

UVA School of Medicine SharePoint Intranet User Guide

Overview

A new SharePoint Intranet site has been set up to store policies, reports, and other documents for the UVA School of Medicine Dean's Office. The resource has been created as a repository, or library, of finished products for consumption by our clients, consisting of anyone with an active Eservices password. The site is to provide users with access to links and read-only documents applicable to administrators within the School of Medicine, and has been designed to facilitate expedient document retrieval through the use of the search function. The SOM Intranet is open to everyone at the University with Eservices credentials so the audience should be considered to be the entire University community. Therefore, no sensitive information, personnel data, PHI, or other data of a private nature should be uploaded to the Intranet. Please be mindful of sharing non-administrative data. If you have questions about the suitability of shared content, please refer to the following University policies and [Appendix A](#) at the end of this document:

<https://uvapolicy.virginia.edu/policy/IRM-003>

<https://security.virginia.edu/university-data-protection-standards>

Within this site there are seven Administrative sites:

1. Office of the COO
2. Budget & Finance
3. Business Intelligence
4. Dean's Office Operations
5. Project Management & Continuous Improvement
6. Space Planning
7. Information Technology

Under each site the following libraries are available:

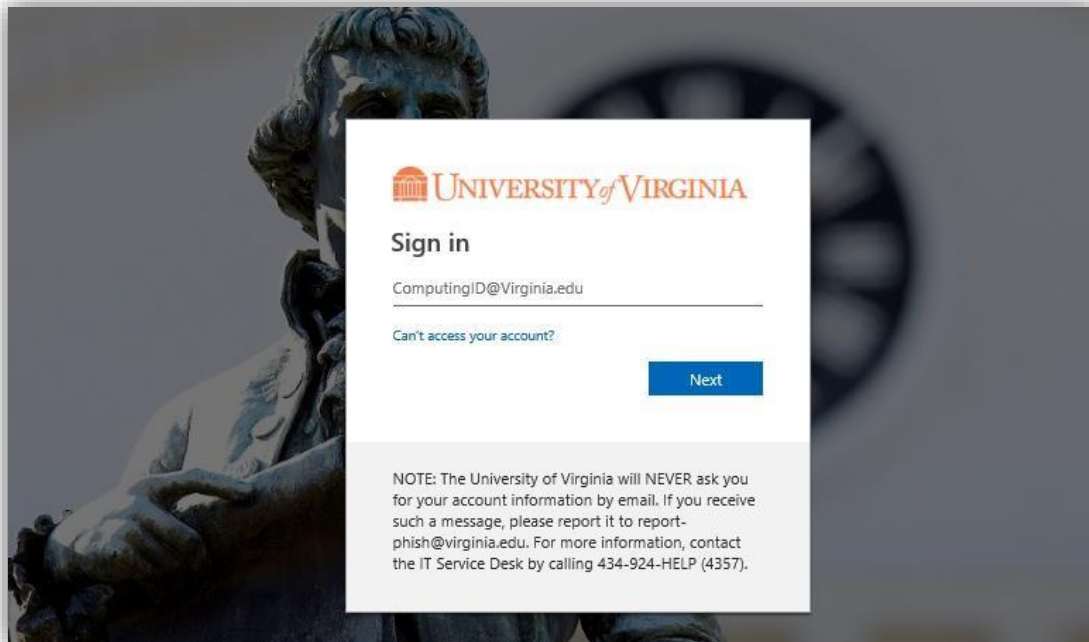
- ✓ Policies
- ✓ Reports
- ✓ Forms
- ✓ Projects
- ✓ Procedures
- ✓ Development & Training
- ✓ Systems
- ✓ Department Contacts

1. Intranet User Guide

How to Login

To access the UVA School of Medicine Dean's Office Intranet:

1. Go to myuva.sharepoint.com/sites/som. The **Sign in** screen displays.



2. Enter your Eservices email address using the following format:
computingID@ virginia.edu
3. Click **Next**.
4. Enter your Eservices password* in the **Password** field.
5. Click **Sign In** and follow any NetBadge or Duo verification prompts to access the Intranet Home page.

