

Guide to Sharepoint

Sharepoint is a cloud-based website that is a secure place to store, organize, share, and access information from almost any device. All you need is a web browser and an internet connection. Wayside has created a sharepoint site to house links to key websites that all Wayside employees need like the Employee Intranet, Ceridian, the Incident Reporting System, Wayside IT Department site, and Forms & Templates. You can access the Wayside Sharepoint site at the following link:

<https://waysideyouth.sharepoint.com>

Once at the website, you log in using your Wayside email address and the same password you use to log in to a Wayside computer.



Sign in

guimel_decarvalho@waysideyouth.org | X

[Can't access your account?](#)

Next

Make sure to select "Work or School Account" as the type of account.



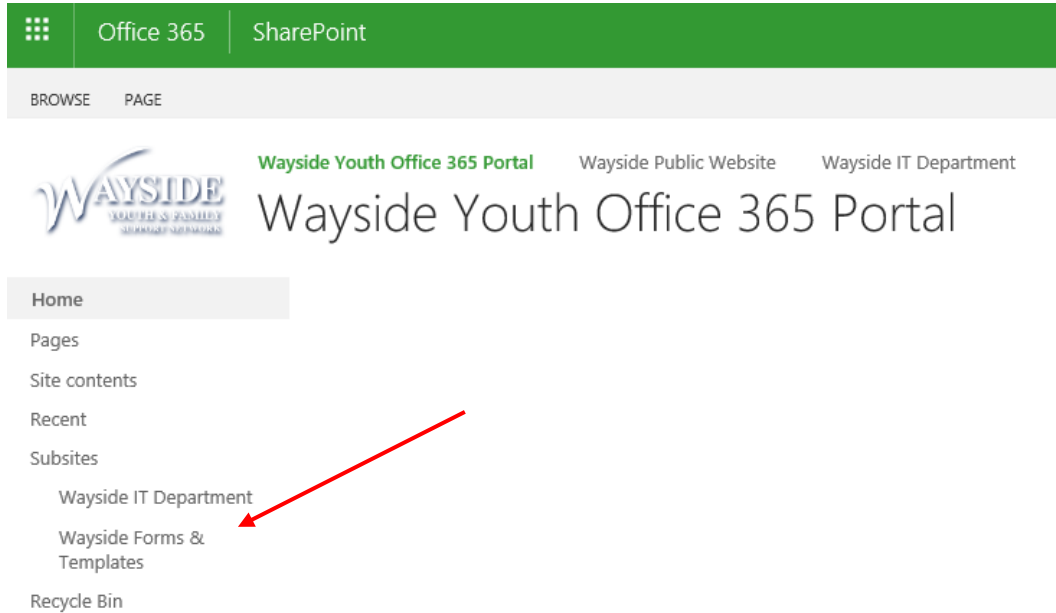
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



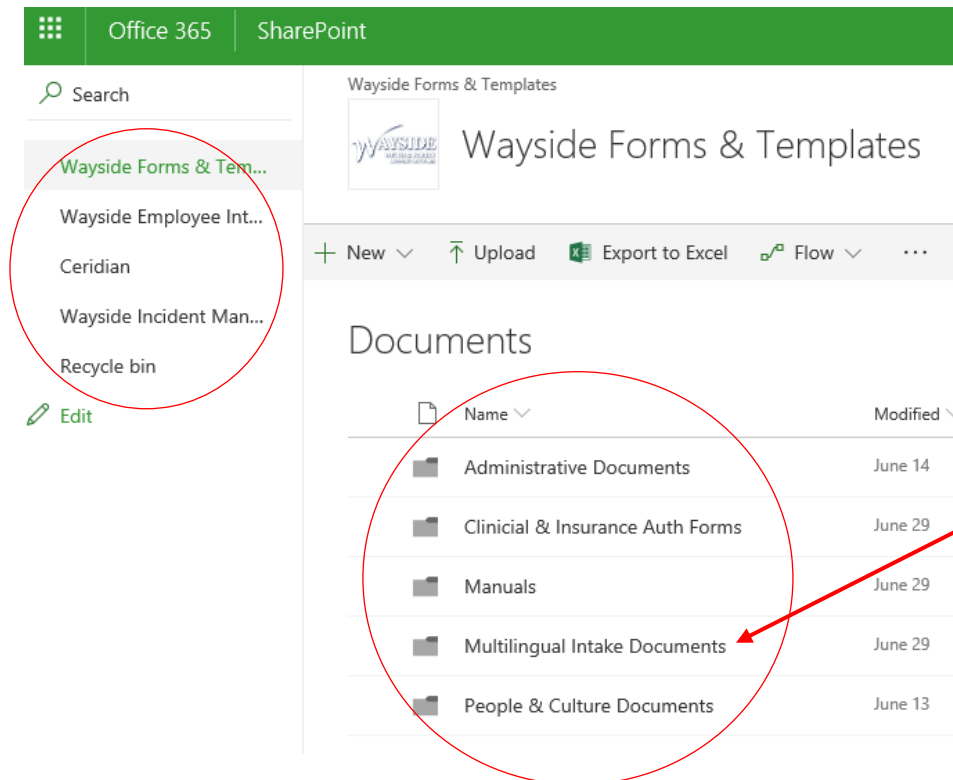
Work or school account
Created by your IT department
guimel_decarvalho@waysideyouth.org



