COPHS-Faculty Activity SharePoint Office 365

Steps:

1. Go to:
http://Office365.tsu.edu

2. Enter Username & Password
Username = TSU email address;
Temporary password was received via email from TSU Office 365 Support Team
You'll be prompt to change your temporary password

3. Click SharePoint on the platform beneath your name

4. Click on "COPHS Faculty Activity" Folder

5. Select a type of activity on the left (i.e. Conference Presentations; Grant Awards; Publications; Faculty Awards)

6. Click "+ NEW" at the top.

7. Complete the form then click "Save"

8. If you have corresponding materials to upload (optional):
a. Go to "Upload the Materials" on the left of the home page
b. Select your department → find your name → select appropriate folder
c. Select "New" (drop down) → Select corresponding document