



DINE USER ACCESS ON SHAREPOINT SITE

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1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for accessing and using the SharePoint site within Dine College. SharePoint is a collaboration platform used to store, share, and collaborate on documents and information securely.

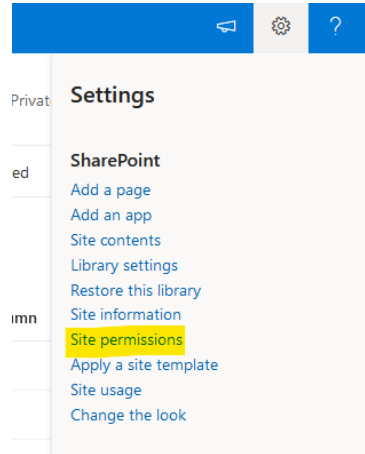
2. SCOPE

This SOP applies to all employees and authorized personnel who need access to the SharePoint site within Dine College. It outlines the steps for providing access to the document library, Folders for Finance departments.

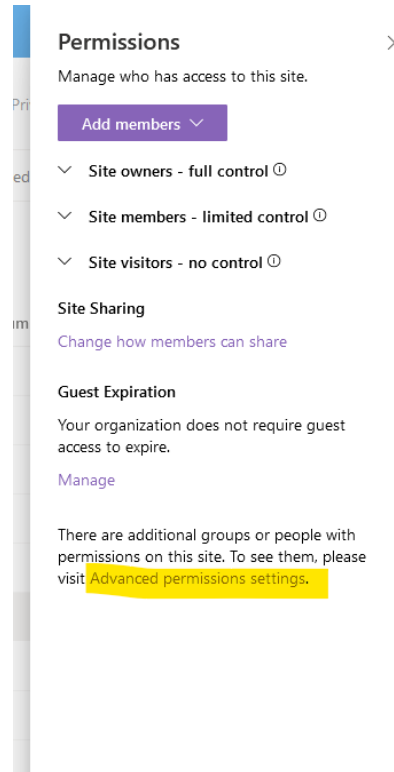
3. HOW TO PROVIDE ACCESS TO USERS ON FINANCE SHAREPOINT SITE

3.1. Add Member in Finance SharePoint site

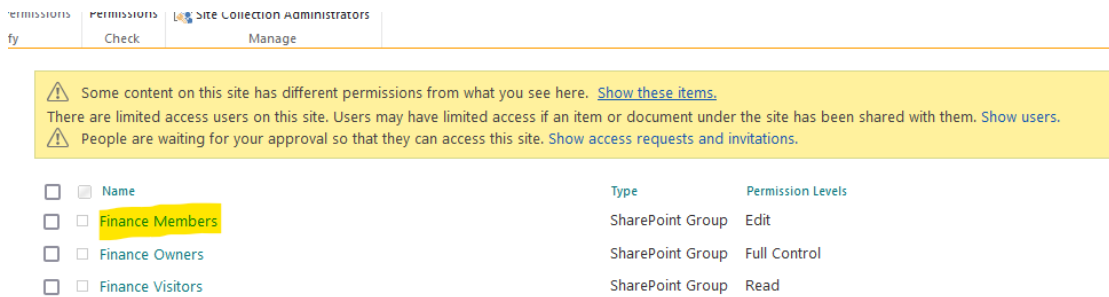
1. Go to setting (top right corner)



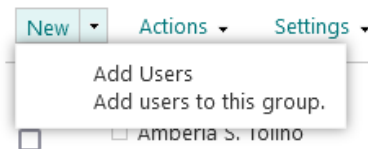
2. Click on Advanced permission settings.



