

Document Name: Registration & Login

Purpose: Instruction for Implementation

I. New User Registration

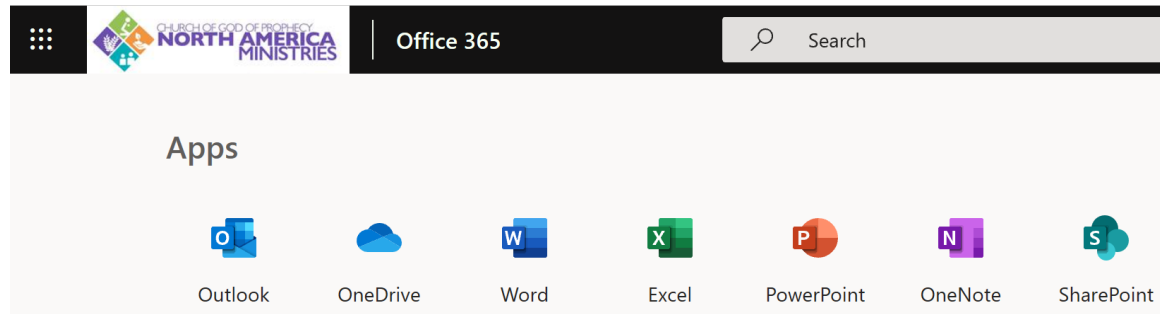
- a. Licensed Ministers desiring to report online must request online access via a personal email through your Area Administrative Office. This email needs to provide the following:
 - i. First Name | Middle Name or Initial | Last Name | Suffix (Sr., Jr., etc.)
- b. This information received at your Area Administrative Office will be submitted to the Online Services Administrator who will register you as a new user.
- c. At the success of your registration the Online Services Administrator will email your login username, temporary password and login instructions.

II. Accessing Office 365 & SharePoint Online

- a. Embedded in your informational email will be a link you may use to access Office 365 | SharePoint Online OR you may use one of the following in your browser:

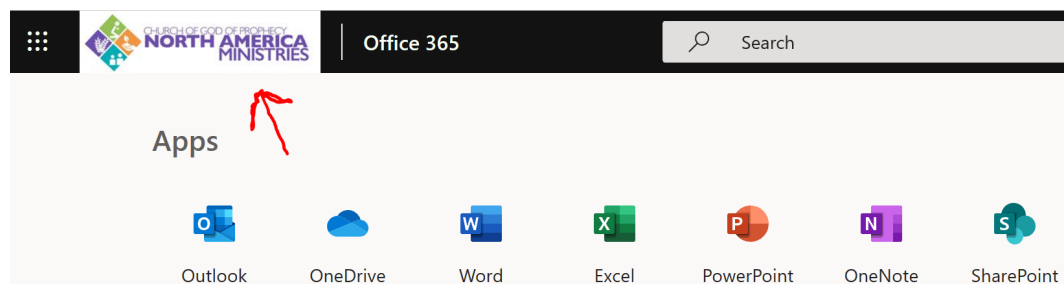
<https://portal.office.com> OR <https://www.office.com>

Successful login will bring you to the “Office 365 Landing” page:



III. Monthly Minister’s Report Submission

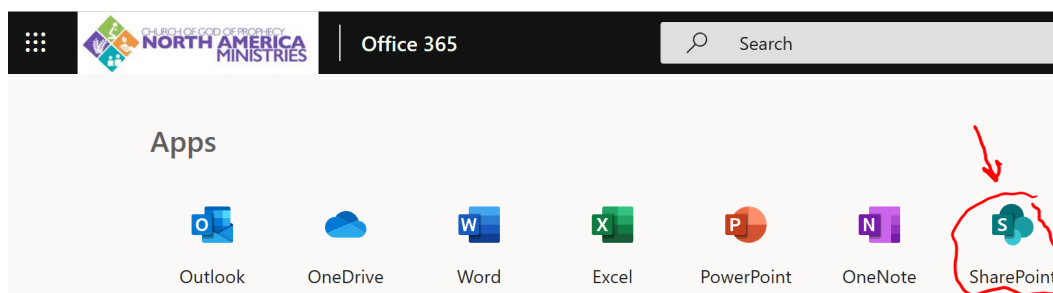
- a. Upon reaching the landing page, you can access the North America Ministries SharePoint Online site via **either** one of the following links.
 - i. Click on the “North America Ministries” icon (click the icon identified by the red arrow):



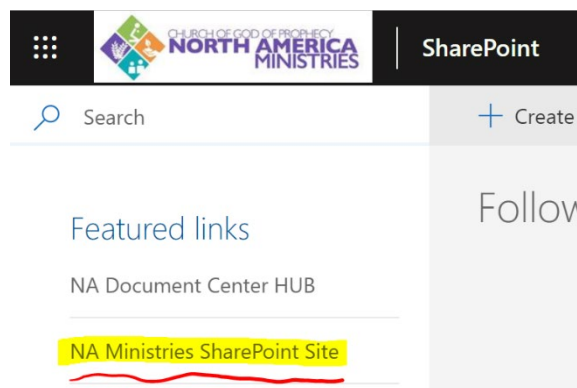
On the “next screen” you will find on the “far left” column a “link to your area of ministry” located “under Click Your Home Site”!



ii. Click on the “SharePoint” icon located within the row of other O365 Apps:



On the “next screen” located on the “left side” of the page click on “NA Ministries SharePoint Site”. Clicking this link will take you to the same screen where you will “Click On Your Home Site”



IV. Verification of Reporting Success

- a. Finally, upon “Submitting” your Monthly Ministers Report you will receive a “Verification” email which will be sent automatically to your new username@nacogop.org account. You can access this from your Office 365 Landing Page with the “Outlook” app:

