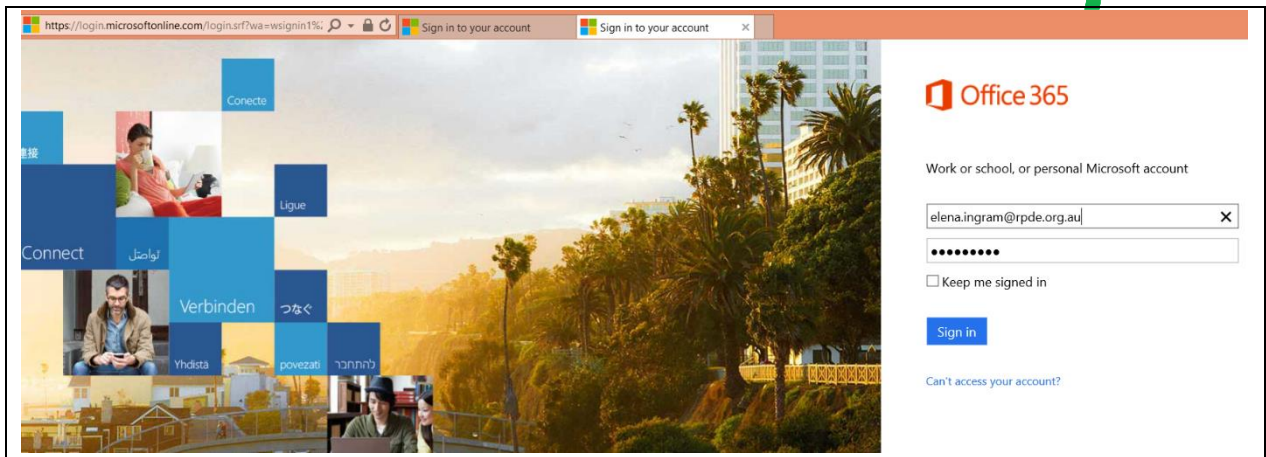


Figure 3. Microsoft Online Office 365 log-in screen

5. Continuing from step 2.a above, from the Office 365 page, enter your email address and password.
6. Select the 'Sign in' button.

Your RPDE Member Collaboration Site home page displays, as shown in Figure 4. RPDE Member Collaboration Site Home Page.

Please note all the focus areas that are highlighted in red.

- Top menu
- Side menu
- Settings icon
- Share icon
- Edit Page icon
- Search box

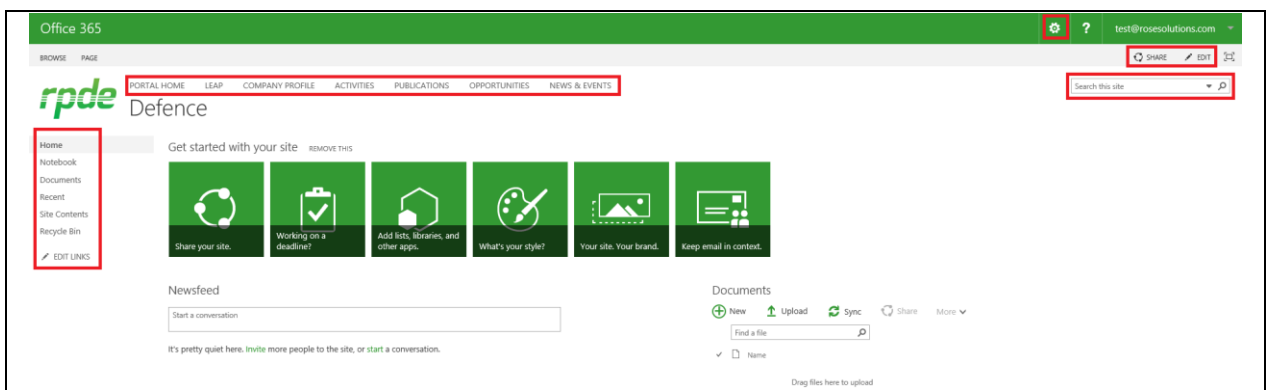


Figure 4. RPDE Member Collaboration Site Home Page Example

As at the time of this document (May 2016), the menu items available to you are: Home, LEAP, Company Profile and Publications. Refer to the QRG for each ****coming soon to Publications****

Grant access to others

You must be a Member Collaboration Site Administrator to complete these steps.

