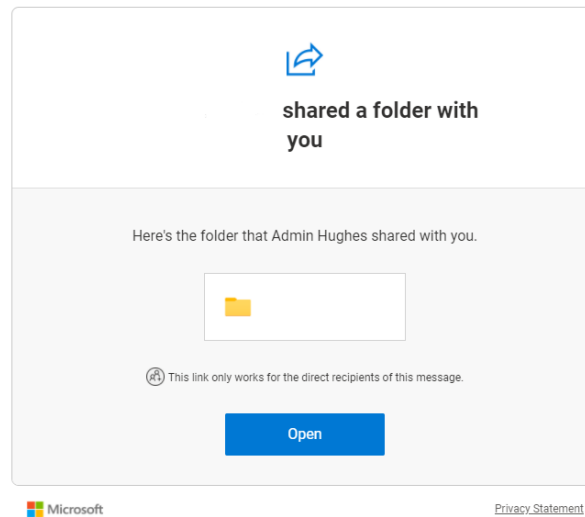


Accessing your centre folder in SharePoint

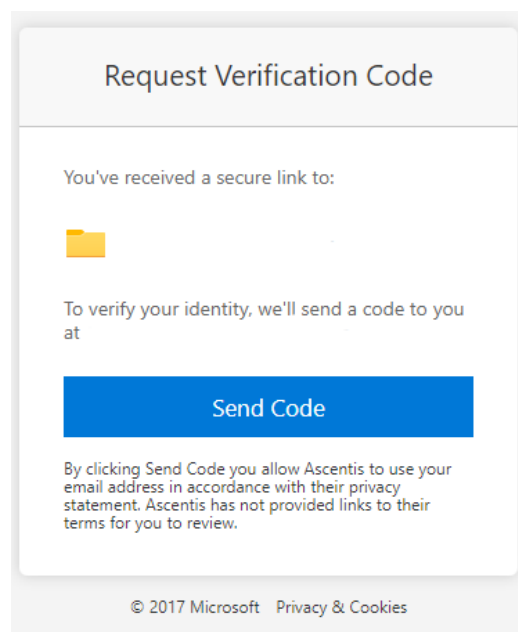
Sign into SharePoint:

You will receive an email with the subject line “Someone shared the folder “foldername” with you.” Open the email and click open button (see below).

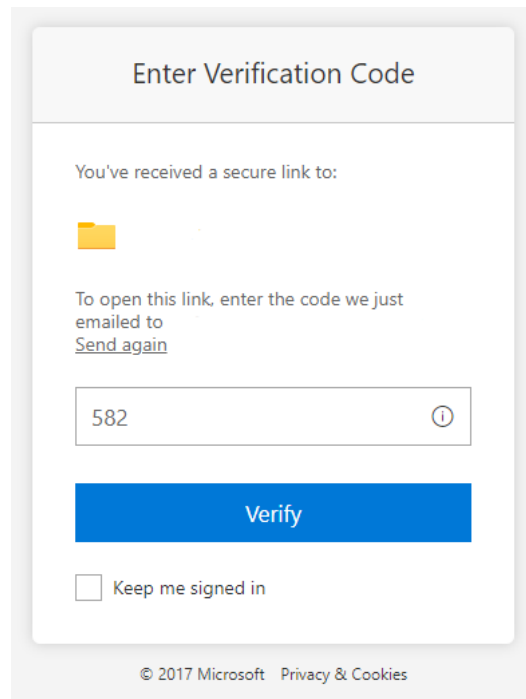
NOTE: You may need to check your spam folder for the email.



When the link opens in the web page it will display a message like below, click Send Code – This will send a verification code to your email address



A code will be sent to you in an email. Copy the code and paste/type it (See below). Then click Verify.



Enter Verification Code

You've received a secure link to:

To open this link, enter the code we just emailed to [Send again](#)

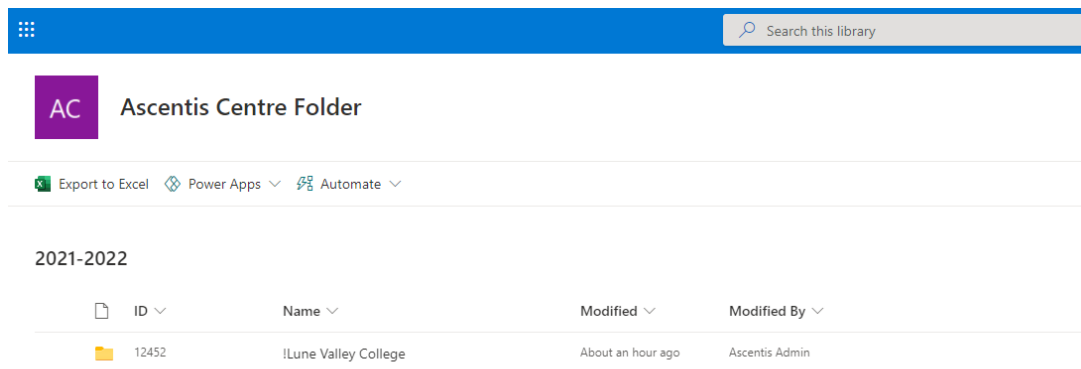
582

Verify

Keep me signed in

© 2017 Microsoft Privacy & Cookies

You will then see the Ascentis Centre Folder SharePoint site. Under 2021-2022, you will see the centre folder/s you have been assigned to.



Search this library

AC Ascentis Centre Folder

Export to Excel Power Apps Automate

2021-2022

ID	Name	Modified	Modified By
12452	!Lune Valley College	About an hour ago	Ascentis Admin

Managing your folder.

Clicking into the centre folder, you should see 3 subfolders listed below:

+ New Upload Share Copy link Sync Download Export to Excel Power Apps Automate

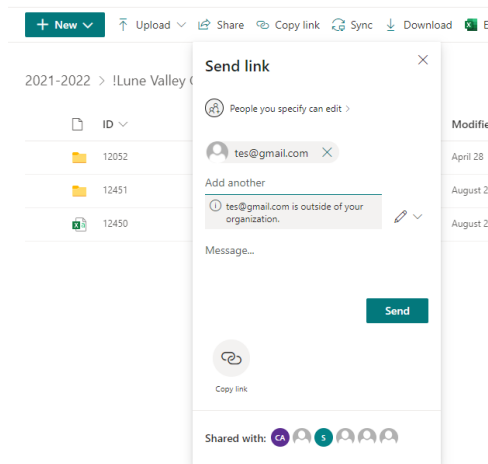
2021-2022 > !Lune Valley College

ID	Name	Modified	Modified By
15411	Centre Recognition & Qualification Approv...	September 16	James Rea
197	Quality Review Documents	September 7	Ascentis Admin
15414	Reasonable Adjustments	September 16	James Rea

You can use the toolbar at the top to create and upload files in the folder.

+ New Upload Share Copy link Sync Download Export to Excel Power Apps Automate

You can also click the **Share** button to share the folder/files with colleagues.



When you press send, the person will receive an email to access the folder/file.

NOTE: the default permission level is Edit. If you want to change this to 'view only' click the drop down next to the pen and select **Can View**.

When sharing files and folders please follow best practices and GDPR laws. Only share the folder with approved colleagues.