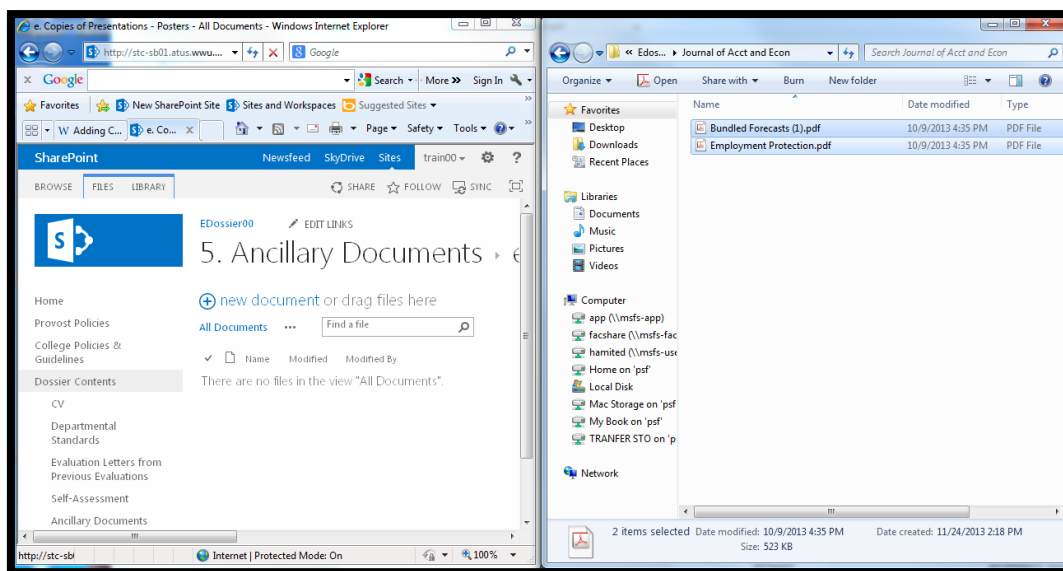


EDossier Getting Started



To access your eDossier site login to site you were given starting like this:

<https://wss.wvu.edu/sites/VPAA/Dossiers/>

VPN is required to access your eDossier site from off campus.

<http://west.wvu.edu/atus/helpdesk/vpn.shtml>

Adding Content to your eDossier

<http://it.wvu.edu/sharepoint/posts/adding-content-edossier>

Editing Your Cover Letter to your eDossier

<http://it.wvu.edu/sharepoint/posts/editing-cover-letter-edossier-sharepoint>

Sharing Your eDossier

<http://it.wvu.edu/sharepoint/posts/sharing-your-edossier-sharepoint>

Sharing your edossier is done in three ordered steps each waiting for the previous to be completed. The steps are to be completed in this order when ready Share with your department group, when told share with your college group, when told share with President@wvu.edu and Brent.Carbajal@wvu.edu.

Find your department and share your site with the corresponding group.

