

Requesting Access to Graduate College Sharepoint Site

The Graduate College Sharepoint site contains up-to-date information for graduate faculty, graduate secretaries, budget administrators, graduate program coordinators, etc.

In order to access the Sharepoint site:

- (1) Email gradcol@bgsu.edu with the subject line *Sharepoint Access*.
- (2) In the email, provide your **BGSU userID**, job title, department, and how you would use the Sharepoint information (*i.e.: Grad contracting user guides, Grad Council minutes, etc.*)
- (3) After your request has been processed, you will receive an email indicating that the Sharepoint site has been shared with you.
- (4) After you log in with your BGSU credentials, you can access the site.
- (5) Be sure to "follow" the site to easily access it again in the future.

