

Whitepaper



OPC Foundation SharePoint Server Registration

Creating a Microsoft-linked Account
Quick Start Guide

OPC Foundation

April 1, 2014

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Overview

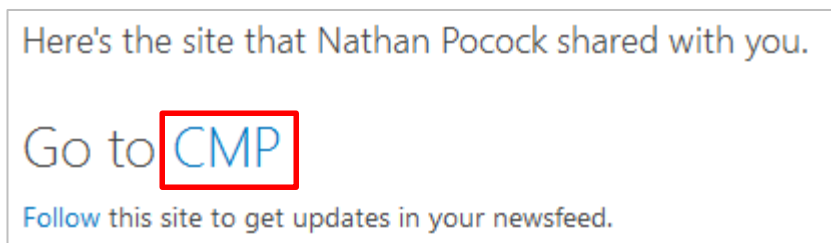
This document is a short description of the steps necessary for logging into the OPC Foundation SharePoint system which is exclusively for invited OPC Foundation members only.

YOU MUST FOLLOW ALL STEPS EXACTLY.

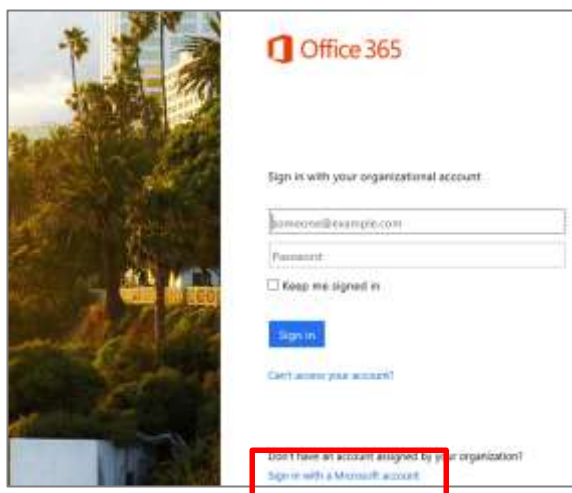
Please contact the leader of each working group you wish to join.

Joining the OPC Foundation SharePoint

1. You will be sent an invitation email to join the SharePoint site that will look like this:



2. Click the link “Go to <site name>” in the invitation email (above example is “Go to CMP”) and you will be presented with the Office 365 login window:



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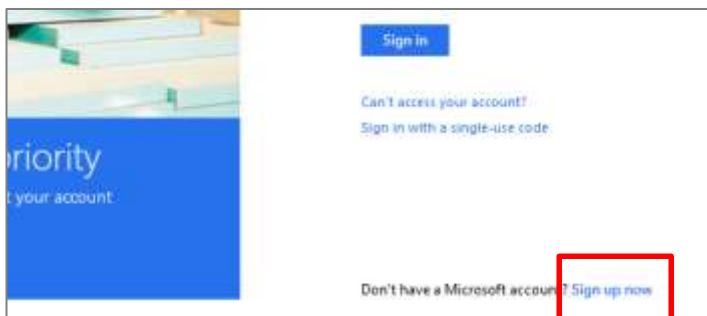
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3. IMPORTANT: Click the link “Sign in with a Microsoft account” in the lower section of the screen:



4. Now you must create a new account that is linked with your corporate email; this is how the OPC Foundation can track who members are. Click the “Sign up now” link at the bottom of the screen:



5. Simply complete the form as presented. Remember to use your corporate email address which MUST BE THE SAME as the email from which you received your invitation.
6. Once the account is created and confirmed then go back and repeat steps 1 and 2, and then enter your new login credentials on step 3.

You should now have access to the OPC Foundation SharePoint site.

Future Access

All subsequent access to the OPC Foundation SharePoint will be much easier. You will simply login using your Microsoft account or simply allow your browser to automatically login.

Need Help?

Please email: sharepoint@opcfoundation.org



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Revision History

Version	Date	Author	Change
1	Jul 11, 2013	NP	Initial version.