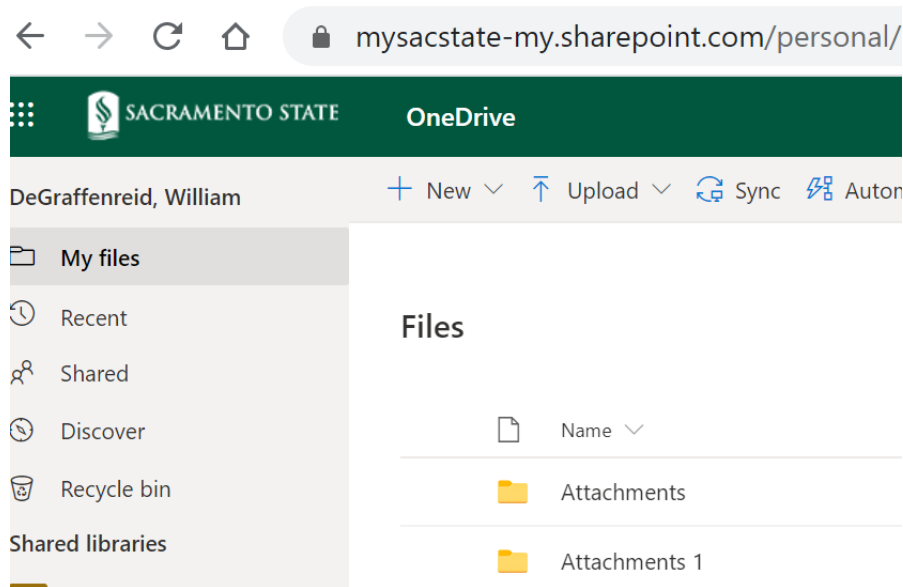


## Accessing OneDrive Folder

- When you are assigned access to a folder, you will be sent an email with a link to that folder. Please keep this email as it will be the quickest way to access your RTP file.
- If you lose that email, you may also gain access to One Drive via a web browser. Navigate your browser to: <https://mysacstate-my.sharepoint.com/>. If not already logged on use SacLink credentials to log in.
- The navigation on the left will look something like the image below:



- Click on the “Shared” folder and you will see a list of items that have been shared with you. It should include the faculty folders you will be reviewing.
  - Primary: access to only your department
  - Secondary A: access to P-2 and P-4 faculty
  - Secondary B: access to P-3 and P-5 faculty, tenure and/or promotion faculty
- Access to these folders will only be for the period during which you would normally have access to the paper binders: once the “letter” is distributed to the college office, the college HR analyst will remove your access.