

RIHousing MORs - SharePoint User Guide

Overview

RIHousing utilizes SharePoint, a document management tool that allows you to easily upload documentation to one place and therefore, conduct safer and more socially distant reviews.

SharePoint provides the following benefits:

- Safe, encrypted mechanism for sharing documentation.
- Organized to ensure you are not missing any documents required for MORs.
- Drag and drop policies directly into the folder, completely paperless. No need to give your reviewer a binder of photocopies.
- Uploads are kept in your drive in perpetuity so that your next MOR will only require items that have changed.
- You can begin uploading documents at any time, you do not need to wait for your MOR to be scheduled.
- Corrections/responses to the MOR may also be uploaded to the folder, creating a secure transfer of documents that may include personally identifiable information.

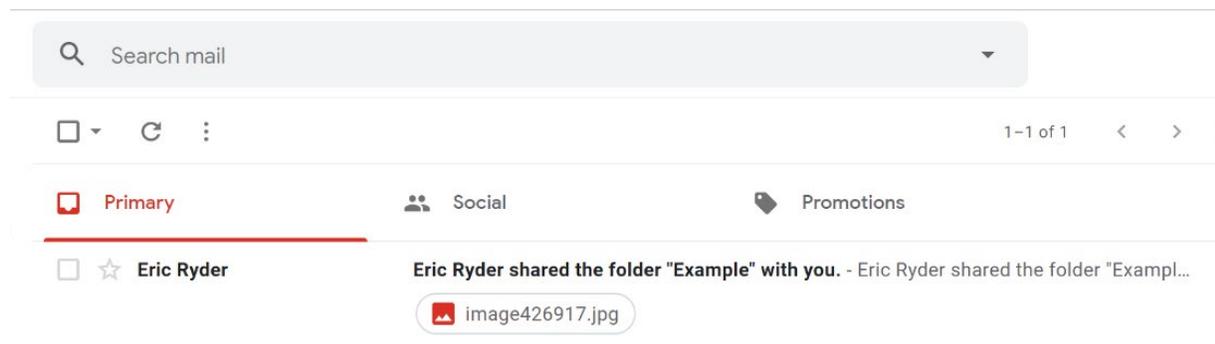
You can contact your asset manager at RIHousing with any comments, questions, or concerns.

How to Use

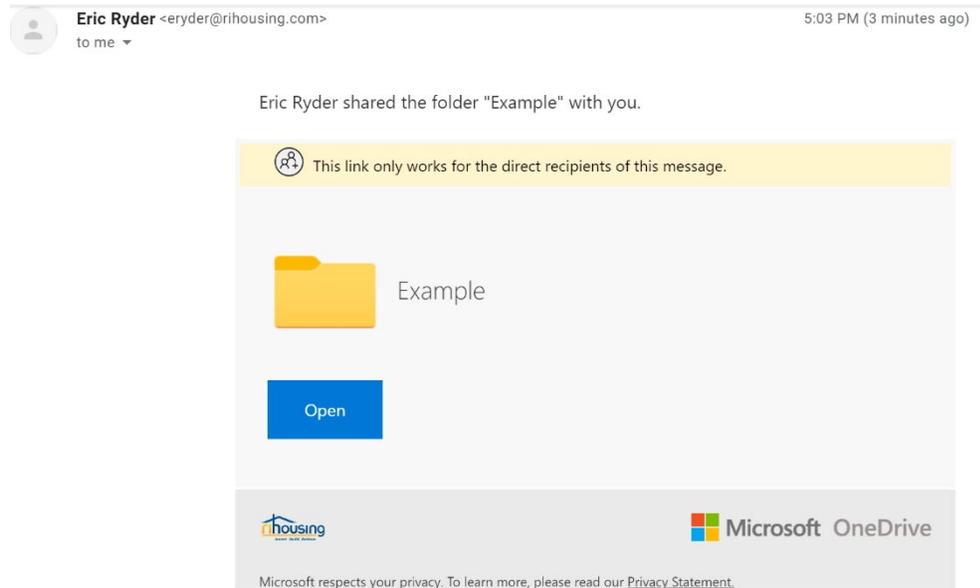
This guide uses Gmail as an example of recipient's email inbox. The same concepts should apply if you use a different email application.

