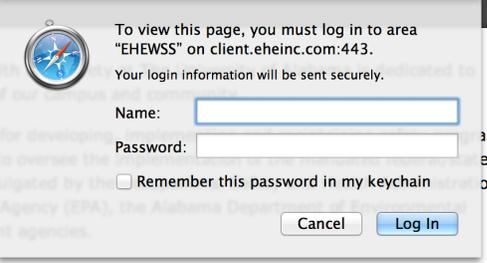


Logging into SharePoint

The SharePoint site is going through some changes, so we wanted to remind everyone how to login to the system. Please let us know if you have any questions about how the system works or logging in!

Steps:

1. From the EHS website, ehs.ua.edu, scroll to the bottom of the screen and the red menu bar. The left menu has the EHS SharePoint Access link. Once you click that link, a box like the one below will appear.



To view this page, you must log in to area "EHEWSS" on client.eheinc.com:443.
Your login information will be sent securely.

Name:

Password:

Remember this password in my keychain

Enter the following information into the box:

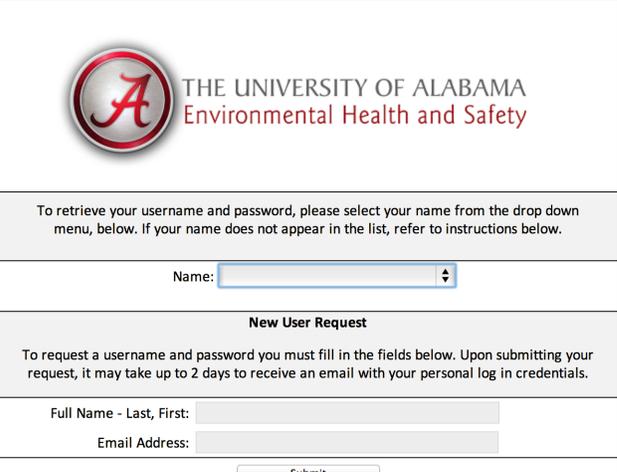
Name: bama
Password: RollTide

2. Once you are logged in, you can find your unique username and password by locating the book icon towards the bottom of the home page.



3. The following box will appear after you click on the book icon. Locate your name in the drop down menu. If it isn't listed, fill out the information in the boxes below the drop down menu and you will receive an email with your login information.

If you do not receive an email or are still unable to login, contact Marcy Huey at 348-5912



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To retrieve your username and password, please select your name from the drop down menu, below. If your name does not appear in the list, refer to instructions below.

Name:

New User Request

To request a username and password you must fill in the fields below. Upon submitting your request, it may take up to 2 days to receive an email with your personal log in credentials.

Full Name - Last, First:

Email Address: