

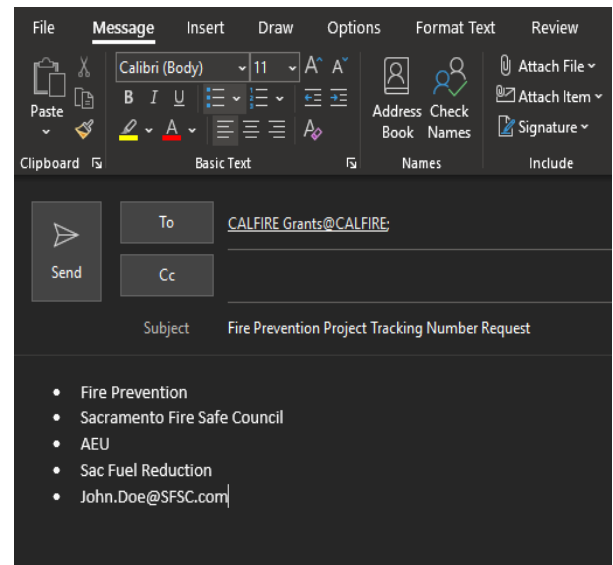
SharePoint User Guide

1) Applicants should request a Project Tracking Number by emailing ONE (1) of the following, depending on which grant program(s) you are applying for:

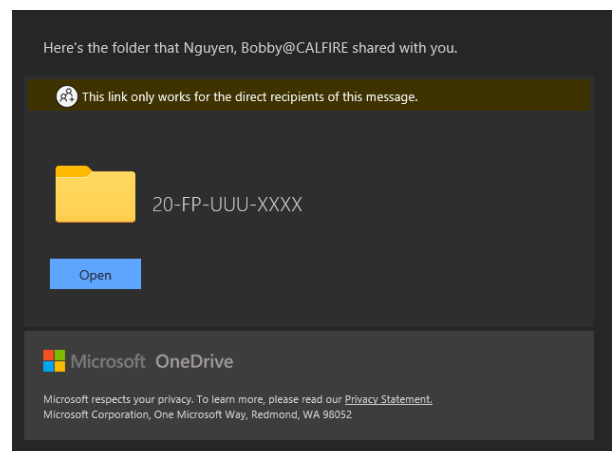
- **Forest Health, Forest Legacy, Forest Research and/or Fire Prevention:**
CALFIRE.Grants@fire.ca.gov
- **Fire Prevention – Northern Region:**
CNRgrants@fire.ca.gov
- **Fire Prevention – Southern Region:**
SouthernRegionGrantsProgram@fire.ca.gov

2) The request must include:

- **The grant program you are applying for**
(*Forest Health/Forest Legacy /Forest Research/ Fire Prevention*)
- **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)

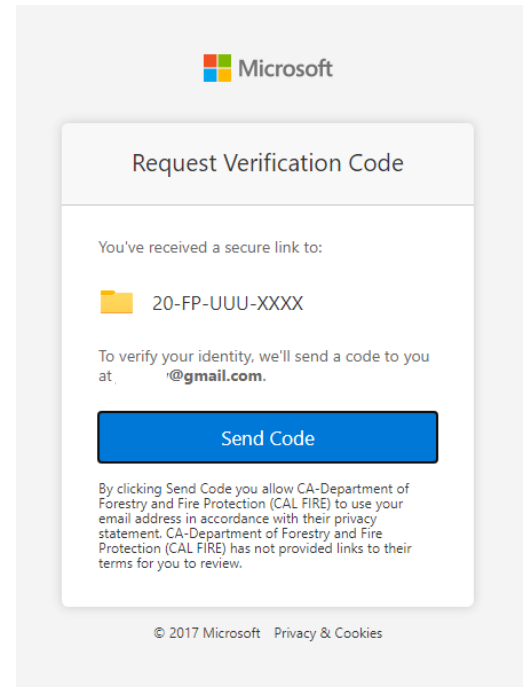


3) You will receive an email containing a link to access the SharePoint folder. The folder name will be your assigned Project Tracking ID. Please allow up to one business day to receive your tracking ID and SharePoint folder email. If you are requesting more than one Project Tracking ID, you should receive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

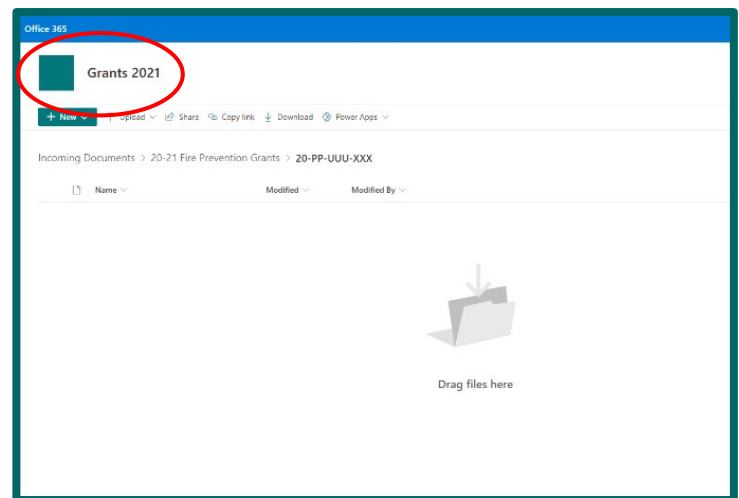


4) Once you have received the email, click on **“Open”** to access the folder.

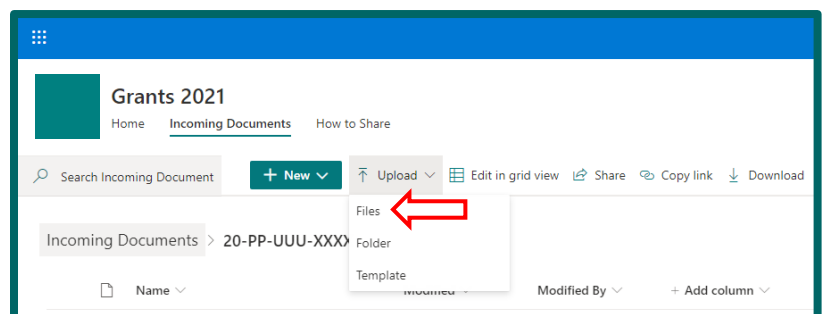
- 5) You will then be prompted to enter a verification code. You should receive a separate email that contains the verification code. Please be sure to check your “Spam/Junk” folder as your verification email may be sent there.



- 6) Once you are logged in, you will see the folder and the contents. **Be sure to look for “Grants 2021” at the top left corner.** (The logo may only appear as a solid square.) Please note that should you log out of SharePoint, you may be prompted to enter a verification code to access your SharePoint folder again; use the same procedure to log back in again using the new verification code.



- 7) Once in the folder, file(s) can be uploaded two different ways:
1. Drag the file(s) and drop them into the folder.
 - or**
 2. Click “**Upload**”, select “**Files**”, then select the document(s) to be uploaded.

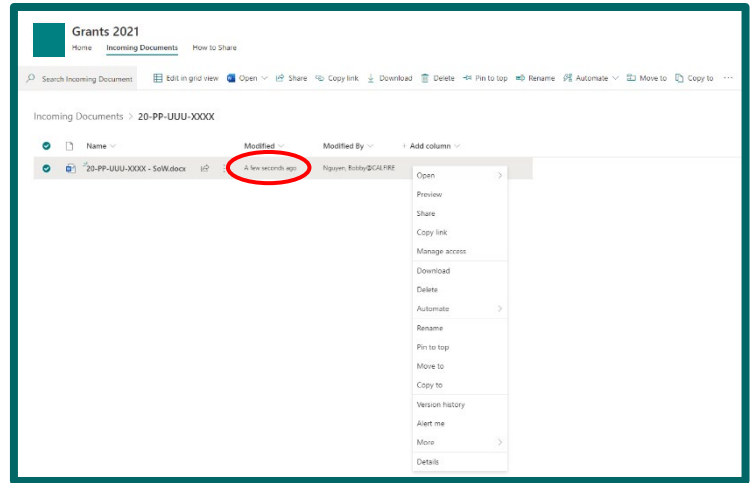


Once the file(s) are in the SharePoint folder, CAL FIRE will also have access to them. It is highly recommended that applicants upload all documents to the SharePoint site well in advance of the grant deadline to avoid any technical issues. CAL FIRE is not responsible for any documents that are uploaded past the deadline or for documents that are missing from the folder.

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 WILL NOT be accepted.*

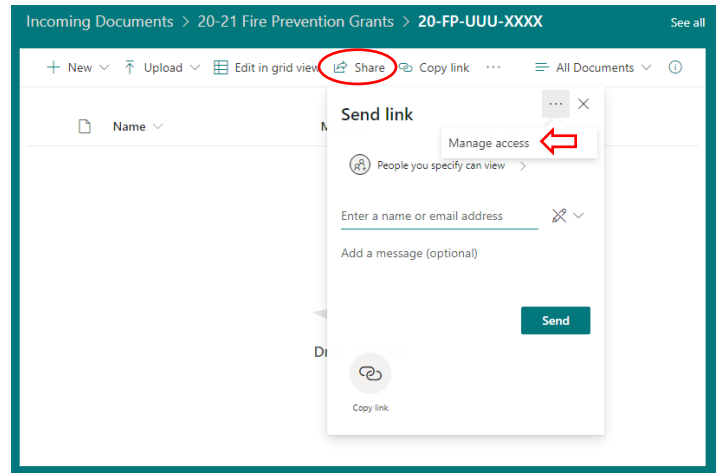
Files may be removed or access to folders may be revoked by CAL FIRE after the submission due date. It is highly recommended that you retain a copy of your submitted files.



Verifying SharePoint Folder Access

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

1. Click **“Share”** and click **“...”**
2. Select **“Manage access”**



You can view External User(s) to see who has access to the folder.

If there is a user that is not listed here and you would like them added, please let CAL FIRE know by emailing us so that we may add them.