Note: Please only invite your organisation’s users via your Member Collaboration Site and NOT the RPDE portal home site.

To grant Member Collaboration Site access to other members of your organisation:

1. From your Member Collaboration Site Home Page, select the ‘Share’ icon near the top right of the screen.

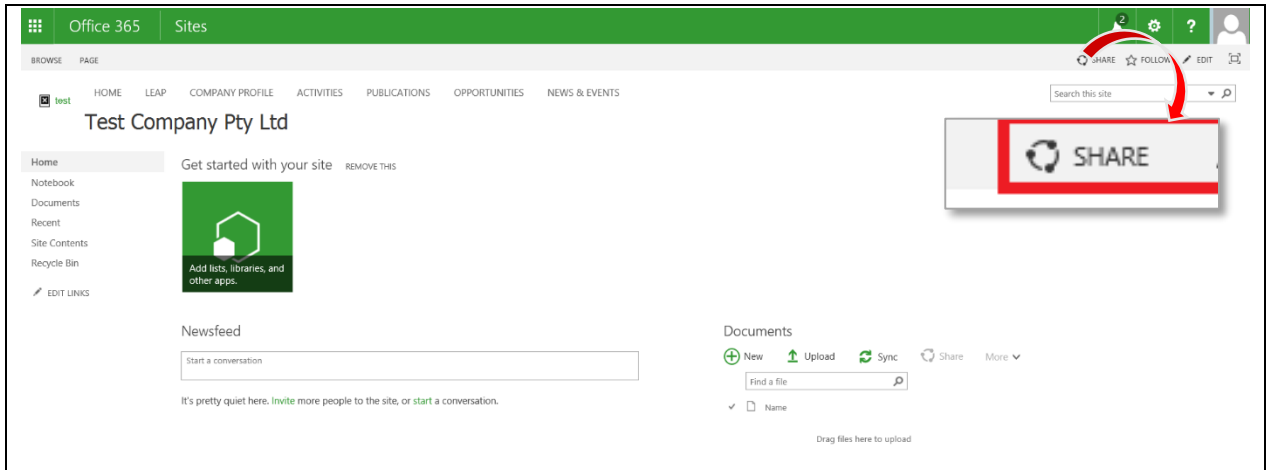


Figure 5. ‘Share’ icon

A pop-up window appears.

2. In the top text entry box, type in the email address(es) of the person/people you want to invite.
3. In the bottom text entry box, type in a message that will appear with the invitation email.
4. Select the ‘Send an email invitation’ check box.
5. Click on ‘SHOW OPTIONS’ to select which group to add the new users.
6. Select the relevant permission level: ‘Read’, ‘Edit’ or ‘Full Control’.