* As of this time, Eservices and HSTS passwords are not interchangeable.

Reset Your Password

Note: If you are an Academic Employee (employed by the University) you have been assigned an Eservices account. If you are uncertain if you have an active Eservices account, you can verify and if necessary update a forgotten Eservices password, by following the steps below.

To reset your password:

1. Go to <https://in.virginia.edu/uvalogin>
2. Click the “Reset My UVA Password” option
3. Select the most convenient method for confirming your identity (you’ll have at least 3 options)
4. After approximately 15 min, you should be able to access SharePoint using your updated Eservices credentials.

Search

To search for a file:

Enter your search terms in the **Search** box in the top-right corner of the page.



View Department Contacts

To **view** a department’s contacts, click on the “Department Contacts” folder in the left-hand margin library and the folder will open. Select “thumbnails” from the right-hand side of the title menu, which will open a drop-down menu. Here, select “List View” to view the department’s contact information, including employee names, title, email, phone number, and department.

View / Download Files

To **view** a file, click on the file name in the library and the file will open. You can also select the radio button to the left, and then select the **Open** option on the menu.

To **download** a file, select the radio button to the left of the file name, and then select the **Download** option on the menu.

2. Content Owner Guide

Upload Documents

Note: This functionality is available to Content Owner's only.

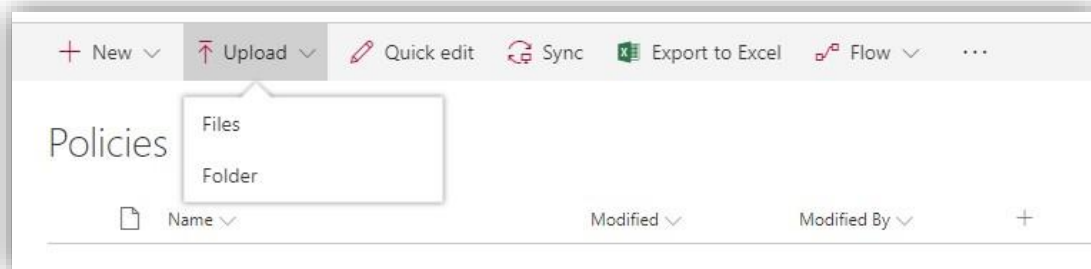
There are couple of ways to upload documents to SharePoint libraries. You can use drag and drop functionality, or browse and upload your files.

Drag and Drop

1. Ensure you are in the appropriate administrative site and library.
2. Select the files or folder where you have them stored and drag and drop onto the library page in SharePoint. The files will upload into the library.

Browse and Upload

1. Ensure you are in the appropriate administrative site and library.
2. Click **Upload** and then select **Files** or **Folder** from the menu.



3. Browse to the locations where your files are stored.
4. Select the files or folder you are uploading and click **Open**. The files will upload into the library.

Allocation Between Libraries

Please use the following guidelines when determining where to allocate content between (SP) SharePoint's fixed libraries, as developed by Polly King and Anne Kromkowski.

Guidelines

Guidelines are documents intended to define and simplify a set of processes. Although they are not compulsory and therefore cannot be violated, guidelines document best practices and provide guidance related to new and established practice. Guidelines encourage standardization yet provide room for variation.

SOM guidelines are applicable across the SOM or affect the activities of two or more mission areas. They are approved by appropriate SOM senior leadership and do not require the dean's approval.

Individual units may establish guidelines specific to their areas.

No set of guidelines may conflict with existing policy at any level.

Policy

Policies formally document the principles and strategies that guide the School of Medicine. Policies are compulsory and not merely optional recommendations. They are established to guide the SOM in decision making or in achieving positive results. Policies are established to ensure standardization in administrative activities, promote compliance with law or statute or regulation, and foster accountability, professionalism, and stewardship.

