

Logging into SharePoint

1. Go to <https://resources.as.uky.edu>

https://resources.as.uky.edu

College of Arts and Sciences

College of Arts & Sciences
**FACULTY & STAFF
RESOURCES**

Organizational Units ▶ Directory ▶ Faculty Resources ▶ Quick Links

Organizational Units

The Dean's Office

A&S FULL DIRECTORY ▶

SHAREPOINT PORTAL ▶

ONLINE TUTORIALS ▶

EVENT PLANNING RESOURCES ▶

2. Click on "SharePoint Portal"

3. Make sure that you are logged in.

The screenshot shows the top navigation bar with 'Browse' and 'Page' tabs, and a user profile 'Noe, Tefani N'. Below is the 'College of Arts and Sciences' header with a search bar. A 'Sign In' button is highlighted. Below it, instructions for signing in using a 'link blue' account are provided, along with an example username and password. A table of contents is displayed with three columns of links. A red arrow points to the 'Sign In' button, and another red arrow points to the 'A&S Department & Program Documents' link in the first column of the table of contents.

of Arts and Sciences

and Sciences

College of Arts and Sciences

Sign In

Sign in using your "link blue" account.

Example
Username: AD\jsmith2
Password: same as your email password (UK Exchange Acct.)

Select a site from the table of contents below.
(You will only see sites that you have access to)

Table Of Contents

A&S Department & Program Documents	Departmental Information for the Dean's Office	Instructional Technology
Calendars	Documents	Proposals for Curriculum Changes
Dean's Office - Finance	Environmental and Sustainability Studies	

Follow us:

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4. Click A&S Department & Program Documents.

5. Click your respective department.

A&S Department Documents

Your department(s)

A&S Admin	Earth and Environmental Sciences	MCLLC
AAAS	English	Philosophy
Air Force ROTC	Gender and Women's Studies	Physics & Astronomy
Anthropology	Geography	Policy Studies on Violence Against Women
Appalachian Studies/Appalachian Center	Hispanic Studies	Political Science
Archaeology	History	Psychology
Army ROTC	IDP	Sociology
Biology	Linguistics	Statistics
CESL	Mathematics	WRD
Chemistry		

6. You will see the following folders in your department folder:



A&S Department & Program Documents			
[DeptDocs Home]	Type	Name	Mo
A&S Admin	Folder	Chair Reports	1/2
AAAS	Folder	Faculty Reports	9/2
Air Force ROTC	Folder	Instruction	4/E
Anthropology	Folder	Miscellaneous	10/
Appalachian Studies/Appalachian Center	Folder	Payroll	4/E

Explanation of folders:

Chair Reports: Contains account reconciliations, monthly reports, and your department's Master Budget Spreadsheet (recurring, non-recurring and external funding).

Account Reconciliations: (1) Vendor Detail Workbook that contains monthly transactions for each department. (2) Monthly Payroll Workbook that contains the entire payroll by month for each department.

Monthly Reports: arranged by month – these folders contain that month's Endowments and Gifts Reports (if applicable), Grant Chair Summary (if applicable), SIO Summary Report, and Budget vs. Actual Expenses Summary.

Master Budget: Contains the department's recurring, non-recurring, and external funding summaries.

Faculty Reports: Contains individual faculty folders with their budget reports.

Instruction: TRS Reports and summer teaching payroll spreadsheets.

Miscellaneous: May contain Endowment Agreements, contracts, and other miscellaneous items that do not fall in to the listed folders.

Payroll: Bi-Weekly, DOEs, Faculty Summer Salary, and Monthly Folders; Semester Payroll Spreadsheets