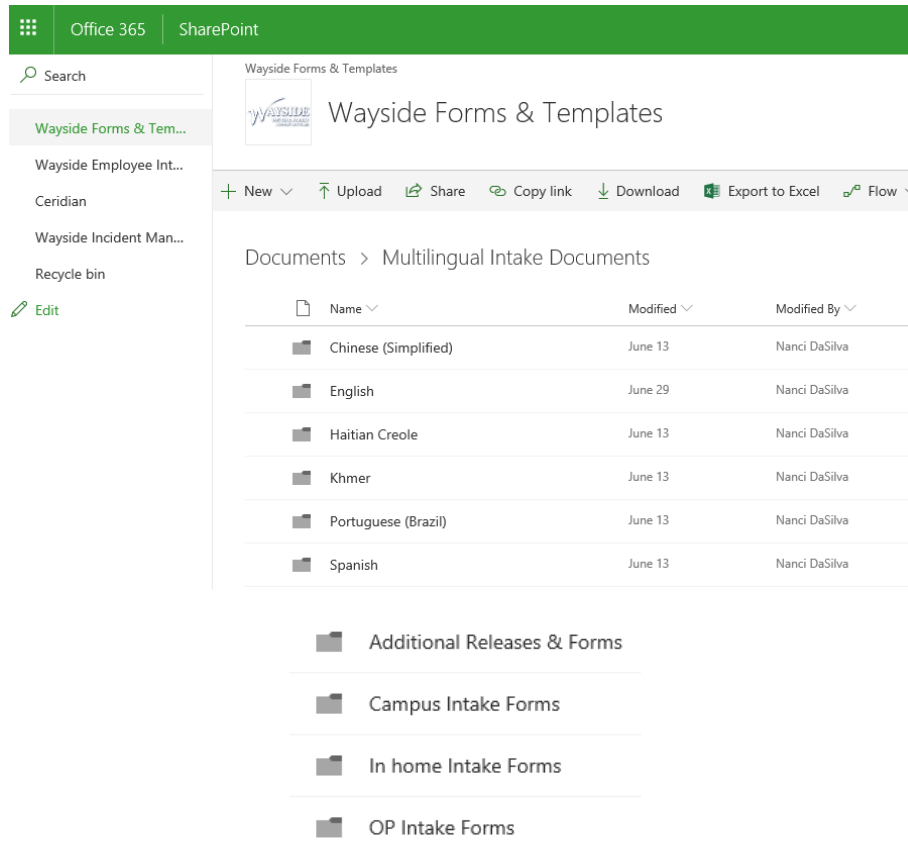
Once logged in, you will come to the Home page where you can choose to view one of two “subsites.” Select Wayside Forms & Templates to navigate to the Translated Forms and other common Wayside forms.



You will find links on the left side of the page to common Wayside websites and common forms in the folders in the center.



The Multilingual Intake Documents folder has documents in English, Chinese, Haitian Creole, Khmer, Portuguese (Brazil), and Spanish. Each folder can contain up to four categories of translated documents: Campus Intake, In Home Intake, Outpatient Intake, and/or Additional Releases & Forms.



You would simply locate the document you need, select it, and download it. You can also open it directly in Sharepoint and print it if needed.