SOM policies are applicable across the SOM. They are created, reviewed, and approved as outlined in the procedure, "Policy Management: Creation, Review, and Decommissioning.". SOM policies may not be less restrictive and cannot conflict with HS or UVA policies.

Procedure

A written procedure describes the definite start and end points and the fixed sequence of actions that must be taken to carry out the intent described in a policy or a guideline. While a policy describes why something is done (strategy), a procedure describes how something is done (operational). It may also be called a "standard operating procedure" or "SOP."

Version Control

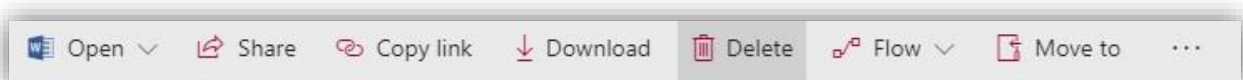
SharePoint allows you to track any changes made to documents stored in your library. This provides you will the ability to look at or restore old versions of files.

To ensure you are versioning files correctly, ensure you are uploading files with the same file name as the original file.

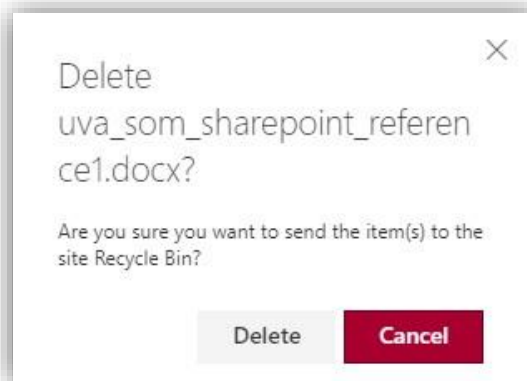
Delete Documents

Note: This functionality is available to Content Owner's only.

1. Select the radio button to the left of the file name to be deleted.
2. Select the **Delete** option on the menu.



3. A confirmation box displays.

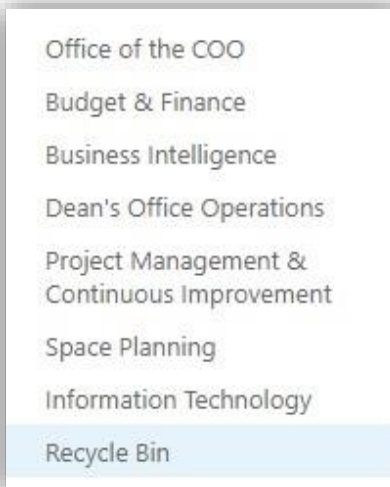


4. Click **Delete** and the file will be removed from the library and placed in the **Recycle Bin**.

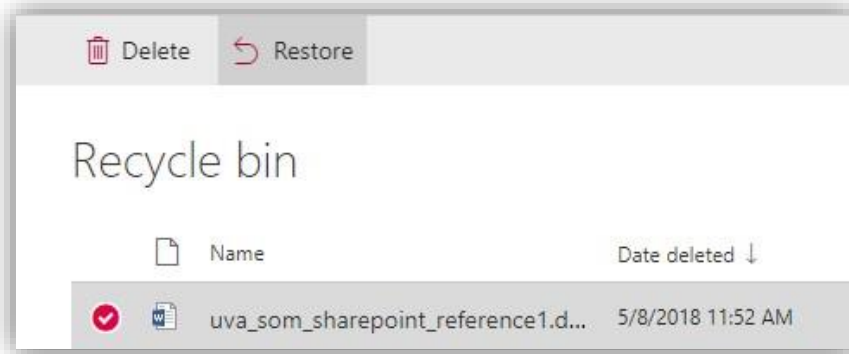
Recover Deleted Documents, Events, or Announcements

Note: This functionality is available to Content Owner's only.

1. Select **Recycle Bin** on the left navigation.



2. Select the radio button to the left of the deleted file, event, or announcement you want to recover, and then click the **Restore** option on the menu.