Getting Started

You will receive an email from a staff person at RIHousing sharing a folder with you.



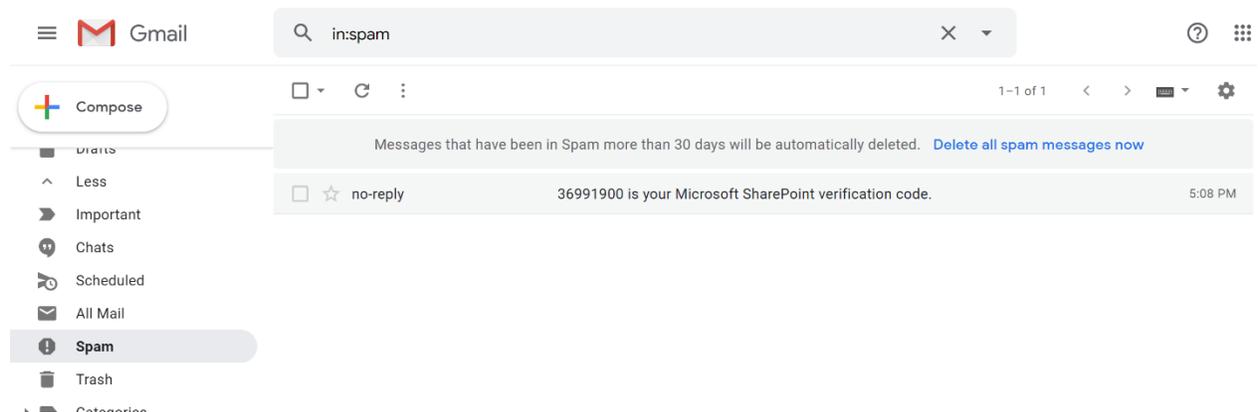
The body of the email will look like this:



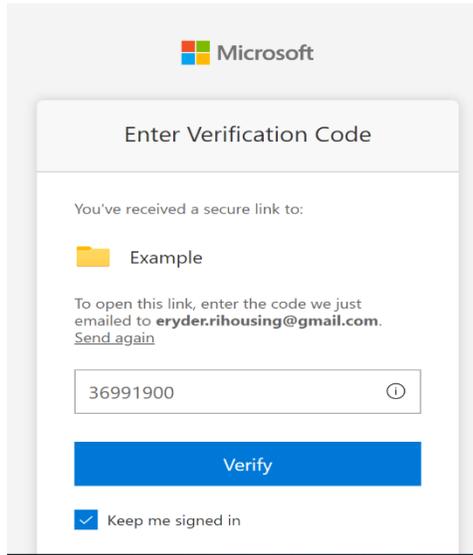
Click the  button to be taken to a new page.

From the new page, click  to send a code to your email. Check “Keep me signed in” to avoid having to do this in the future.

IMPORTANT: Depending on what you use for email, your verification code may get sent to your “Spam” (or “Junk”) folder. Check there if it does not appear in your inbox.

