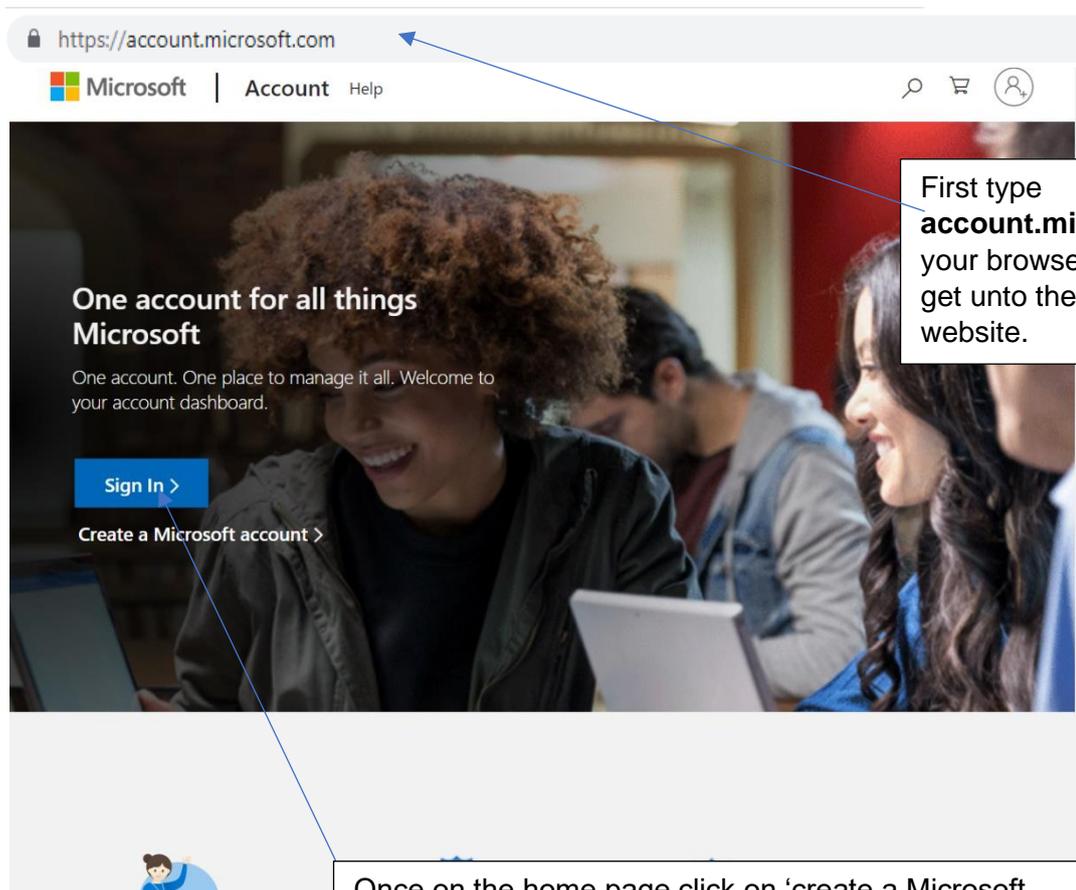


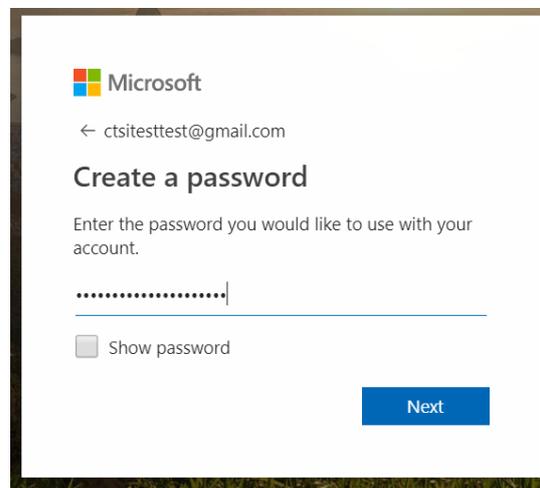
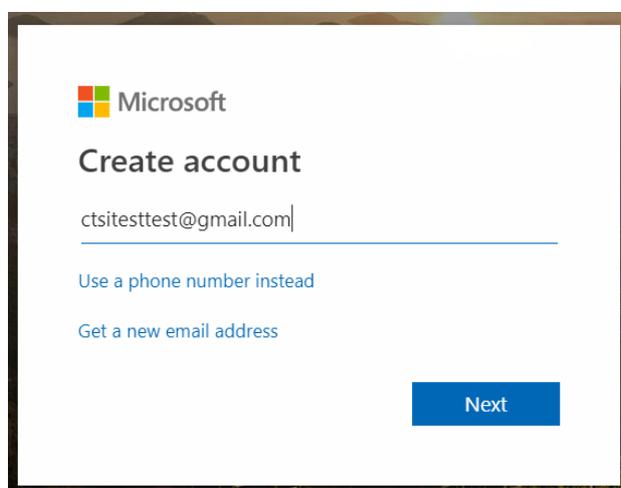
User Guide for SharePoint

- 1) Create a Microsoft account (if you have an account already, please go to Page 4)



First type **account.microsoft.com** into your browser address bar to get onto the Microsoft website.

Once on the home page click on 'create a Microsoft account'.



Use your already existing email to set up your Microsoft account along with your password. Once done click 'Next'.

You will be asked to input personal detail such as your date of birth. When done click 'Next'

The final stage of your account set up is to verify your email. Visit your email and click the link that was sent by Microsoft to verify your email address

Verify your email address Inbox x



Microsoft account team <account-security-noreply@accountprotection.microsoft.com>
to me ▾

3:40 PM (4 minutes ago) ☆ ↶

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure that this email address is yours.

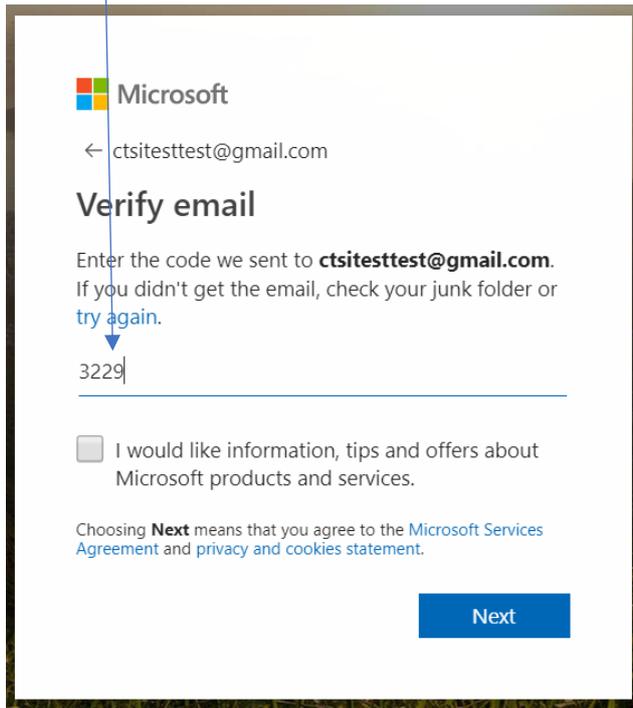
To verify your email address, use this security code: **3229**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

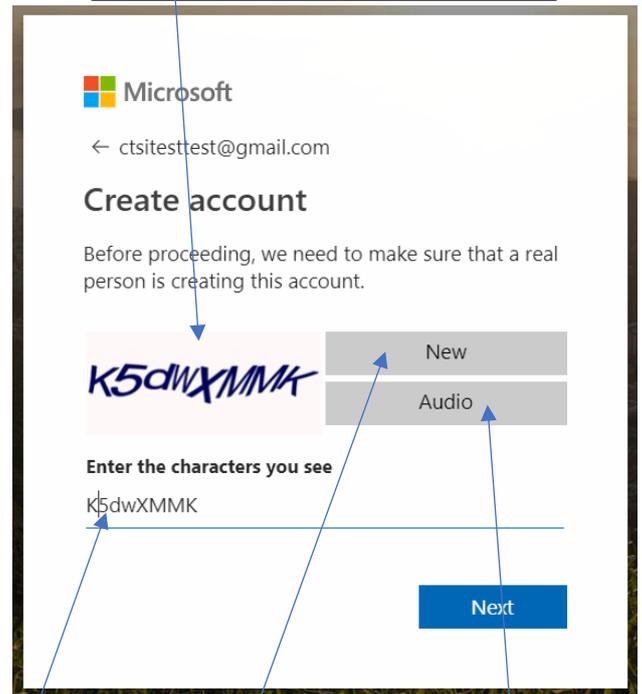
Thanks,
The Microsoft account team

Go to your email and open the email sent from Microsoft account team, look for the code in the email. In this case the code was **3229**.

Enter the code that was sent to your email and press 'Next'.



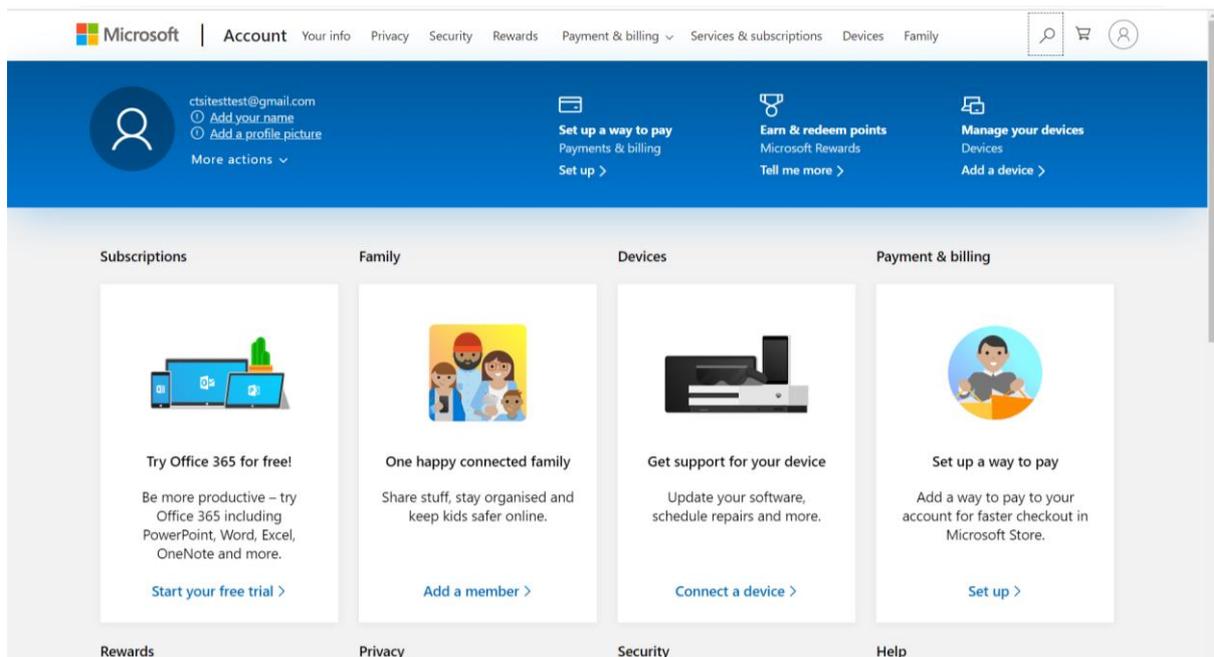
Before you officially create your account, you will need to complete a CAPTCHA as part of the process. Once done press 'Next'.



Enter the letters/numbers you see on the screen.

If you find the CAPTCHA unreadable choose another by pressing 'New'.

If you want to hear the CAPTCHA press 'Audio'.

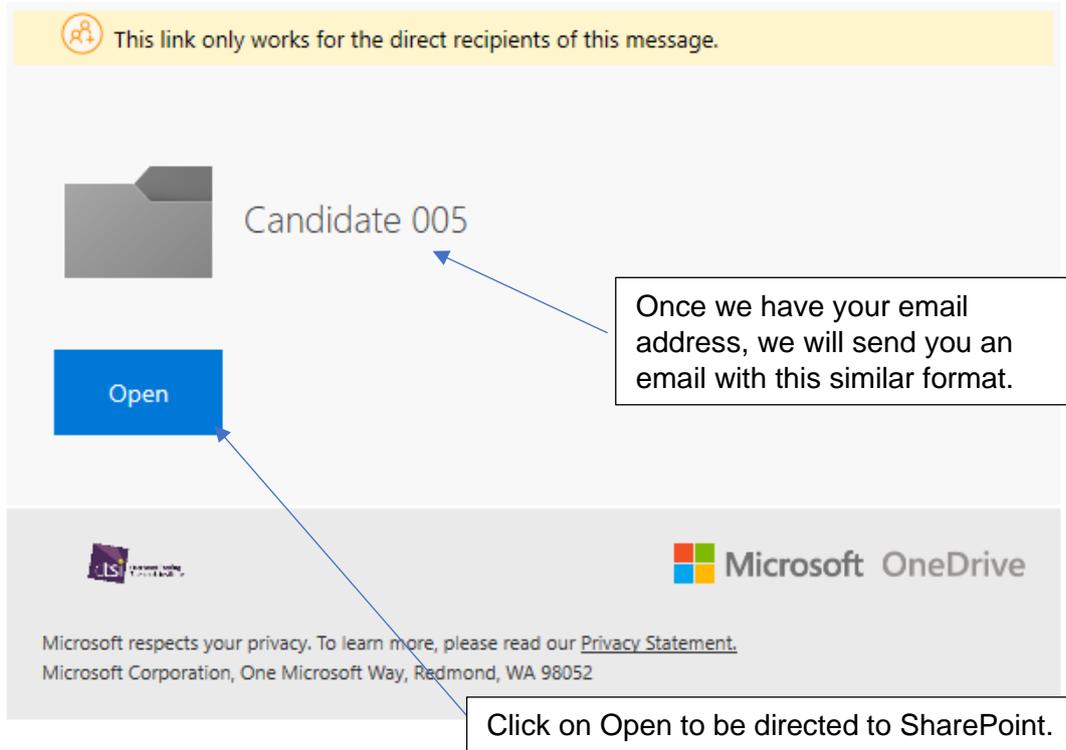


You now have a Microsoft account and will be able to access SharePoint, a web-based collaborative platform.

Next you must:

Provide the Education Department your email address by emailing (qualifications@tsi.org.uk) or phone us on **01268 582242** as soon as possible. The team will provide you with a link via email.

2) Open the link sent to you via email

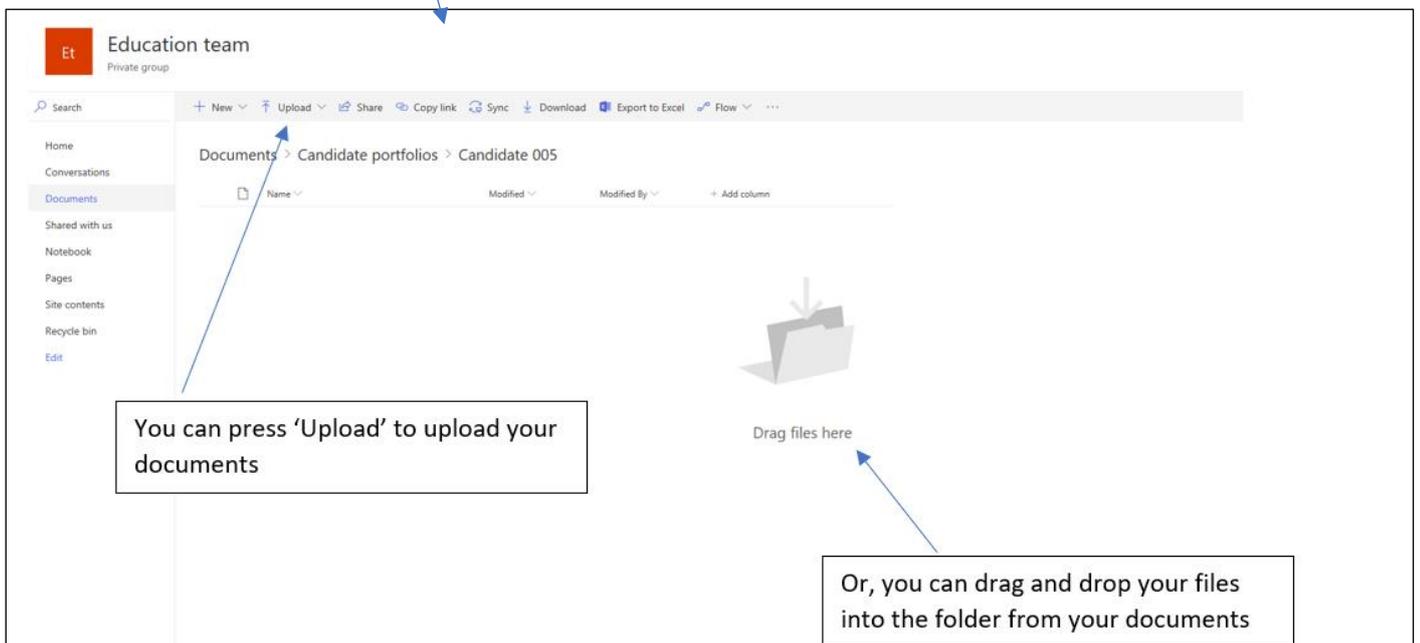


3) Upload your coursework into the Folder

In this folder you should submit all your coursework with relevant file names e.g. 'Candidate 005 Case Study'.

Once you have uploaded ALL coursework documents, let the Qualifications team know through phone or email.

Do **NOT** put your name anywhere on your coursework documents.



When you have loaded your coursework, the Education Team will revoke your access during the marking period.