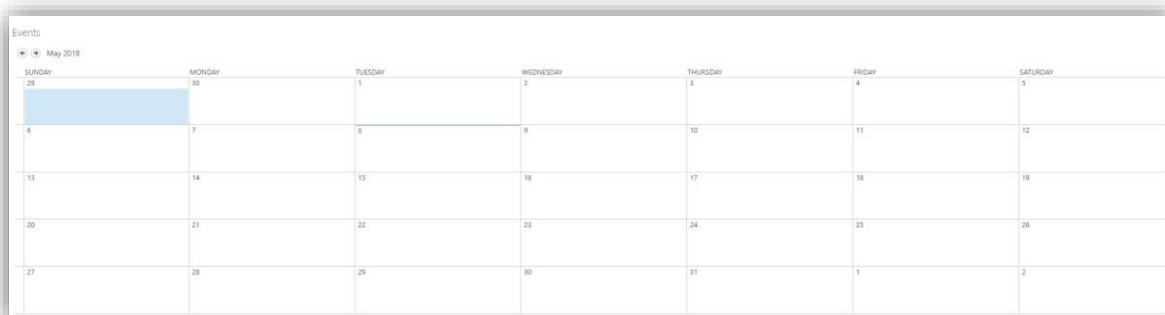
3. The file is now available in the same location it was prior to being deleted.

Create Calendar Events

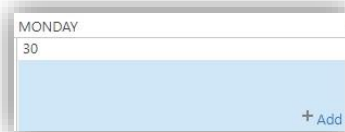
Note: This functionality is available to Content Owner's only.

Note: Only information germane to all departments served by the SOM should be added to the departmental calendar, as all events are populated to the general Dean's Office calendar. This functionality differs from the **Announcements** function, wherein the user may select whether to feature a given announcement to the main Dean's Office homepage, or not.

1. Ensure you are in the appropriate administrative site's main page (with the calendar).



2. Click in the box for the date of the event. An **+ Add** link displays in the box for that day.



3. Click the **Add** link. An **Events – New Item** box displays.

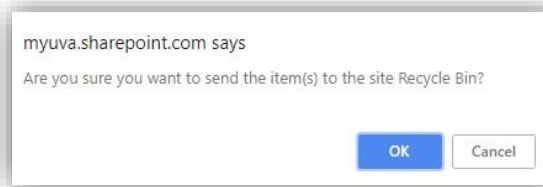
4. Enter information about the event.
5. Click **Save**. The event is now saved on the administrative site calendar.

Delete Calendar Events

Note: This functionality is available to Content Owner's only.

1. Double click on the event in the calendar. The **Events** box displays.
2. Click the **Delete Item** option under the **View** tab to delete the event.

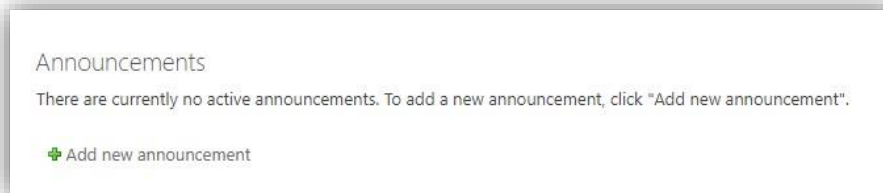
3. A confirmation screen displays. Click **OK** to delete the file and send it to the Recycle Bin.



