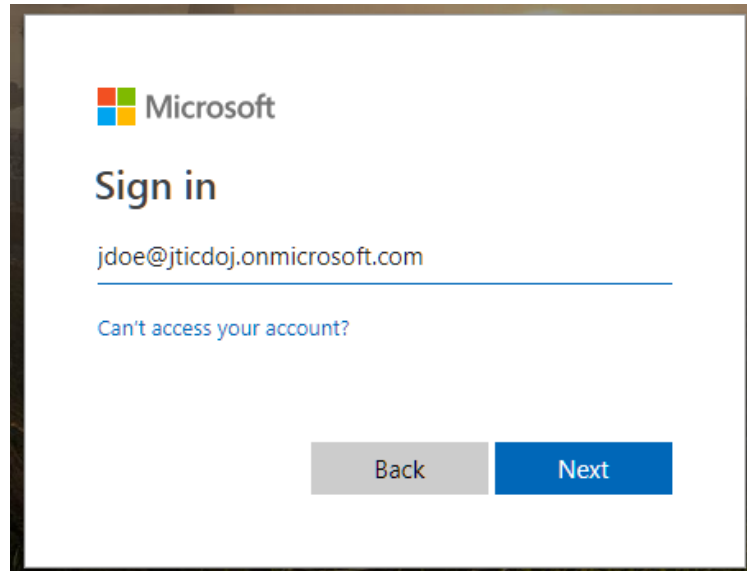


Instructions for using the new JTIC DOJ SharePoint Site

1. Connect to the new site at <https://jticloj.sharepoint.com> (**unlike previous version SharePoint Online works best with Google Chrome**).
2. Enter your username, which will be in the format below
 - a. Your current username you use to connect to the current NLECTC SharePoint site, which is usually first initial last name, followed by **@jticloj.onmicrosoft.com** (you will only need to type this once 😊) e.g. James Doe, with a username of jdoe, would be `jdoe@jticloj.onmicrosoft.com`

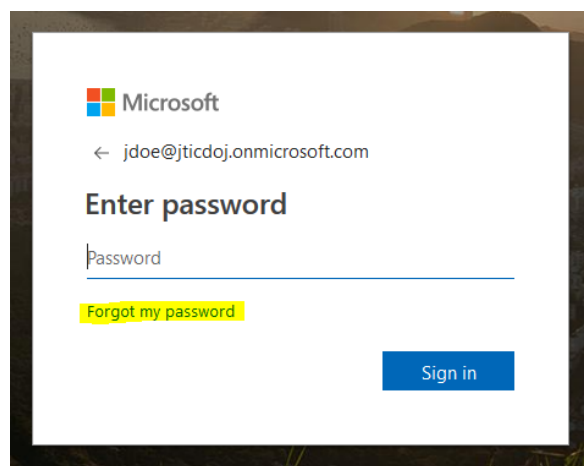


Microsoft

Sign in

[Can't access your account?](#)

3. Click Next
4. Use the temporary password provided to you. If you do not have that password, select 'Forgot my password', and you should receive a notice on your alternative account, which was registered with the JTIC site previously.