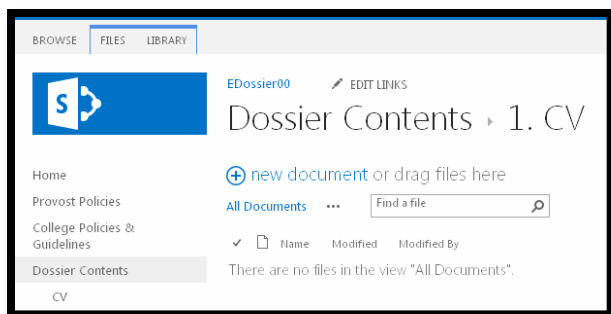
Department	Department Group	College Group
Accounting	grp.sharepoint_mswss-1_vpaa_dossier_TandP_acct_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CBE_visitors
Decision Sciences	grp.sharepoint_mswss-1_vpaa_dossier_TandP_dsci_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CBE_visitors
Economics	grp.sharepoint_mswss-1_vpaa_dossier_TandP_econ_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CBE_visitors
Finance & Marketing	grp.sharepoint_mswss-1_vpaa_dossier_TandP_fmkt_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CBE_visitors
Management	grp.sharepoint_mswss-1_vpaa_dossier_TandP_mgmt_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CBE_visitors
Art	grp.sharepoint_mswss-1_vpaa_dossier_TandP_art_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CFPA_visitors
Design	grp.sharepoint_mswss-1_vpaa_dossier_TandP_dsgn_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CFPA_visitors
Music	grp.sharepoint_mswss-1_vpaa_dossier_TandP_mus_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CFPA_visitors
Theatre	grp.sharepoint_mswss-1_vpaa_dossier_TandP_thr_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CFPA_visitors
Anthropology	grp.sharepoint_mswss-1_vpaa_dossier_TandP_anth_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Communication Sciences & Disorders	grp.sharepoint_mswss-1_vpaa_dossier_TandP_csd_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Communication Studies	grp.sharepoint_mswss-1_vpaa_dossier_TandP_comm_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
English	grp.sharepoint_mswss-1_vpaa_dossier_TandP_eng_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
History	grp.sharepoint_mswss-1_vpaa_dossier_TandP_hist_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Journalism	grp.sharepoint_mswss-1_vpaa_dossier_TandP_jour_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Liberal Studies	grp.sharepoint_mswss-1_vpaa_dossier_TandP_lbrl_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Modern&Classical Languages	grp.sharepoint_mswss-1_vpaa_dossier_TandP_lang_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Philosophy	grp.sharepoint_mswss-1_vpaa_dossier_TandP_phil_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Physical Education, Health, & Recreation	grp.sharepoint_mswss-1_vpaa_dossier_TandP_pe_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Political Science	grp.sharepoint_mswss-1_vpaa_dossier_TandP_plsc_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Psychology	grp.sharepoint_mswss-1_vpaa_dossier_TandP_psy_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors

Sociology	grp.sharepoint_mswss-1_vpaa_dossier_TandP_soc_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CHSS_visitors
Biology	grp.sharepoint_mswss-1_vpaa_dossier_TandP_biol_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Chemistry	grp.sharepoint_mswss-1_vpaa_dossier_TandP_chem_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Computer Science	grp.sharepoint_mswss-1_vpaa_dossier_TandP_csci_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Engineering and Design	grp.sharepoint_mswss-1_vpaa_dossier_TandP_engd_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Geology	grp.sharepoint_mswss-1_vpaa_dossier_TandP_geol_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Math	grp.sharepoint_mswss-1_vpaa_dossier_TandP_math_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Physics	grp.sharepoint_mswss-1_vpaa_dossier_TandP_phys_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_CSE_visitors
Fairhaven	<Same as college group>	grp.sharepoint_mswss-1_vpaa_dossier_TandP_Fair_visitors
Environmental Studies	grp.sharepoint_mswss-1_vpaa_dossier_TandP_envs_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_Hux_visitors
Environmental Sciences	grp.sharepoint_mswss-1_vpaa_dossier_TandP_esci_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_Hux_visitors
Libraries (SP site created as "libr" instead of "lib")	<Same as college group>	grp.sharepoint_mswss-1_vpaa_dossier_TandP_Lib_visitors
Elementary Education	grp.sharepoint_mswss-1_vpaa_dossier_TandP_eled_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_WCE_visitors
Human Services & Rehabilitation	grp.sharepoint_mswss-1_vpaa_dossier_TandP_hsr_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_WCE_visitors
Secondary Education	grp.sharepoint_mswss-1_vpaa_dossier_TandP_sec_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_WCE_visitors
Special Education (comb. w/ edld>	grp.sharepoint_mswss-1_vpaa_dossier_TandP_sped_visitors	grp.sharepoint_mswss-1_vpaa_dossier_TandP_WCE_visitors

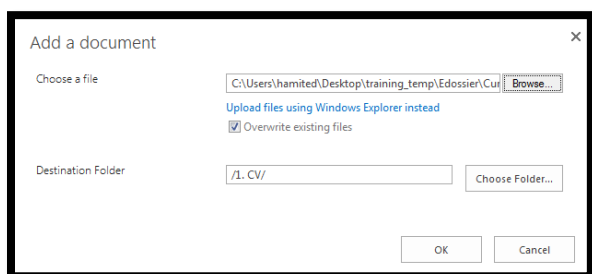
Questions about access to your eDossier site can be addressed at the ATUS Help Desk (x3333).

