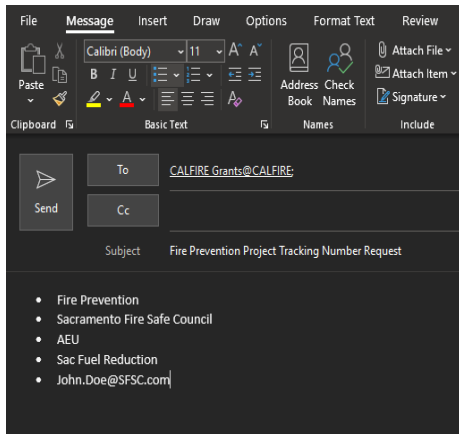
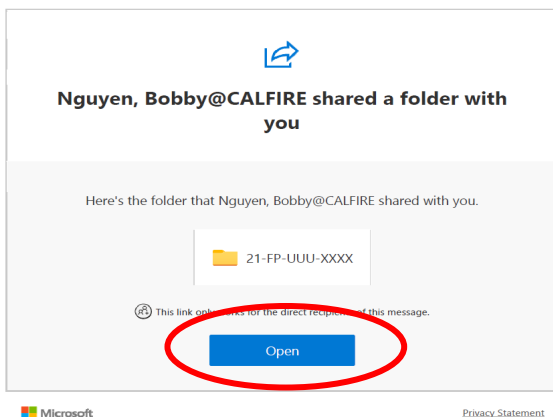


SharePoint User Guide

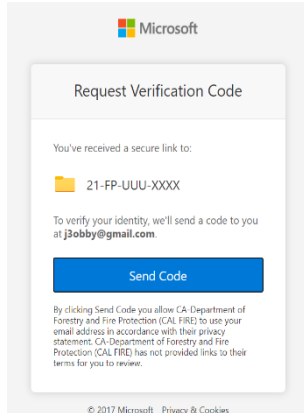
- 1) Applicants should request a Project Tracking Number by emailing ONE of the following:
 - CALFIRE.Grants@fire.ca.gov
 - CNRgrants@fire.ca.gov (Northern Region; only applicable to Fire Prevention)
 - SouthernRegionGrantsProgram@fire.ca.gov (Southern Region; only applicable to Fire Prevention)
- 2) The request must include:
 - **The grant program you are applying for** (Forest Health or Fire Prevention. Please submit separate requests if you are applying for more than one program).:
 - **Organization Name:**
 - **CAL FIRE Unit:**
 - **Project Name** (if available at the time):
 - **Email Address:** (List email addresses of all individuals that will need access to the SharePoint site)



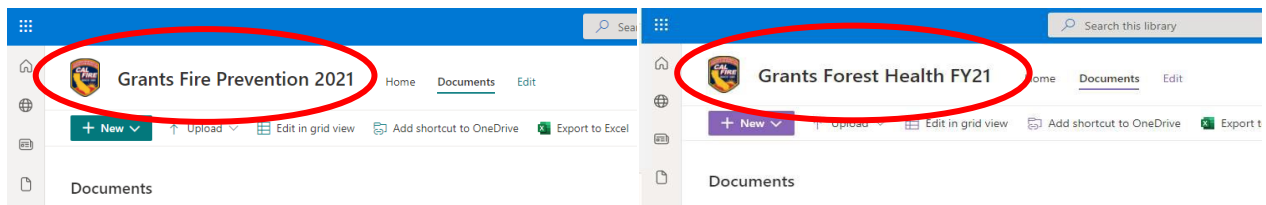
- 3) You will receive an email containing a link to access the SharePoint folder. The folder name will be your assigned Project Tracking ID. Please allow up to one business day to receive your tracking ID and SharePoint folder email. If you are requesting more than one Project Tracking ID, you should receive a separate email that is unique to each Project Tracking ID.
- 4) Once you have received the email, click on “**Open**” to access the folder.



- 5) You will then be prompted to enter a verification code. You should receive a separate email that contains the verification code. Please be sure to check your **“Spam/Junk”** folder as your verification email may be sent there instead of your main email.

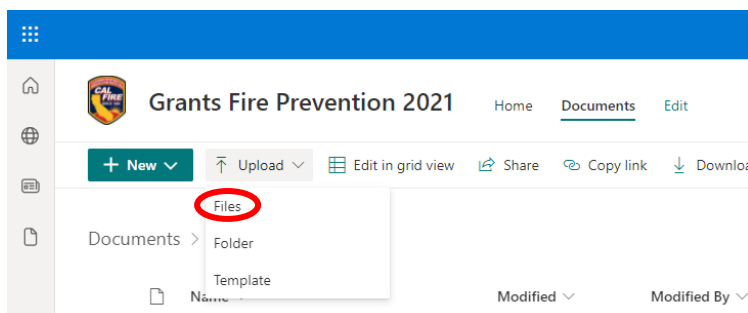


- 6) Once logged in, you will see the folder and the contents. **Look for “Grants Fire Prevention 2021 or Grants Forest Health FY21” at the top left corner to verify you are in the correct folder.** Please note that if you log out of SharePoint, you may be prompted to enter a verification code to access your SharePoint folder again. Same procedure to log back in again using a different verification code.



- 7) Once in the folder, file(s) be can uploaded two different ways:

1. Drag the file(s) and drop them into the folder; OR
2. Click the **“Upload”**, select **“Files”**, and select the document(s) to be uploaded

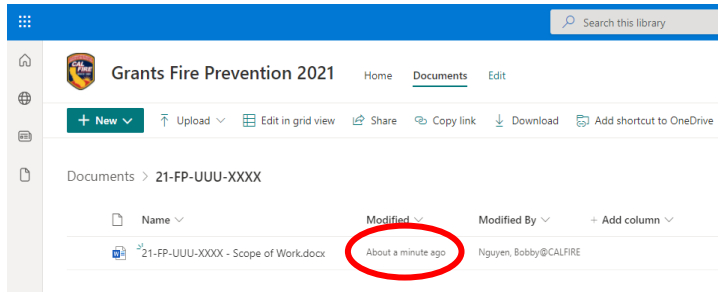


Once the file(s) are in the SharePoint folder, CAL FIRE will also have access to them. It is highly recommended that applicants verify that they are able to access their assigned SharePoint folder and upload all documents to the SharePoint site well in advance of the grant deadline to avoid any technical issues.

You may still make edits to file(s) in the folder or upload additional documents before the submission deadline.

*Note: Any files “**Modified**” after the submission deadline may NOT be accepted*

Files may be removed or access to folders may be revoked by CAL FIRE after the submission due date. It is highly recommended that you retain a copy of your files submitted.



Verifying SharePoint Folder Access

If you are collaborating on your grant application submittal with other individuals, you can verify if their email(s) that have access to the folder by doing the following:

1. Click “**Share**” and a “Send Link” window will pop up.
2. Click the pencil icon drop down menu.
3. Select the following:

***Can edit:** User(s) can upload documents and make changes to existing documents*

***Can view:** User(s) can only view documents (cannot upload or make any changes)*

You can view External User(s) to see who has access to the folder by hovering over the people icon at the bottom in the “**Shared with:**” section.

If there is a user that is not listed here, please let CAL FIRE know so that we may add them.