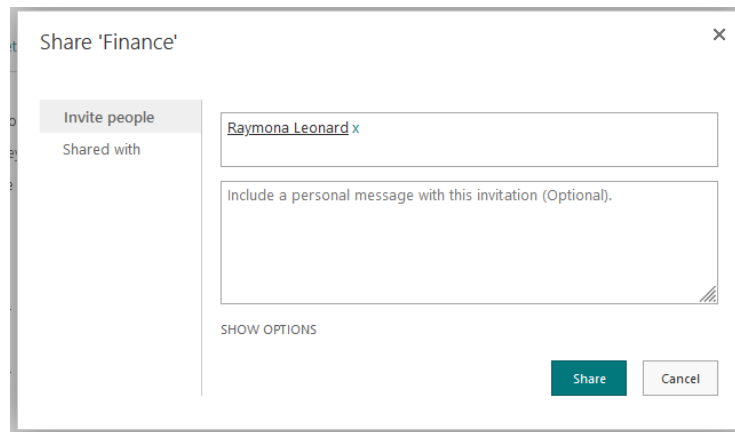
3. Click on Finance Members



4. On the next page you can add the members by clicking New > Add users to this group

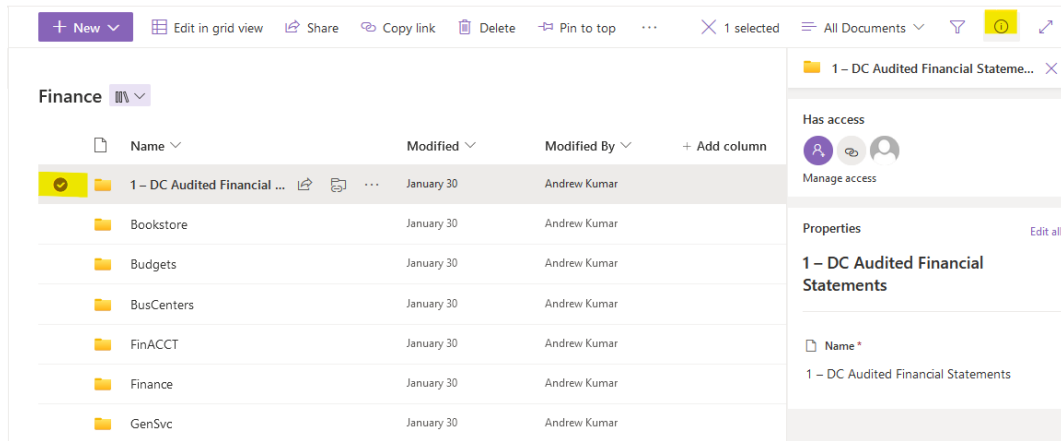


5. Type name of the user and click on Share.

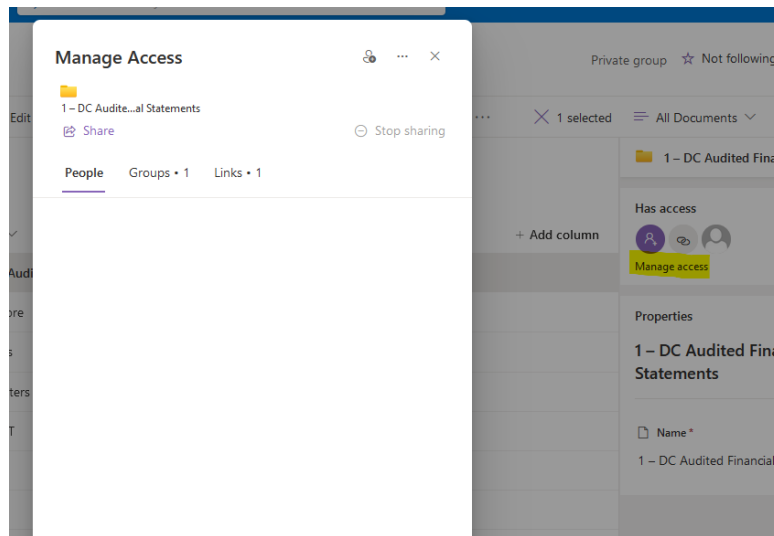


3.2. How to give permission on Finance folders

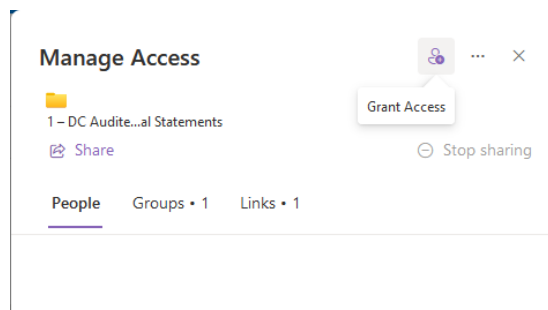
1. Under Finance document library, select folder And click on “ ⓘ ” Button on the top right corner



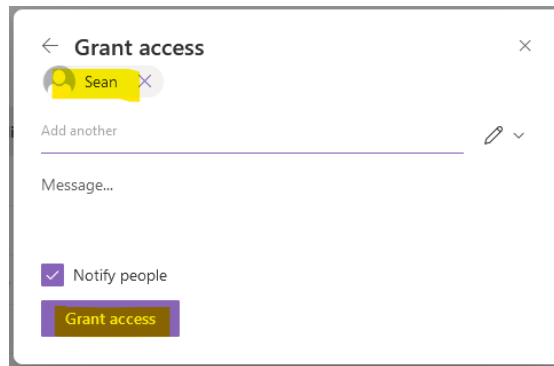
2. Click on Manage access.



