

Trainer Resources – SharePoint Site

The Partner Training Team’s SharePoint site is a secure server storage space that is used to retrieve files that are too large to be stored on the Trainer’s Resource webpage.

Log in to: <https://share.dcf.wisconsin.gov/cake/bwfpt/>

NOTE: Requires WI Logon ID (also called a WIEXT ID), or DCF Network ID

If you do not have a WI Logon ID, you can self-register for one at:
<https://accounts.dwd.wisconsin.gov/>

If you need access to the SharePoint site, have your supervisor send an email to the DCF Service Desk (dcfhelpdesk@wisconsin.gov) with the subject line, “SharePoint Access Request - BWF Partner Training” requesting access.

Or, if you receive the message above, you can type a request including your name, email address, that you are part of the Partner Training Team, and that you need access to do your job with PTT. Click the “Send Request” button to submit.

Document Files

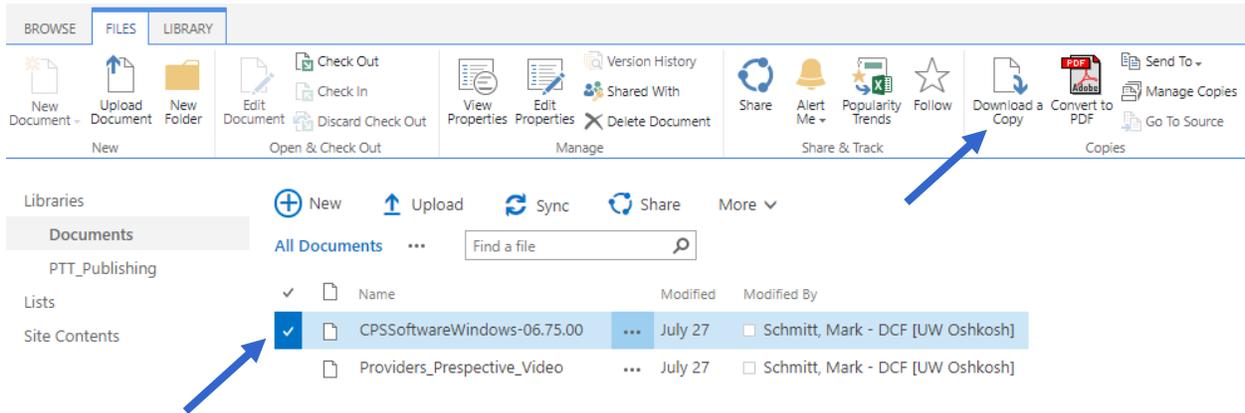
The screenshot shows the SharePoint interface for a document library named 'Documents'. The top navigation bar includes 'BROWSE', 'FILES', and 'LIBRARY' tabs. Below this is a ribbon with various actions like 'New Document', 'Upload Document', 'New Folder', 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out', 'View Properties', 'Edit Properties', 'Delete Document', 'Share', 'Alert Me', 'Popularity Trends', 'Follow', 'Download a Copy', 'Convert to PDF', 'Send To', 'Manage Copies', and 'Go To Source'. The left sidebar shows 'Libraries' with 'Documents' highlighted, and 'Lists' with 'PTT_Publishing'. The main content area displays a table of files and folders:

Name	Modified	Modified By
Folder: _TEMP_Uploads_Downloads	January 14, 2021	Schmitt, Mark - DCF [UW Oshkosh]
Folder: Classroom Training	September 26, 2016	Lynda Fischer
Folder: ROCK Documents	November 17, 2016	Lynda Fischer
Folder: Trainers_Resources	July 27	Schmitt, Mark - DCF [UW Oshkosh]
File: DFES_StrategicPlan	February 3, 2021	Schmitt, Mark - DCF [UW Oshkosh]
File: Harry_Potter_Trainer_Intro_022022	February 21	Briggs, Eura G - DCF
File: Harry_Potter_Trainer_Intro_022022	February 21	Briggs, Eura G - DCF
File: PTT_Staff_Directory_090721	October 13, 2021	Schmitt, Mark - DCF [UW Oshkosh]

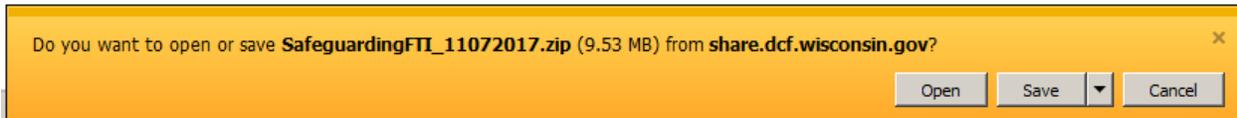
Documents is where the Trainer Resources folder can be accessed that holds files that are too large for the Trainer’s Resource webpage. This is also where the Repository of Compiled Knowledge (ROCK) folder of resource documents are stored.

Download Files

To download a file, click the checkbox to the left of the selected file and then click the **Download a Copy** button.



You can then choose where you'd like to save the file.



NOTE: DCF Security will not allow you to download more than one file at a time.