Adding content to your eDossier

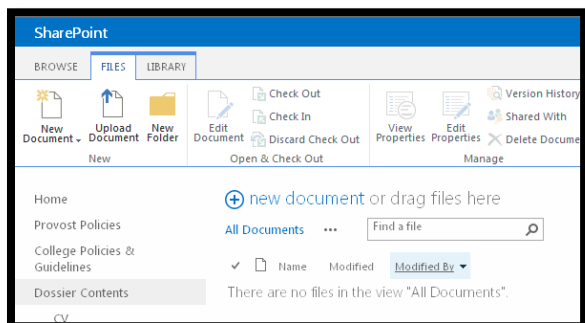
Method 1: Navigate to the place you would like to add the document and click on the New document button



Browse for the document and click ok.



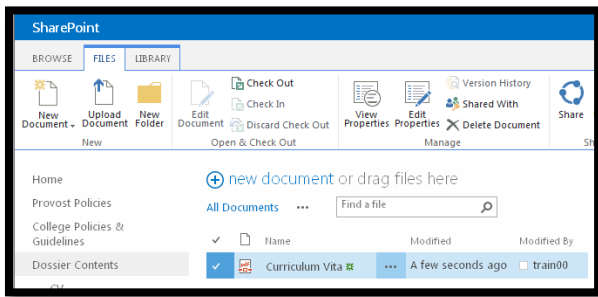
Method 2: Use the File Tab > New> New Document



Method 3: Place the explorer window next to the eDossier and drag your document to the list.

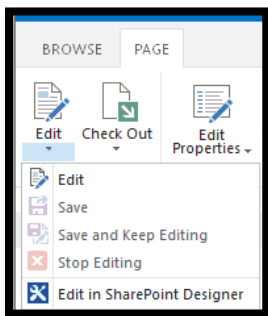
Deleting a document

Select the item in the list then under the Files Tab >Delete Document

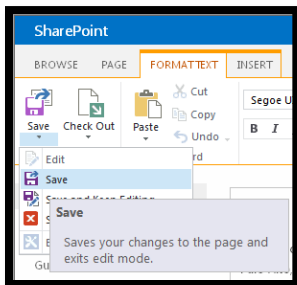


Editing your cover page

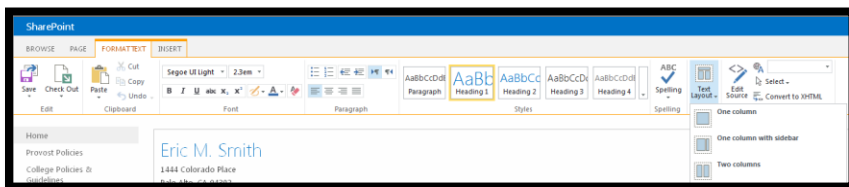
To edit your cover page, Click on the Home link in the navigation pane, Page Tab> Edit > Edit



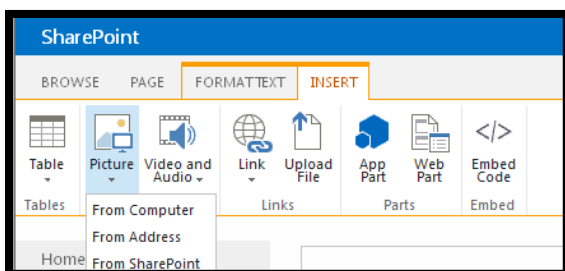
To save your page edits. Page Tab> Save



To add columns Format Text >Layout >Text Layout >Select two column

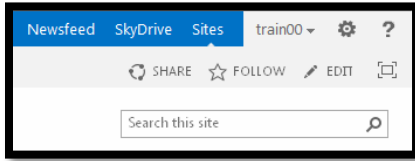


To add a picture select the second column. Insert Tab > Picture >From Computer



Sharing your eDossier

Top Right Select Share



Add the group you were given to the list and Click on the Options and give them Read permissions.

Then Click on Share

