SharePoint Access Step-by-Step Instructions:

This year, Meistersinger All-State Virtual Camp will be using an online platform called SharePoint to give all camp members easy access to rehearsal notes, videos, schedules, etc. SharePoint is a secure online place to store, organize, share, and access information from any device. Follow these instructions to gain access to these online materials that we have provided for you:

1. You will receive an invite email to access the SharePoint Folder:
   - You will see an email in your inbox from Stephanie Klemetson with an invite to the 2020 Virtual All-State Camp group. **DO NOT DELETE THIS EMAIL.**

   ![Invite Email](image1.png)

2. Scroll down and select “Go to SharePoint.”
   - This will open a new tab on your browser.
3. SharePoint will then ask permission to create an account for you using your email address.
   • Ensure that the email address is correct and click next.

4. Next, create a password and enter some information for your new SharePoint account.
   • Choose a password that you will remember and write it down along with your email address for easy access throughout the camp! Click Next.
   • Enter your country/region and birthdate, then click next.
5. You will then be sent an email to verify your account. Check your inbox (or other mailboxes) for a verification email and copy and paste the code into the “Enter code” box.

6. Confirm that you are a real person.
7. Review the permissions that you are giving Wartburg College by joining our SharePoint group.
   • Read carefully, take note of any contact information you may need, and accept.

8. **IMPORTANT: REQUEST ACCESS.**
   • In the box provided, please write your name and your school. This will send an email to a Wartburg College moderator who will ensure you have registered and paid for the resources we will be providing. The screen will then tell you that you’re awaiting approval.

9. Allow Wartburg College 24 hours to approve your access into the system, then go back to your original email and click on “Go to SharePoint” again (repeat steps one and two) to access your resources!
Your screen should now look like the photo below. If you are having trouble viewing this screen after following these instructions, please email allstatecamp@wartburg.edu.