**Technical Notes – Points to consider**

* **SharePoint Member** - Individual membership must be assigned to participate in the SharePoint Data Collection Site.
  + Email messages are sent to those given access to the CEPR SharePoint site
  + Within the email, a direct web address is provided to access the CEPR site and a web link to the membership group is provided directly beneath the CEPR web address
  + If you were sent an Email but misplaced it, you can type in <https://sharepointsecure.louisville.edu/sites/OAPA/cepr> or visit the Community Engagement website and navigate to Community Engagement Partnership for an electronic link to the SharePoint site.
* **Active Directory** - Logging into SharePoint requires the use of your UofL User ID and password
  + **NOTE:** Your UofL User ID must be preceded by “**ad\**” (i.e. **ad\fmlast01**); without the **ad\**, you will not be allowed access into the SharePoint site. Individuals typically use the “**/**” which is often used in web addresses. Please ensure you are using the slash located beneath the ‘*backspace*’ button.

Username: **ad\your ULINK username**

Password: **your ULINK password**

* **Internet Browser Compatibility** - You must use **Internet Explorer** to successfully access and navigate through SharePoint. Many individuals choose to use Mozilla, Chrome, and other browsers. For this process, please use **Internet Explorer**.
* **Microsoft InfoPath 2007** - Please ensure that you have the most up-to-date Microsoft Office package (Microsoft Office 2007). In particular, the form that is being utilized requires **Microsoft InfoPath 2007**. You may have an older version of Microsoft Office and may be hesitant to upgrade. If this is the case, your *Tier 1* should be able to install **InfoPath 2007 only** on your computer. You do not need to be familiar with using Microsoft InfoPath 2007, but will need it to access the form we have built for the data collection process.
* **Support/Help** - Any technical and log-in issues can be directed to IL Barrow at [il.barrow@louisville.edu](mailto:il.barrow@louisville.edu) or by calling 502-852-3761.