How to log into and log out of your site:

Open the browser of your choice (Internet Explorer, Mozilla Firefox, Google Chrome, or Safari) and type the URL of your site into the address bar. You will then be connected to the standard DePaul University authentication dialog box as shown below:

You have requested access to a SharePoint site that requires Campus Connect authentication.

CAMPUS CONNECT AUTHENTICATION
Please enter your Campus Connect User ID and Password

User ID:

Password:

Forgot your password?

Login Clear

Type in your Campus Connection User ID and password and you will be directed to your site’s home page which will have a ribbon bar with actions and status of the page.
If you do not see the “Site Actions” drop down on the left or the Status bar, this means you do not have permissions to edit this page. Please contact the SharePoint site owner to arrange for the appropriate permissions.

Please see the Editing Quick Guide for instructions on editing publishing sites.

**Log out**

After you have completed your editing, be sure to log out. Click on the drop down arrow next to your name on the upper right hand of the screen.

Choose the Sign Out option:
You will also be prompted to close your browser.

If you have issues with your access, first please contact the site owner and then if needed place a support ticket with the Technology Support Center (TSC). Please see the “How to Place a Support Ticket” document for more information.