3. Click on Grant access.

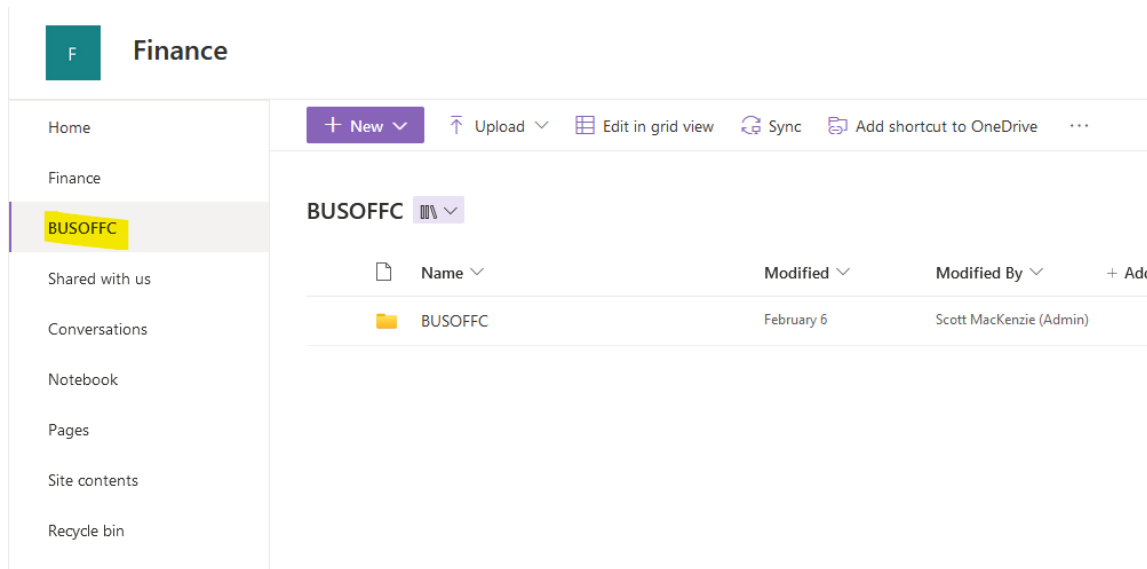



4. Type username and click on Grant access.

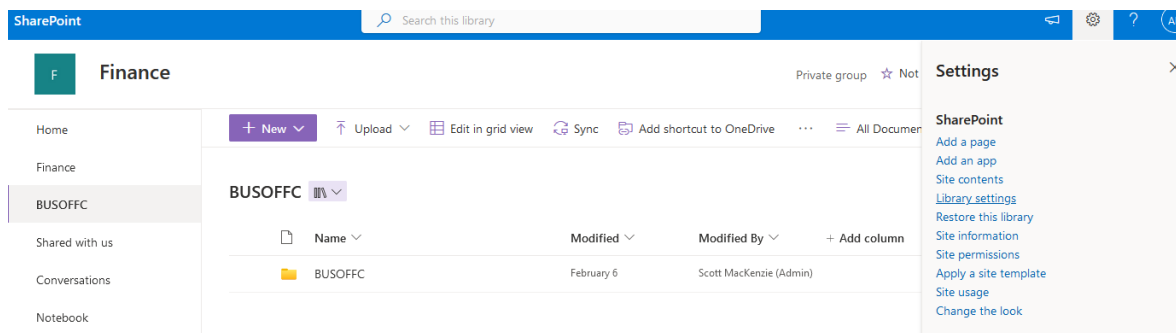


3.3. How to give permission to user for “BUSOFFC” Document library

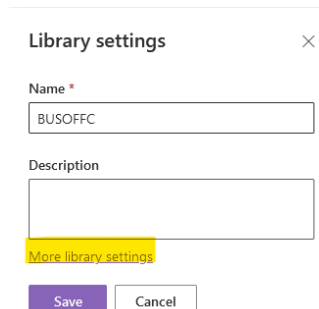
1. Click on BUSOFFC on the left side.



2. Click on Setting icon  on top right corner > Click on Library Setting.



3. Click on More library settings.



4. On setting page, click on “Permissions for this document library”.

OFFC › Settings

List Information

Name: BUSOFFC
Web Address: https://dinecollege.sharepoint.com/sites/Finance/BUSOFFC/Forms/AllItems.aspx
Description:
List view threshold: 147528 items (list view threshold is 5000).
 The number of items in this list exceeds the list view threshold, which is 5000 items. Tasks that cause excessive server load (such as those prohibited).
[Learn about managing a large list or library and ensuring that items display quickly.](#)

General Settings Permissions and Management Communications

- List name, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Audience targeting settings
- Rating settings
- Form settings
- Delete this document library
- Permissions for this document library**
- Manage files which have no checked in version
- Workflow Settings
- Enterprise Metadata and Keywords Settings
- RSS settings

5. Click on “Grant Permissions”

BROWSE **PERMISSIONS**

Delete unique permissions **Grant Permissions** Edit User Permissions Remove User Permissions Check Permissions

Inheritance Grant Modify Check

Grant Permissions
 Grant permissions to users and groups.

Home
 Finance
 BUSOFFC
 Conversations
 Notebook

If this list may have unique permissions which are not controlled by the site, you may need to grant access users on this site. Users may have limited access if an inheritance is broken.
 This library has unique permissions.
 People are waiting for your approval so that they can access this site. Show details

Name

6. Type username and click on Share.

Share 'BUSOFFC' and its contents

Shared with Teresa A. Holtsoi, Raymona Leonard, Norbert G. Yazzie, and 15 more

Invite people Shared with

Include a personal message with this invitation (Optional).

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS