

Getting Started in SharePoint

In order to access the repository that OIT has established for your agency's IT Planning and Procurement information, you will need to log into the SharePoint portal.

How you login into the SharePoint portal varies depending on your agency's SharePoint configuration.

Each agency falls into one of three account types:

- **Standard Accounts**—These accounts can access the SharePoint site by entering their State email address and email password.
- **Non-Standard Accounts**—These accounts can access the SharePoint site by entering their State email address and DAS password.
- **Trusted Accounts**—These accounts can access the SharePoint site by entering their State email address and DAS password.

Disclaimer: This documentation has been prepared and tested with each of the three SharePoint accounts types. However, due to the variety of technology configurations within agencies, some users may experience anomalies when working with the SharePoint site or the planning and procurement files that are not captured in this documentation. In the event this occurs, please contact your agency analyst. Your analyst will work with you or direct you to further technical support as the situation warrants.

To login to SharePoint, find your agency in the following table and proceed to the login instructions section for your account type.

Agency Acronym	Account Type
ACC	Standard
ADA	Standard
AFC	Non-Standard
AGE	Non-Standard
AGR	Standard
AMB	Standard
ARC	Standard
ART	Standard
ATH	Standard
BRB	Standard
BTA	Standard
BWC	Standard
CDP	Standard
CHR	Standard
CIV	Standard
COM	Standard
COS	Standard
CRB	Standard
CRD	Non-Standard
CSW	Standard
DAS	Standard
DEN	Standard
DEV	Non-Standard
DMH	Standard
DNR	Non-Standard
DODD	Non-Standard
DOH	Trusted
DOT	Trusted
DPS	Standard
DRC	Standard
DVM	Standard
DVS	Non-Standard
DYS	Non-Standard
EBR	Non-Standard
EDU	Standard
ENG	Standard
EPA	Standard
ERB	Non-Standard
ETC	Standard

Agency Acronym	Account Type
ETH	Standard
EXP	Standard
FUN	Standard
HFA	Standard
IGO	Standard
INS	Non-Standard
JFS	Non-Standard
LCO	Non-Standard
LIB	Non-Standard
LOT	Non-Standard
MED	Standard
MHC	Standard
MIH	Standard
NUR	Non-Standard
OBD	Standard
OBM	Trusted
OCC	Non-Standard
ODB	Standard
OIC	Non-Standard
OPP	Standard
OPT	Standard
OSB	Non-Standard
OSD	Non-Standard
PRX	Standard
PSY	Standard
PUB	Non-Standard
PUC	Non-Standard
PWC	Standard
PYT	Standard
RAC	Standard
RCB	Standard
RSC	Standard
SAN	Standard
SFC	Standard
SPA	Standard
SPE	Standard
SRC	Standard
TAX	Non-Standard
TTA	Standard

Logging into SharePoint with a Standard Account

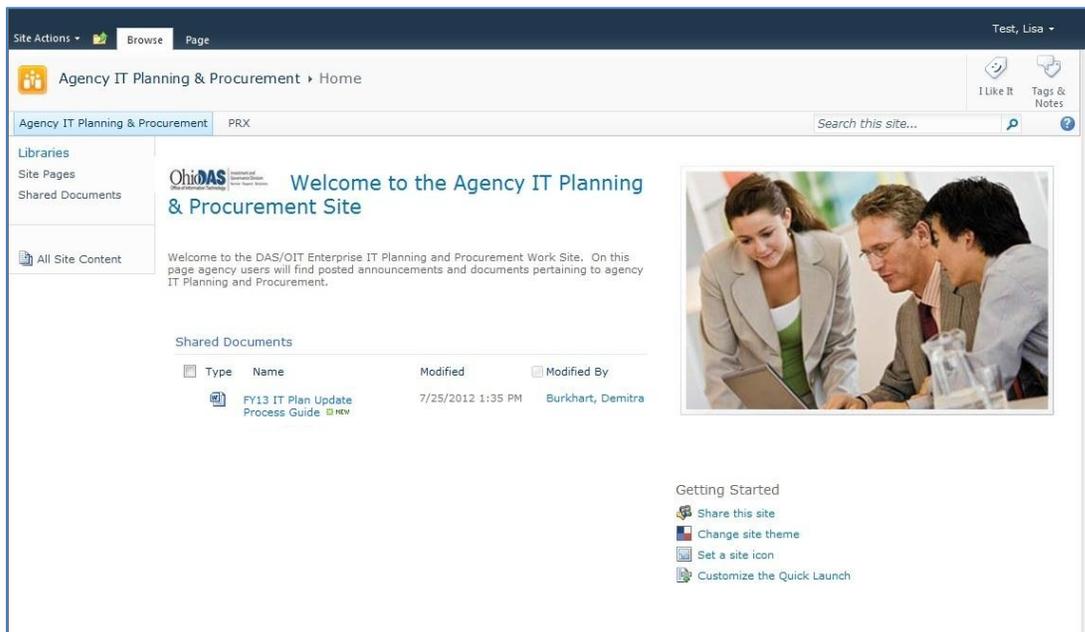
1. From the desktop, open a web browser.
2. Navigate to the URL: <https://dasportal.sp.ohio.gov/sites/ITIP/SitePages/Home.aspx>.

Result: The system displays a login screen.



3. In the **Password** field, enter your email password.
4. Click .

Result: If the login is successful, the system displays OIT's **Agency IT Planning & Procurement Site**. Now that you are in the site, please refer to the FY13 IT Plan Update Process Guide for information on how to access your agency's files.



If the login fails, the system highlights the **Password** field. You can try to log in again by re-entering your password and clicking , or you can contact the OIT Customer Service Desk at csc@oit.ohio.gov to resolve the issue.

Logging into SharePoint with a Non-Standard Account

1. From the desktop, open a web browser.
2. Navigate to the URL: <https://dasportal.sp.ohio.gov/sites/ITIP/SitePages/Home.aspx>.

Result: The system displays a login screen.



3. In the **User name** field, enter your State email address.
4. In the **Password** field, enter your DAS password.

NOTE: If you do not know your DAS password, proceed to step 6 to reset your password.

5. Click .

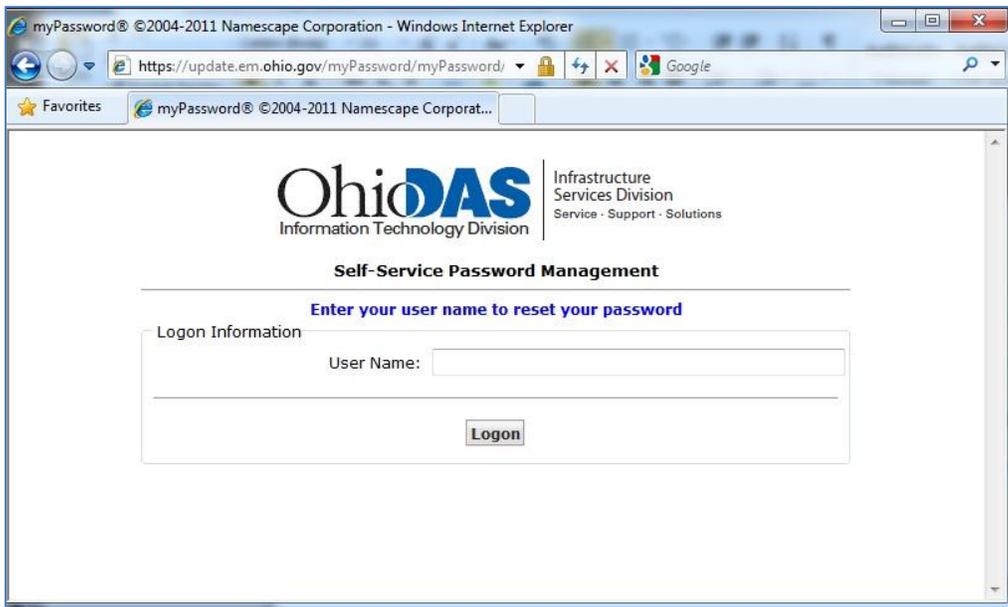
Result: The system displays OIT's **Agency IT Planning & Procurement Site**. Now that you are in the site, please refer to the FY13 IT Plan Update Process Guide for information on how to access your agency's files.



If the login fails, continue with step 6 to reset your password.

6. Open a second browser window and navigate to <https://update.em.ohio.gov/myPassword/myPassword/PasswordReset.aspx>

Result: The system displays the **Self-Service Password Management** window.



7. In the **User Name** field, enter your State email address and click .

Result: The system displays a confirmation message.



8. Open your State email inbox to retrieve the message.

Result: The system displays a message and a link for resetting your password.



9. Click .

Result: The system opens a web browser and navigates to the **State of Ohio – Self-Service Password Management** window.



10. To create a new password, follow the rules listed below:
- Password must be at least 8 characters in length
 - One upper case letter
 - One lower case letter
 - One special character including: ! @ # \$ % ^ & * () _ + | ~ - = \ ` { } [] : " ; < > ? , . /

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Self-Service Password Management

1. Passwords must be complex. The password must contain characters from at least three of the following four categories:

- a. English uppercase characters (A - Z)
- b. English lowercase characters (a - z)
- c. Base 10 digits (0 - 9)
- d. Non-alphanumeric (For example:
 !@#\$%^&*()_+|~-=\`{}[]:~>?.,/)

2. The password must be at least eight (8) characters long.

3. Password history will be enforced prohibiting the reuse of the last five (5) passwords associated with the account.

4. Password Lock-Out: this security action is taken after five password attempts.

5. Password will have the life of 90 days before expiration.

*** PASSWORD CANNOT CONTAIN THE TEXT OF YOUR USERNAME ***

Password:

Confirm:

11. In the **Password** field, enter your new password.
12. In the **Confirm** field, re-enter your new password.
13. Click .

Result: The system displays a success message.

Ohio.gov

*** State of Ohio - Self-Service Password Management ***

Your Password has been Reset!

14. Click to exit the second browser and return to the SharePoint portal at <https://dasportal.sp.ohio.gov/sites/ITIP/SitePages/Home.aspx>.

15. In the **User name** field, enter your State email address.
16. In the **Password** field, enter your new password.
17. Click .

Result: The system displays OIT's **Agency IT Planning & Procurement Site**. Now that you are in the site, please refer to the FY13 IT Plan Update Process Guide for information on how to access your agency's files.



Logging into SharePoint with a Trusted Account

1. From the desktop, open a web browser.
2. Navigate to the URL:

OBM—<https://dasportal.sp.ohio.gov/sites/ITIP/obm/SitePages/Home.aspx>

DOH—<https://dasportal.sp.ohio.gov/sites/ITIP/doh/SitePages/Home.aspx>

DOT—<https://dasportal.sp.ohio.gov/sites/ITIP/dot/SitePages/Home.aspx>

Result: The system displays a login screen.



3. In the **User name** field, enter your *First.LastName*.



4. In the **Password** field, enter your network password.

NOTE: If you experience login issues, contact your agency's customer service desk and request a password reset.

5. Click .

Result: The system displays OIT's **Agency IT Planning & Procurement Site**. Now that you are in the site, please refer to the FY13 IT Plan Update Process Guide for information on how to access your agency's files.

