# SharePoint Login Document

The Montana WIC Program created online folders for local WIC agencies to access important documents as well as have the ability to upload and submit documents to the State WIC office. This process was created to increase program efficiency and integrate technology to improve our program. Please see the steps below to access your agencies online file.

Step 1:

The Outreach Coordinator will send you an invite to access the WIC SharePoint Homepage.

- Click the button with the icon folder that has your local agency name or the blue button labeled "Open".

If the invitation link does not appear in your inbox, please check your junk/spam folder.
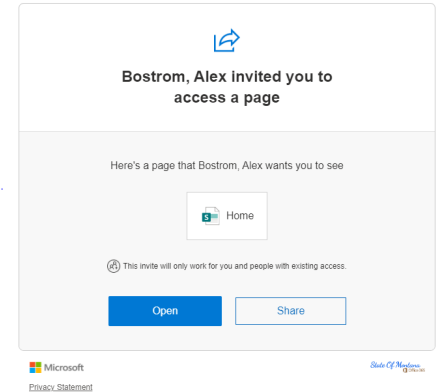
Step 2:

You will be directed to a login page through your default browser. **Note: using Google Chrome does seem to work better than other browsers like Microsoft Edge or Firefox.**

- Sign in with your email address that the link was sent too.

- Click the blue "Next" button.

- Please make sure your email address is listed correctly.

If you didn't receive a code to your email's inbox, please check your junk/spam folder.
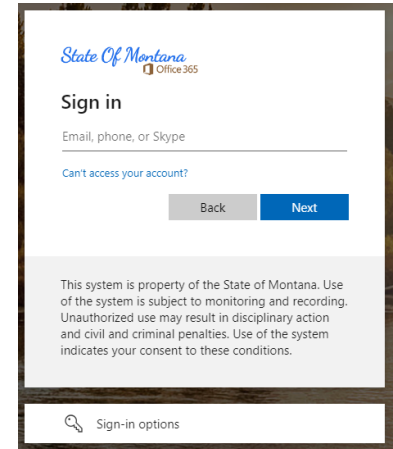
Step 3:

- You will be directed to sign in to your Microsoft account or create one.

If you already have a Microsoft account through previous organizations you can sign in with the same password. If you do not have a Microsoft account, you may be required to create one. This is a free service and should not cost the agency. Please make sure you use a password you can remember, WIC IT will not be able reset it for you, Microsoft will.

Step 4:

- You will be prompted to verify your email through an Authenticator. **YOU DO NOT NEED TO INSTALL THE MICROSOFT AUTHENTICATOR.**

- Click "I want to set up a different method". Choose from the following options to verify your account by email address.

- Go to your email and follow instructions to verify your email address.

- Once you are signed in you will be able to access the folders to upload documents, edit and interact with your local agency plans, and view any State materials provided. **You will see other folders available in the SharePoint site, please refrain from going into other agencies folders.**

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