

Accessing SharePoint

TANF New Worker Collaboration Site

The TANF New Worker SharePoint site is used as way to communicate and collaborate with other new worker class members and the assigned trainer through discussion groups.

A DWD/Wisconsin (WIEXT) Logon ID is needed to access this collaboration site. If you do not have an ID, you may self register for one:

<https://www.dwd.state.wi.us/accountmanagement/default.aspx>

Please provide this logon ID to your assigned trainer so you may be added to the list of new workers.

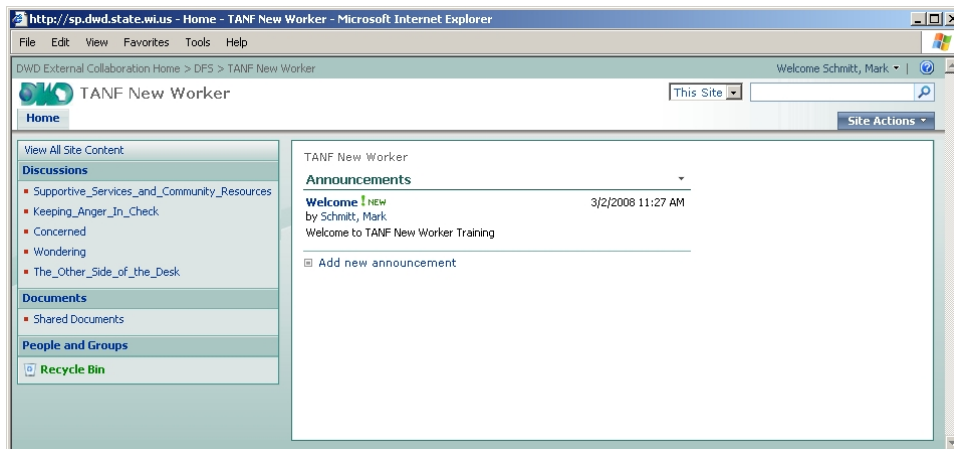
To access the TANF New Worker site:

1. Click the following link: <http://sp.dwd.state.wi.us/DFS/TANFNewWorker/default.aspx>
2. Enter your DWD/WI Logon ID and password in the User name and Password fields.



The User name is entered as “**WIEXT**Logon ID” (note that this is a backslash not a forward slash)

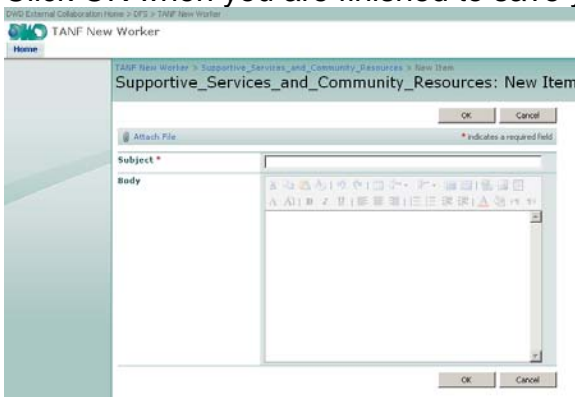
3. On the homepage, click the discussion group topic from the left navigation list that you want to contribute to.



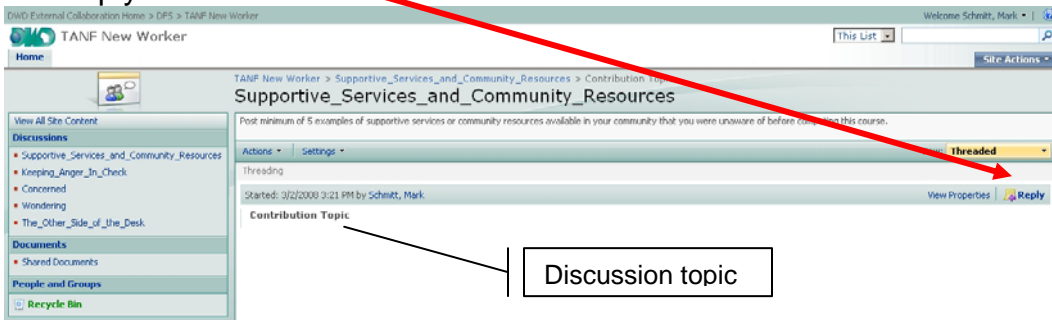
- To add a new entry, click the New button at the top of the Discussion Board list.



- Enter the subject and content of your contribution in the dialog box that appears. Click OK when you are finished to save your entry.



- To reply to a discussion already started, first click the discussion topic, and then click the Reply button.



- Enter your reply. Click the OK button when you are finished to save your entry.

