Instructions to Log on to SharePoint

1. Click on the link to the file you want to access from the GSRD Forms webpage.



2. You will be taken to the SharePoint log-in page. Enter your Winthrop user name (or Pick an account if you have logged in before.)







4. You will be asked if you would like to stay signed in. Select Yes or No.



5. The file you selected will open in this screen. Click on the ellipsis to open the options window.

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6. From the options window, click "download."

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7. The download dialog box will appear. "Open with Microsoft Word" is the default selection. Click OK. (Mac users: Your file will appear in the Download bar or Downloaded Files folder.)

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8. The form will open as shown below. Click on the Enable Editing button in the yellow bar.

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9. Your form is now ready to edit. When you are ready to save your work, choose FILE > SAVE AS.

10. From the Save As window, navigate to the folder where you would like to save your document and proceed as you normally would to save a file.

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11. After you exit Word, your SharePoint window may still be open. Click on GrantsSponsoredResearch-WU in the upper left corner.

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12. You will be taken to this page. Click your initials in the upper right corner.

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	Grants and Sponsored Research Development	
	Forms	
	Please note that the following files are in Microsoft Word doc format. If you do not have Microsoft Word installed on your computer, you can <u>download Open Office</u> for free.	
	Contract and Grant Forms	
	Intent to Apply for External Funding Form Instructions for Using Florteners' Signature for Grant Pouting and Authorization Form (odf 227 kb)	
	Grant Authorization Form	
	Contract Routing and Authorization Form	
	Disclosure of Financial Interest Interest	
	Responsible Conduct of Research Certification	
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13. Select "Sign Out" to sign out of SharePoint.