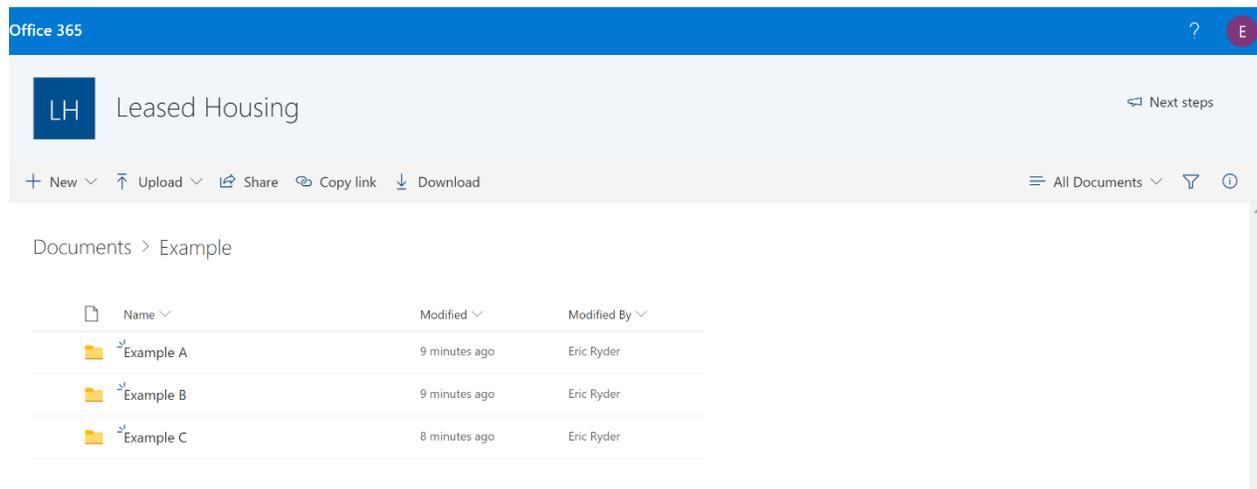


Enter your code on the Sharepoint Page. *Note:* Codes are unique. The one shown below will not work for you.



Once you have access to the SharePoint site, we highly recommend adding it to your bookmarks, which will make it much easier to access the site in the future. The other option is to save the email and use the link included to access the site.

The page you see will look like this (*see below*) but will include the MOR folders where you will upload the appropriate documents.



Once you are in the appropriate folder, simply click "Upload" and upload your documents.

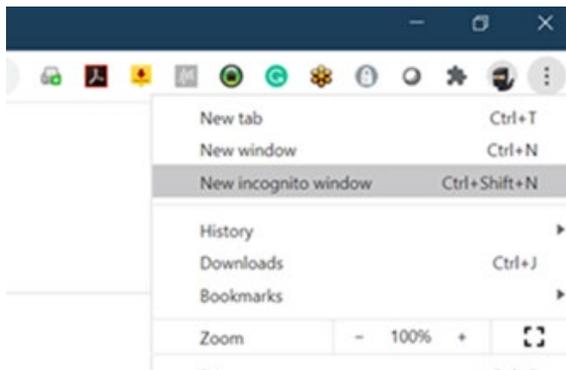
Troubleshooting Tips

If the steps above didn't work for you, make sure you are using Google Chrome.

If you are still having trouble, try opening the SharePoint Link in a *Google Chrome Incognito* browser session.

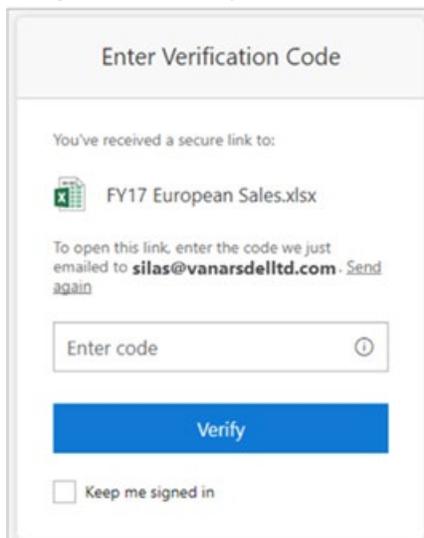
You can press Ctrl+Shift+N to open the session inside Chrome or click the New incognito window option from the menu.

Make sure you are using the same email address that the link and code are sent to.



You should also make sure you are using the code from the most current verification email. If it's older than a few hours, delete the email and have a new one sent. The code expires once a new code is generated so all the old codes become invalid.

Check your "Junk" email or "Spam" folder to locate the newest verification message if it's not delivered to your inbox. You can click the "Send Again" link to send a new verification code (this will make all other validation codes invalid so you can delete all those old emails). Do not click this multiple times as that will generate multiple emails and again, only the newest one is valid.

A screenshot of a web page titled "Enter Verification Code". The page has a light grey header with the title. Below the header, it says "You've received a secure link to:" followed by a green Excel icon and the text "FY17 European Sales.xlsx". Below that, it says "To open this link, enter the code we just emailed to silas@vanarsdeltd.com. [Send again](#)". There is a text input field with the placeholder text "Enter code" and a small circular icon with an 'i' on the right. Below the input field is a blue button with the text "Verify". At the bottom, there is a checkbox labeled "Keep me signed in".