

This document describes how to sign in and out of a SharePoint web site. Before you can make changes to the Evergreen Public Schools web site, you must sign in to it. Step-by-step instructions on how to "sign in" are below.

Signing in to the site


1. First, visit the website; www.evergreenps.org
2. Hover your mouse over the top right corner to the left of the 'Search' option (circled area pictured to the right) until the cursor turns to a hand  then **click the mouse** button.



Figure 1

Tip: the words "Sign In" are hidden.

3. When prompted to connect, enter your network **user name** and **password**.

Tip: you must type **egreen** in front of your user name.



Figure 2

4. You will see a **Site Actions** button at the top of the page when you successfully sign in.

Signing out of the site

1. To sign out, hover your cursor just left of **Site Actions** and click on the drop down arrow next to your name (circled area **Figure 3**).
2. Select **Sign Out**.

Tip: you will be asked if you wish to close the window. If you would like to return to the site without being signed in, click **No**, or click **Yes** to close the window.

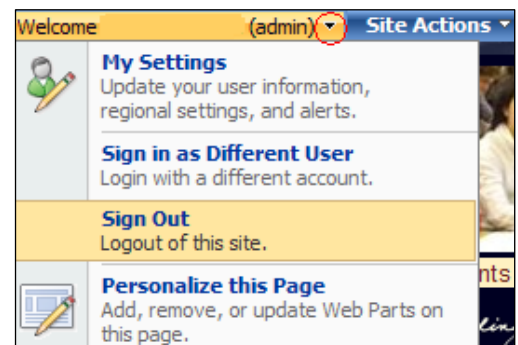


Figure 3