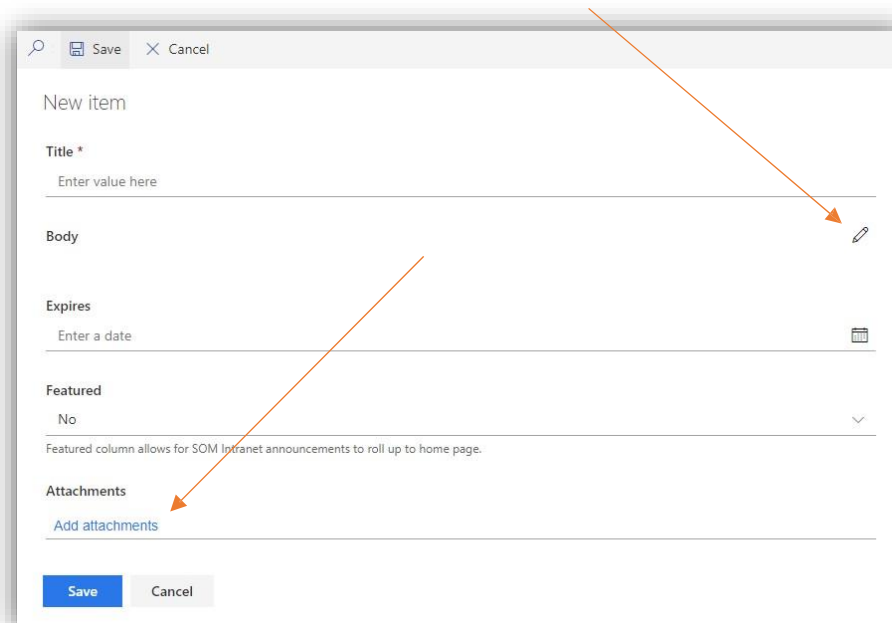
Create Announcements

Note: This functionality is available to Content Owner's only.

1. Ensure you are in the appropriate administrative site's main page where **Announcements** are available.



2. Click **Add new announcement**.
3. Enter information about the announcement.
 - a. Edit Body text by clicking on the pencil icon on the right margin.



4. TEXT

New item

Title *
Enter value here

Body

Expires
Enter a date

Featured
No

Featured column allows for SOM Intranet announcements to roll up to home page.

Attachments
[Add attachments](#)

