

Department of Occupational Therapy SharePoint Guide

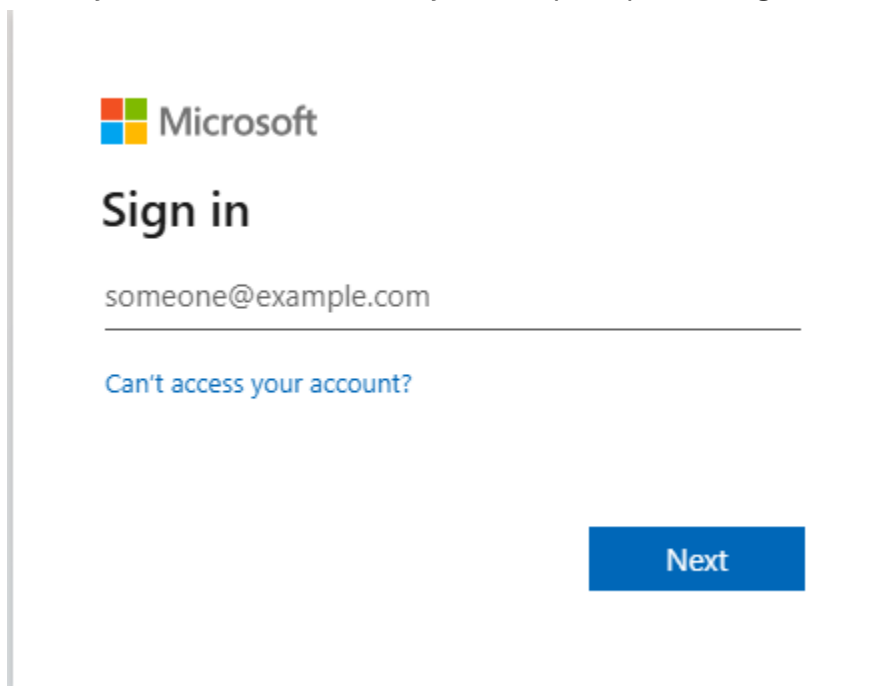
The “Department of Occupational Therapy” SharePoint site will be your central hub for all program-related information, resources, and updates. To get started, please ensure you’ve claimed your UManitoba ID, as you’ll need to log in with your University of Manitoba account to access the site.

Getting Started:

1. Visit the link below and bookmark it for easy access:

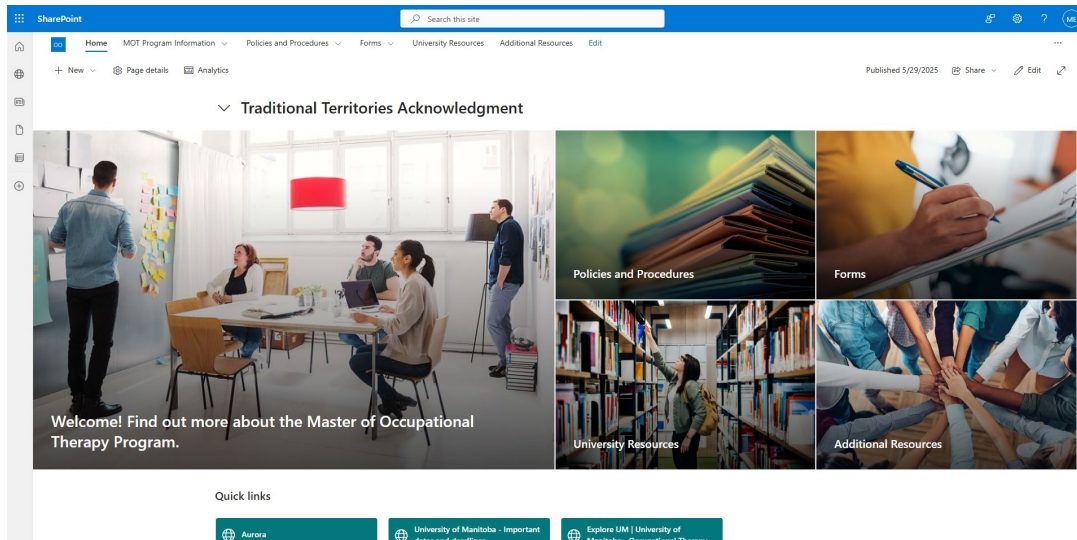
[Department of Occupational Therapy - Home](#)

2. When you first access the site, you’ll be prompted to log in:

A screenshot of the Microsoft Sign in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the placeholder text "someone@example.com". Below the input field is a horizontal line. Under the line, the text "Can't access your account?" is displayed in a smaller, blue font. At the bottom right of the sign-in area is a blue button with the word "Next" in white text.

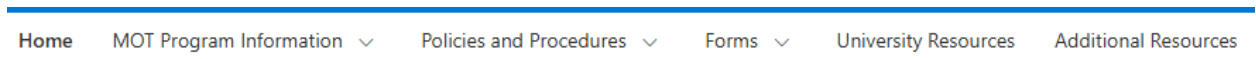
Important: Use your UManitoba account (personal accounts won't be granted access).