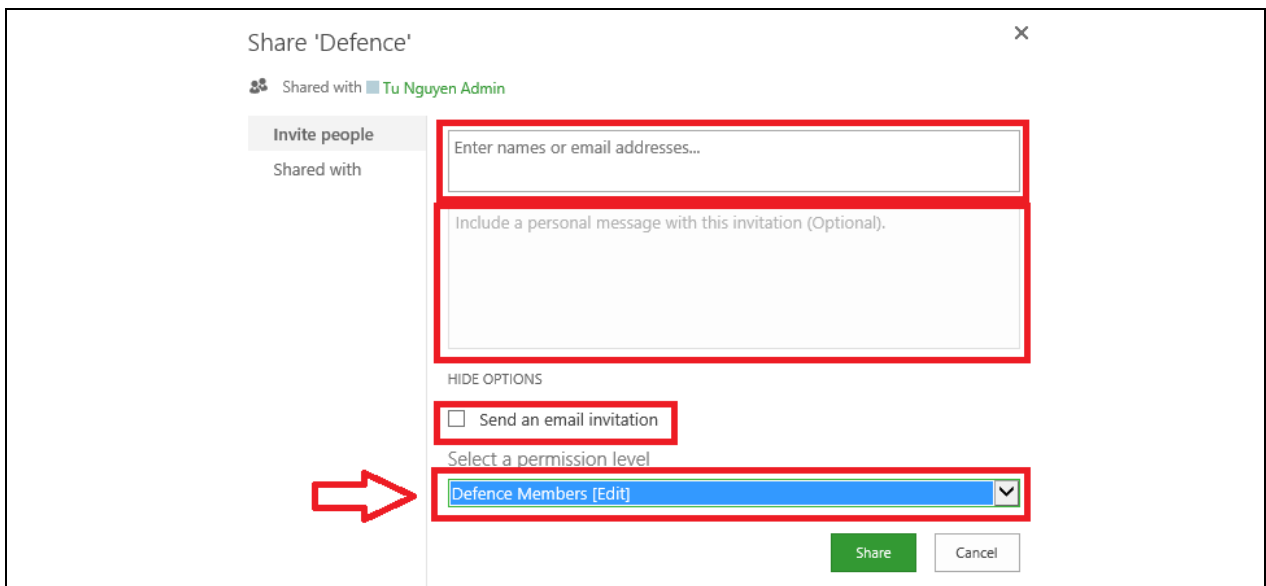


Figure 6. ‘Share this site’ pop-up window

7. Select the 'Share' button.

The systems sends an invitation email to the email address(es) you entered.

8. From the email invitation, the recipient must select the hyperlink.

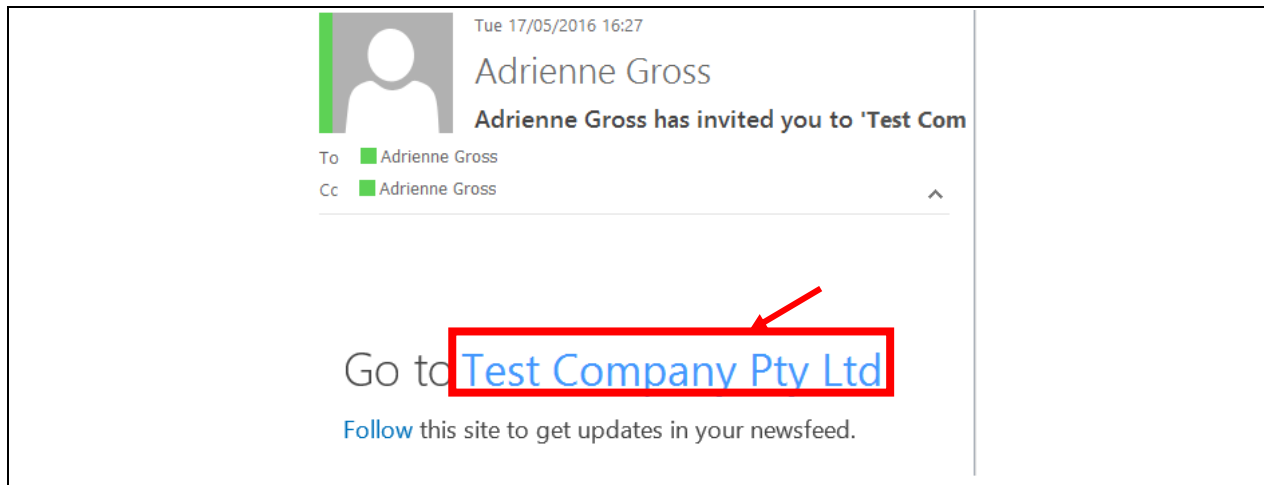


Figure 7. Recipient's email: link to Member Collaboration Site

The link goes straight to the Member Collaboration Site Home Page.

End of QRG.