HOW TO ACCESS GRADUATE COUNCIL/GRADUATE COLLEGE SHAREPOINT SITES

Email Stephanie Boman (sboman@bgsu.edu) or Alexia Coffman (alexiac@bgsu.edu) to request access. The Graduate Council SharePoint is for Council members only. The Graduate College SharePoint is for all Graduate Faculty.

Stephanie/Alexia will “share” the site with you, and you will receive an email with a link to the site. By clicking on the link, the SharePoint site will open in your browser.

To access the site in the future (without having to search for the email with the link), you can do so through Office 365. You can get to Office 365 either by clicking on the Email button at the top of any BGSU website:

Or by clicking the Email button through MyBGSU:
You would then log in using your BGSU username and password. It will automatically bring you to your email. To access other applications, including SharePoint, you will click on the squares in the upper left hand corner of the screen:

From there, a list of the applications will pop up. Click on SharePoint:
The sites that you frequently use will automatically pop up:

Click on the site that you wish to access. Within each site, there will be folders, documents, and links that you can access:

For any questions, contact Stephanie Boman at sboman@bgsu.edu or 2-2824 or Alexia Coffman at alexiac@bgsu.edu or 2-0433.