

## 10 easy steps to a JHSPH student-group team site on the JHSPH portal

- (1) Open up an Internet browser and point it to <http://my.jhsph.edu> (the JHSPH portal).
- (2) When the “Authentication Required” drop-down box appears, enter in your own (student) user name and password. This should be the same user name and password with which you log in to check your JHSPH email (“Webmail,” mail.jhsph.edu).
- (3) You should now be looking at the “my.jhsph.edu – Home” page, (<https://my.jhsph.edu/default.aspx>). Depending on your set-up, a “Help Area” box should appear at the upper right. Click anywhere on this box.
- (4) You should now be looking at the page titled “my.jhsph.edu – Help” at <https://my.jhsph.edu/C11/Help/default.aspx>. The first option (next to a photo of a smiling woman wearing a microphone headset) should read “Help Desk (Online System).” Click these words.
- (5) Another “Authentication Required” drop-down box will appear in front of a new browser window. As in Step 2 above, enter in your own (student) user name and password. This should be the same user name and password with which you log in to check your JHSPH email (“Webmail,” mail.jhsph.edu).
- (6) A series of screens will pop up in the new browser window, as your log in is authenticated. Wait for it to finish. You should be looking at a page titled “Self Service Desk” at <https://help.jhsph.edu/helpdesk/login.asp>. (**NOTE:** If you want to bookmark this page to avoid going through the myJHSPH portal in the future, you should save <https://help.jhsph.edu/helpdesk/> as the URL.)
- (7) At the left of your screen, you should see a menu. Under “Information Systems,” click “Incident Request (Help Me).”
- (8) In the main part of the screen, a system of boxes should appear. Ignore the boxes at the top (which should contain your user name, phone number, *etc.*) and follow the instructions to type your request into the box headed, “Description.” Explain that you’d like a team site set up for your student group. When you are finished, click the “Submit” button (in the top-left corner).
- (9) If you are a departmental student group, it will save time to indicate whether you want your team site to be placed in the tree for your department or under the “Student Group” area. In the former, all members of your department will be given read access. In the latter, only students and invited faculty and staff will be invited as the default.
- (10) Portal administration (fronted by John Hildebrand, [jhildebr@jhsph.edu](mailto:jhildebr@jhsph.edu)) should contact you within a day or two to confirm your team site and offer training. If you’re not familiar with Microsoft’s SharePoint software, training will likely be very helpful. If you are, you should be able to begin tailoring your team site (*e.g.* adding and removing access to given users; uploading content, *etc.*).

That’s it – good luck!