3. Once logged in, you'll land on the homepage, which features:

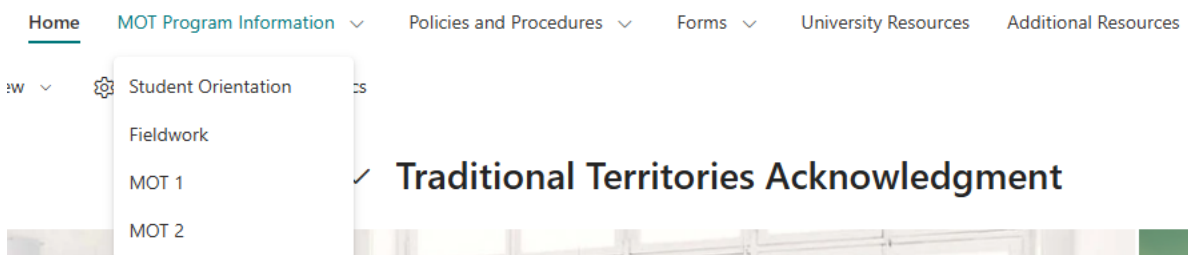


- Quick links to frequently used resources (e.g., Aurora, University of Manitoba Important Dates).
- Direct access to key program pages.

4. On the navigation bar at the top of the page you can find tabs for other pages on the site:



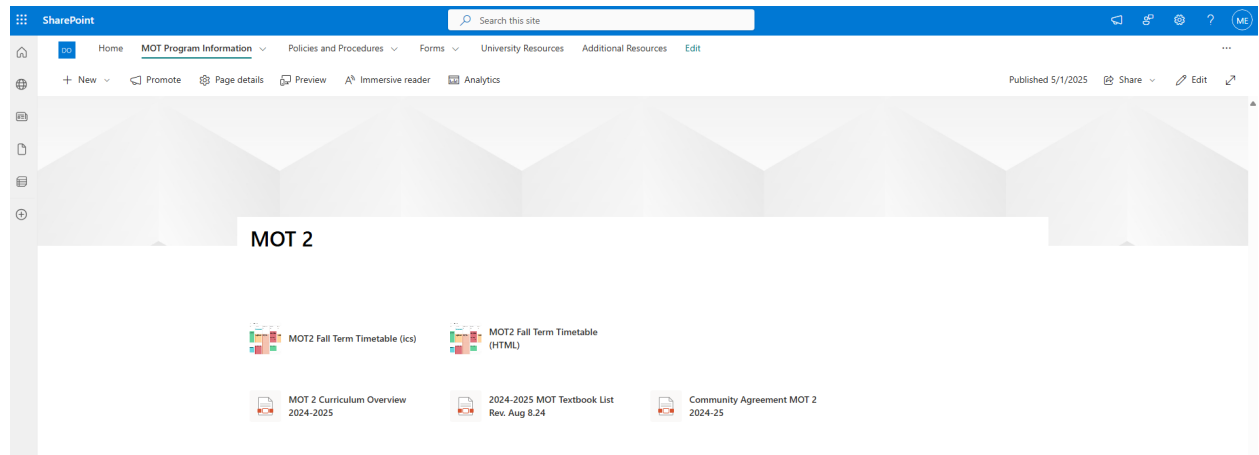
5. Tabs with a dropdown arrow contain subpages for quick access. No need to click through multiple pages!



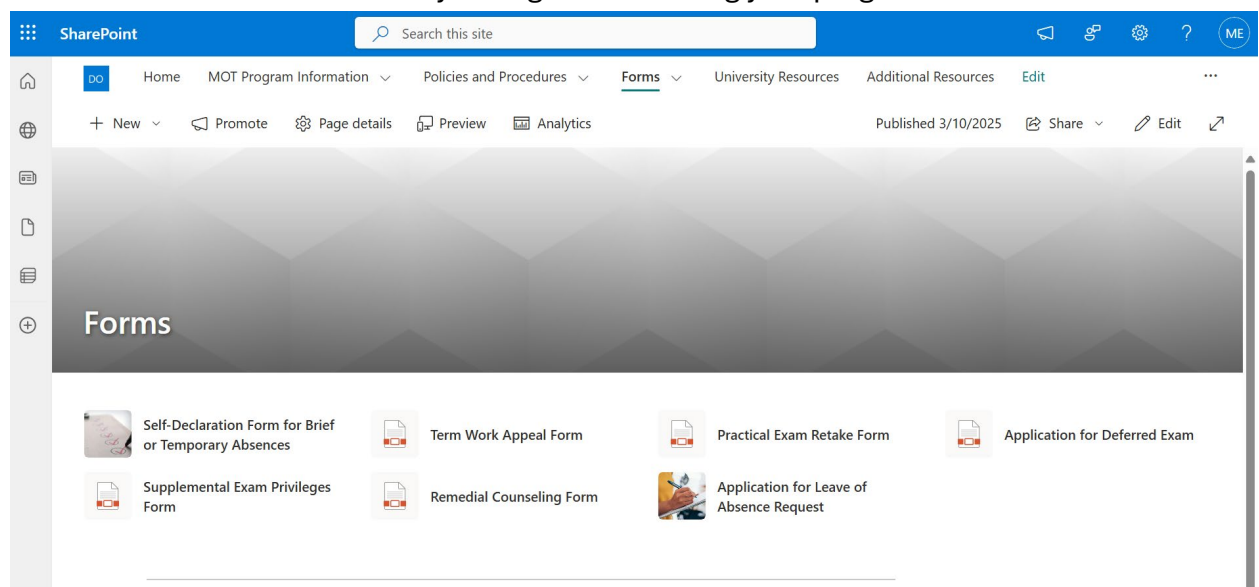
For example, you can jump straight to MOT 2 page or a specific form without having to navigate through multiple pages.

Key Resources You'll Find on This Site:

- Class-specific details (e.g., MOT 2 Timetable under the MOT 2 page).



- All essential submission forms you might need during your program:



We've designed this site to make your experience as smooth as possible. Take some time to explore, and don't hesitate to reach out to OTAdminCoordinator@umanitoba.ca if you have any questions or would like to provide feedback.

Cara Brown, Occupational Therapy Department Head, will provide an orientation to the SharePoint site during your orientation session. In the meantime, please feel free to familiarize yourself with the site.