Comment [m1]: Sharepoint is found at [https://sharepoint.csueastbay.edu](https://sharepoint.csueastbay.edu). The log-in is your net-id and password, but you MUST put ad in front of your net-id.

Comment [m2]: This is the Sharepoint home page. You can see that there are many CSUEB organizations that are using Sharepoint now. Click on “Academic Senate”
Comment [m3]: This is the Senate home page. Click on the CCAC tab at the top (or click on CCAC in the site list on the left).

Comment [m4]: This is the CCAC Committee home page on Sharepoint. Links and documents of general interest throughout the year are posted here, for your convenience. If you have a suggestion for additional docs you would like to see here, contact the committee chair or the Senate Office. Click on the calendar at the left to access meeting information.
Comment [m5]: This is the committee calendar. It will list the meetings, as well as other deadlines and dates of committee interest. Click on the meeting date that you want to know more about.

Comment [m6]: This reminds me of a rolodex card. It gives the essential information about the meeting. Click on the Workspace link “CCAC meeting” at the bottom to get to the meeting workspace.
Comment [m7]: This is the meeting workspace. The agenda for the meeting, the minutes for committee approval, and any necessary documents or links pertaining to this particular committee meeting will be posted here.

When the Senate Office sends committee members a link to the SharePoint meeting site, alerting you to look at the meeting materials, the link we will provide will put you directly into the meeting workspace after log-in. -

Please call the Senate Office 885-3671 if you have problems with SharePoint. If the problem is beyond our scope, we will refer you to a SharePoint tech person.

We will send the meeting link to you 6 days before each meeting.

The CCAC workspace is accessible by members of the University community.