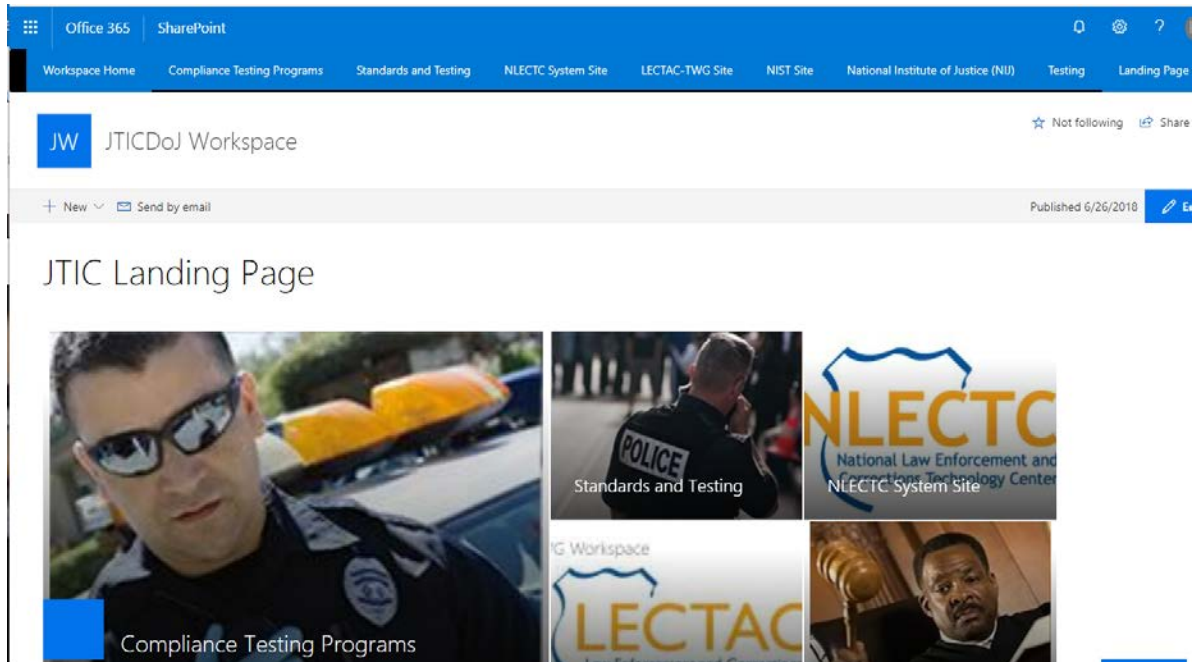
Microsoft

← jdoe@jticloj.onmicrosoft.com

Enter password

[Forgot my password](#)

5. If all is well, you will be redirected to the new landing page. You can use the navigation bar at the top to get around to the different sites



Troubleshooting:

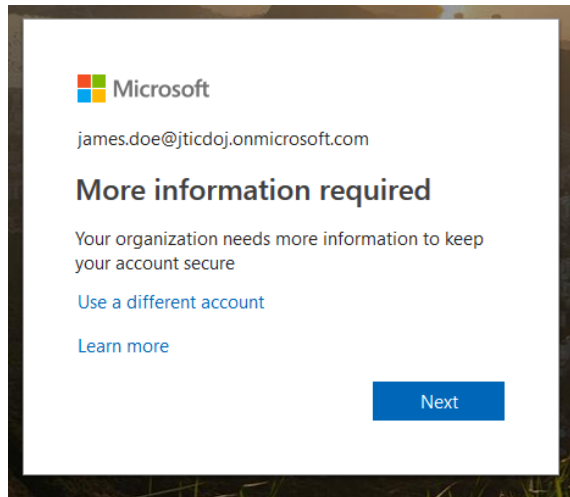
1. No access. If you get the following message:

Sorry, you don't have access.

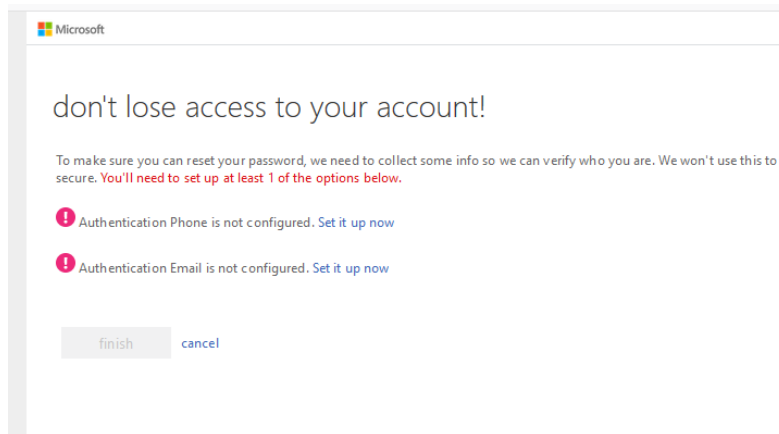
I'd like access, please.

Simply request access by selecting the 'Request Access' button. This should be corrected shortly.

2. Note: if you get the following message, Microsoft needs additional information about how to link your account, click Next to configure an alternate email.



3. Select the 'Set it up now' on Authentication Email to configure the alternate email.



4. Enter an alternate email address. This will help you recover your account if you lose your password. Enter the verification code and Verify. Select 'Finish' to complete.

