

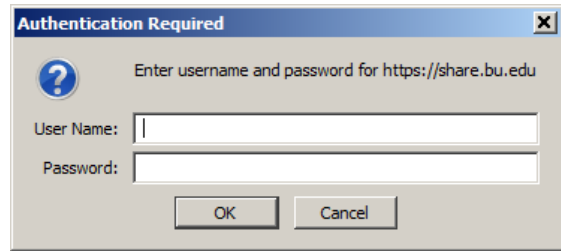
BPIR Budget Support Materials SharePoint Access Guide

Budget hearing materials for the academic units are available for review. To access your unit, please access BPIR's Budget Support Materials SharePoint site at <http://share.bu.edu/sites/bpir-bsm>.

You will be prompted for your user name and password.

User Name: **Your BU alias**

Password: **Your AD or AD2 Password**



Authentication Required

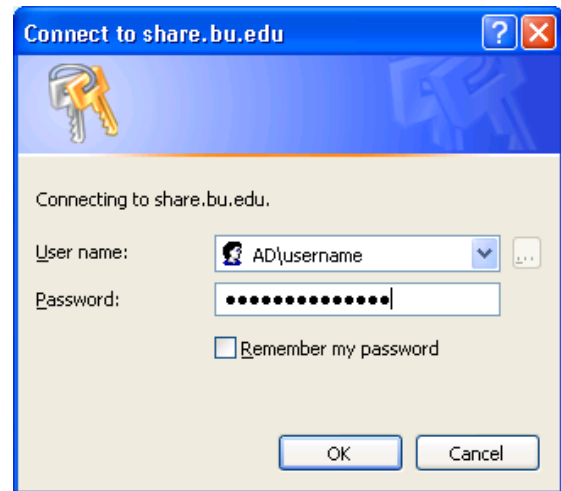
Enter username and password for https://share.bu.edu

User Name:

Password:

OK Cancel

In some cases, you might have to specify the login domain (either AD or AD2). If your authentication screen gives you an error and puts "share.bu.edu\



Connect to share.bu.edu

Connecting to share.bu.edu.

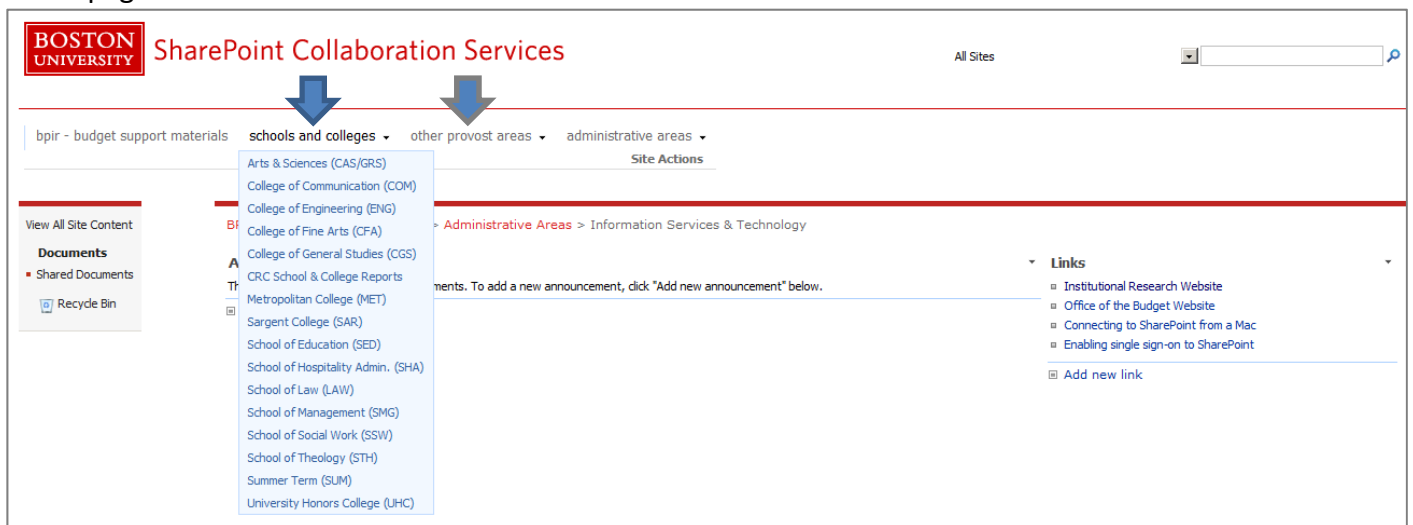
User name:

Password:

Remember my password

OK Cancel

On the main landing page, you will have access to **announcements** and **scheduled events**, as well as links to **key resources**. To access your hearing materials, select your unit from the **drop down menus** at the top of the page.