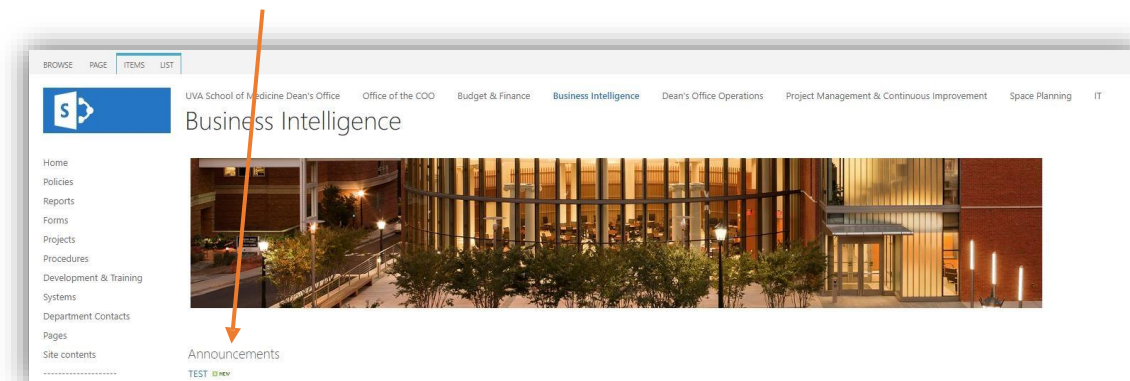
Save **Cancel**

5. Click **Save**. The announcement is now available.

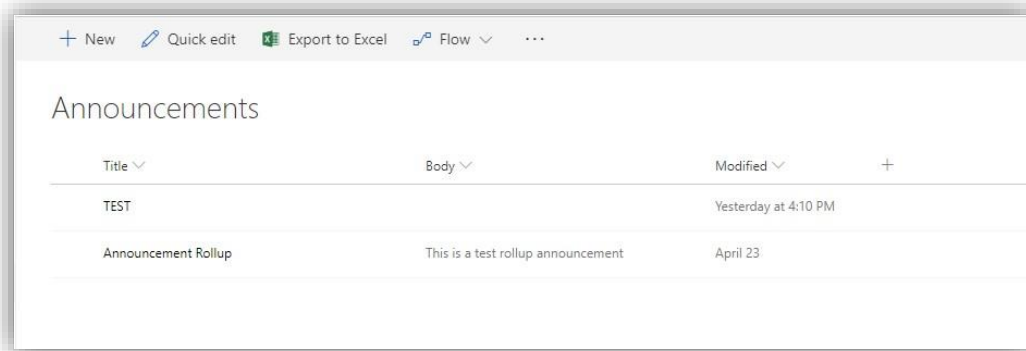
Delete Announcements

Note: This functionality is available to Content Owner's only.

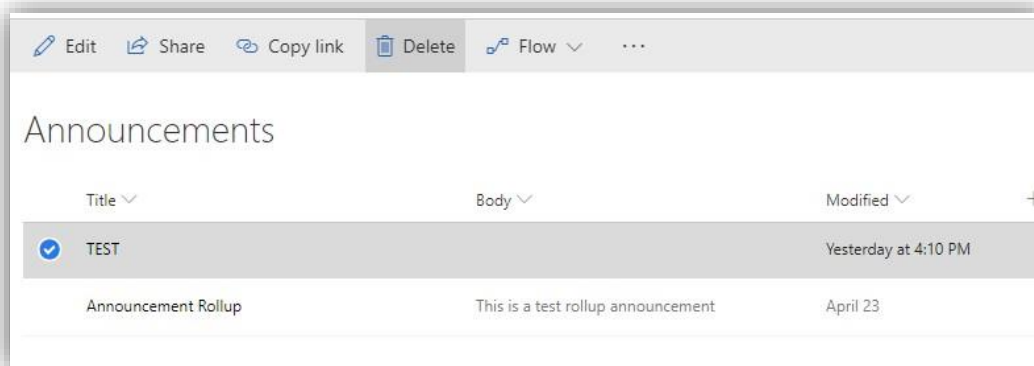
1. Click on the **Announcements** title.



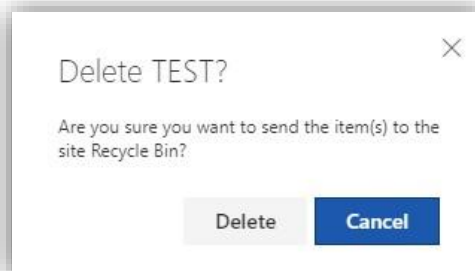
2. The **Announcements** page will display with all listed for the specific administrative site.



3. Click the radio button to the left of the announcement to be deleted, and then click **Delete** on the menu.



4. A confirmation page displays. Click **Delete** to delete the announcement and send it to the Recycle bin.



Appendix A

Before posting new information onto the School of Medicine's SharePoint site, consider the following:

1. Is it okay for the public to see this?
2. Is the intended audience a large group of people?
3. Has SharePoint been designated as the appropriate place for this information?

Examples of information that is **ACCEPTABLE:**

- Project announcements and status updates
- Public announcements from the Dean's Office
- Official organization changes
- Contact information for staff and faculty
- Event information
- Technical and process guidance

Examples of information that is **NOT ADVISED:**

- Meeting notes
- Non-public project documentation
- Personal calendars and appointments
- Copies of email exchanges

Examples of information is **NOT ACCEPTABLE:**

- Student names, contact information, or course schedules
- Subject or patient health information
- Sensitive personal information like Social Security Numbers

Being conscientious about posting to SharePoint is important because...

- Posting inappropriate information to SharePoint can cause harm to individuals, to the School of Medicine, and to the University as a whole
- UVA policy requires restricting what data is shared:
 - <https://uvapolicy.virginia.edu/policy/IRM-003>
 - <https://security.virginia.edu/university-data-protection-standards>
- Some data are protected by laws, like student information (FERPA) and subject/patient health information (HIPAA)