

**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](mailto: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.