BOSTON UNIVERSITY SharePoint Collaboration Services

All Sites

bpir - budget support materials schools and colleges other provost areas administrative areas

Arts & Sciences (CAS/GRS)
College of Communication (COM)
College of Engineering (ENG)
College of Fine Arts (CFA)
College of General Studies (CGS)
CRC School & College Reports
Metropolitan College (MET)
Sargent College (SAR)
School of Education (SED)
School of Hospitality Admin. (SHA)
School of Law (LAW)
School of Management (SMG)
School of Social Work (SSW)
School of Theology (STH)
Summer Term (SUM)
University Honors College (UHC)

Administrative Areas > Information Services & Technology

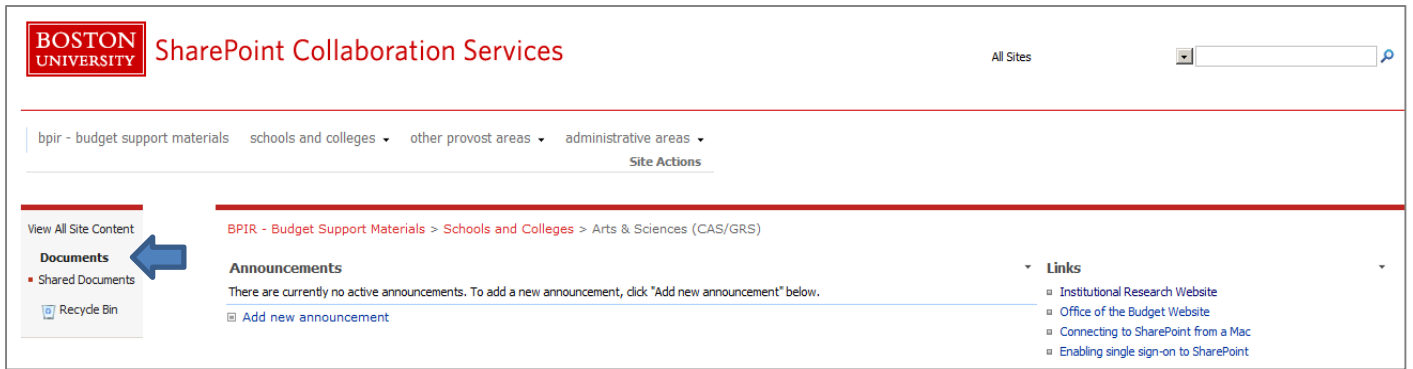
Documents

- Shared Documents
- Recycle Bin

Links

- Institutional Research Website
- Office of the Budget Website
- Connecting to SharePoint from a Mac
- Enabling single sign-on to SharePoint
- Add new link

Materials may be viewed by clicking the **Documents** folder to the left of the page...



The screenshot shows the top portion of a SharePoint site. The header includes the Boston University logo and the text "SharePoint Collaboration Services". Below the header is a breadcrumb trail: "bpir - budget support materials > schools and colleges > other provost areas > administrative areas". A "Site Actions" button is visible. On the left, a navigation pane shows "Documents" selected with a blue arrow pointing to it. Below "Documents" are "Shared Documents" and "Recycle Bin". The main content area has a sub-breadcrumb: "BPIR - Budget Support Materials > Schools and Colleges > Arts & Sciences (CAS/GRS)". It features an "Announcements" section with a message about no active announcements and a link to "Add new announcement". On the right, there is a "Links" section with several external links.

...and then clicking on the **Shared Documents** file.



The screenshot shows the "All Site Content" page. The breadcrumb trail is: "BPIR - Budget Support Materials > Schools and Colleges > College of Communication (COM) > All Site Content". The page title is "All Site Content". On the left, the navigation pane shows "Documents" selected with a blue arrow pointing to it, and "Shared Documents" is highlighted. The main content area displays a table of "Document Libraries". A blue arrow points to the "Shared Documents" entry in the table.

Name	Description	Items	Last Modified
Document Libraries			
Shared Documents		0	6 days ago