**SHAREPOINT ACCESS GUIDE**

1. **NAVIGATE TO NOSM UNIVERSITY WEBSITE**

Open a new browser window, type [nosm.ca](https://www.nosm.ca/) into the URL address bar at the top and click enter.

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1. **NAVIGATE TO SHAREPOINT USING myNOSM U**

SharePoint is available on the NOSM University main page, under the general links in myNOSM U.

* 1. Click on myNOSM U in the top right corner of the NOSM University main page.

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* 1. Click on [Intranet](https://nosm.sharepoint.com/sites/NOSMIntranetHome) from the **General** column.

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1. **LOGIN SCREEN FOR SHAREPOINT**

Enter the username and password provided by the NOSM U IT Team and click on **Sign In**.

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**USEFUL TIP:** to retrieve your NOSM U username or password, or if you need to reset your password, please contact the **NOSM U IT Helpdesk**,[**helpdesk@nosm.ca**](file:///Users/cagreen/Downloads/helpdesk@nosm.ca)**.**

1. **NAVIGATE TO NODIP’S SHAREPOINT SITE** 
   1. Type **NODIP** into the search bar at the top and click enter.

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* 1. Click on the link for the [NODIP Site](https://nosm.sharepoint.com/sites/NODIP/SitePages/Northern-Ontario-Dietetic-Internship-Program-(NODIP).aspx) option - <https://nosm.sharepoint.com/sites/NODIP>

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1. **NODIP SHAREPOINT SITE**

The NODIP SharePoint site main page features six images representing sub-sections which contain specific resources. If you encounter any issues, please contact the NODIP Administrative Assistant [nodip@nosm.ca](file:///Users/cagreen/Downloads/nodip@nosm.ca).

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