

Overview

- How to log on to the AP Engineering Sharepoint site that is specific to your location
- How to use an email that is not specific to a Microsoft Account. IE gmail, etc..
- AP Engineering will first have to send you an invite before any log on will occur.

Revision and Approval

Rev	Date	Nature of Change	Approved By
0	3/17/2022	Original Issue	Cliff Laver

Procedure

1. Once the invitation email is received - Ignore the 'Accept Invitation' button and instead click the link in the personalized message
 - a. The email to login with, will be the email address this invitation was sent too.
 - b. NOTE: this email is a username that is used to sign into Microsoft. The password can be the same as your email address or it can be different. Either way, the password here will not affect your email address password.
2. There are two options here as a password has not been set yet.



lavercliff72@gmail.com

Enter password

Password

[Forgot password?](#)

[Email code to lavercliff72@gmail.com](#)

Sign in

3. Choose Forgot Password or Email Code. 'Forgot Password' will allow the user to assign a password that they can reuse or 'Email Code' which will provide a code sent to the assigned email. For this purposed we will follow the 'Email Code' path
 - a. After the code has arrived in the email, copy and paste it in the 'Enter Code'



← lavercliff72@gmail.com

Enter code

We emailed a code to lavercliff72@gmail.com. Please enter the code to sign in.

Enter code

[Use your password instead](#)

Sign in

4. The next step will be to Accept Permissions



5. The 'You need permission to access this site' window may appear; click the request access button

You need permission to access this site.

I'd like access, please.

Request Access

6. Access will be approved.
 - a. Once it has been I will forward an email letting you know
 - b. On occasion it can take up to 15 minutes from approval to allow access.
Be patient and try the link sent in the approval email.
 - c. Bookmark your sharepoint site for adding and updating all of your site-specific documents!