## **Accessing SharePoint & Synching Files**

## \*\*You must complete this process using the <u>Edge browser ONLY</u>\*\*

Click on the icon to open the Edge browser:



It should open to the Devereux pre-set page with News and Announcements. On the top green 'bar' of that page, mouse over the word Centers & select Florida CCKids:

Vhat	We Do 🗸	Departments 🗸	Centers 🗸	Teams/Groups	~	Employee Resources	~
			Arizona				
			California				
			Colorado				
	Now	s and Annou	Connecticu	ut - Glenholme			т
	INCVV.		Florida				
		News	Florida CCI	Kids			
		Teacl impo	Georgia			nool discusses th music	

The landing page will have the forms that are used by almost everyone, and can be easily used/downloaded. You can access the forms by going to the appropriate folder and opening and/or downloaded what is needed; or, if you wish to be able to access the items in any given folder offline, on your local computer, click on See All:

Devereux	SharePoint		, Search this	site		
Home About Us ~ Wi Florida CCKids	hat We Do 🧹 🛛 Depart	tments ∨ Centers ∨ Teams/Gro	oups v Employe	e Resources 🗸 Tools/Apps	✓ Learning/Development ✓	Policies
<ul> <li>Florida CCKids Home</li> </ul>						
	Florida CCI	Kids Shared Files			See all	
	۵	Name 🗸	Modified ~	Modified By $\vee$		
	-	AnyConnect	April 13	Tammy Tappan		
	-	Case Management Forms	July 18, 2022	Tammy Tappan		
	=	HR Forms	July 18, 2022	Tammy Tappan		
	=	ICPC-OCS Documents	April 13	Tammy Tappan		
	-	Psychotropic Medication Docume	April 13	Tammy Tappan		

Then select the folder(s) you wish to have access to on your local computer & click on Sync, and follow the prompts. \**Note: you should only sync 1 or 2 folders at a time, to avoid overload in the process.*\*

	Devereux	SharePoint		₽ Search t	his library		
â	Home About Us V	What We Do Departs	ments Centers	Teams/Groups Emple	oyee Resources Tool:	s/Apps Learning/Developme	nt Policies
⊕	✓ Florida CCKids Home	귾 Sync 등	Add shortcut to OneDrive	교 Pin to Quick access	Export to Excel	움 Automate 🗸   문 Integrate	~
(III)		$\square$					
٥	Return to classic SharePoint	Florida CCk	Kids General Files 🔳	1~			
		D	Name $\vee$	Modifi	ed $\vee$ Modifie	d By 🗸	
(+)		-	AnyConnect	April 13	Tammy Ta	ppan	
			Case Management Forms	July 18,	2022 Tammy Ta 2022 Tammy Ta	ppan	
		-	ICPC-OCS Documents	April 13	Tammy Ta	ppan	
			Psychotropic Medication Do	cuments April 13	Tammy Ta	ppan	

If prompted, check the Always box & then click on Open Microsoft OneDrive:

Open Microsoft OneDrive?	Open Microsoft OneDr
https://devereux.sharepoint.com wants to open this application.	https://devereux.sharep  Always allow deverent
Open Microsoft OneDrive Cancel	

You will see a brief pop-up as your computer connects to OneDrive; once you see this pop-up you can click on close, and the files will begin the synching process.



To find them on your local computer, open a File Explorer window (the yellow folder icon), and look for Devereux on the left; expand that to see your synched Teams & SharePoint folders:



The process is the same for the shared libraries; staff will see only those options to which they have access to. To view the other libraries, click on the down arrow next to Florida CCKids Home to expand the list:



Select the folder>sub-folder that you wish to view and/or sync, and repeat the process:

-	Devereux	SharePoint						
G	All Shared Files Intranet	Home						
•	CK CC Kids File Share Libraries							
D	Florida CC Kids Home	+ New ∨ ↑ Upload ∨ 目 Edit in g	rid view 🦂 Sync 🗟 Add sh	ortcut to OneDrive 🔄 Pin to Quick access				
8	Administration							
æ	COA	Administration						
0	IOC	🗋 Name 🗸	Modified $\vee$	Modified By $\vee$ + Add column				
	Recycle bin	2021-22 Civil Rights Compliance C	hecklist August 4, 2022	Rusty Kline				
		4-E Waiver Reviews	April 29, 2020	Rusty Kline				
	Return to classic SharePoint	AARC AARC	June 15, 2021	Cheri Sheffer				
		Archive Mgt - Inventory 10-2017	September 21, 2022	Rusty Kline				
		ASPR	February 21	<b>BUILTIN\Administrators</b>				
		BOD	October 18, 2022	BUILTINvAdministrators				
		Business Tax Receipts	October 11, 2022	BUILTIN\Administrators				
		CBCIH	December 15, 2022	BUILTIN\Administrators				
		CCKids - DCF CPA Application	September 23, 2019	Rusty Kline				
		CCKIDS MOU's-MOA's	September 28, 2018	Elisabeth Eugene				
		CFSR Master PIP Updates	July 9, 2021	Rusty Kline				
		Circuit 19 Quarterly Data Meeting	October 18, 2022	Rusty Kline				
		Civil Rights	October 18, 2022	<b>BUILTIN</b> , Administrators				

	Devereux	SharePoint	♀ Search this library	
6	All Shared Files Intranet He	ome		
•	CK CC Kids F	ile Share Libraries		
٥	Florida CC Kids Home	+ New V T Upload V Edit in grid view	년 Share 🐵 Copy lin	nk 🗔 Sync 🛓 Downlo
8	Administration			
•	COA	Administration > Policies & Procedures		
	IOC	🗅 Name 🗸	Modified $\vee$	Modified By $\sim$ $\pm$ )
	Recycle bin	2020-2021 updated IT policies	July 8, 2022	Rusty Kline
		CCKids 2021-2022 P&P (Old)	June 21, 2021	Elisabeth Eugene
	Return to classic SharePoint	CCKids 2022-2023 P&P	December 28, 2022	Elisabeth Eugene
		INDEX_CCKIDS Policies_and_Procedures-20	April 13	Sean Lawcock
		Policy and Procedures Template.docx	March 5, 2019	Elisabeth Eugene

Note: if the Sync option isn't showing, you may have to click on the 3 dots to see it:

