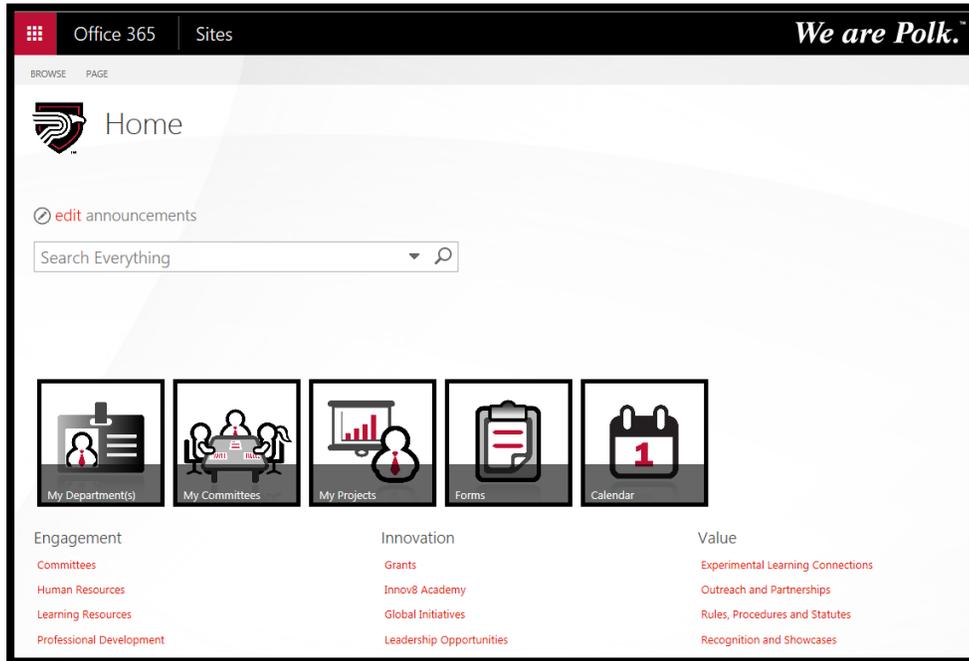# How to access your Polk State College OneDrive for Business
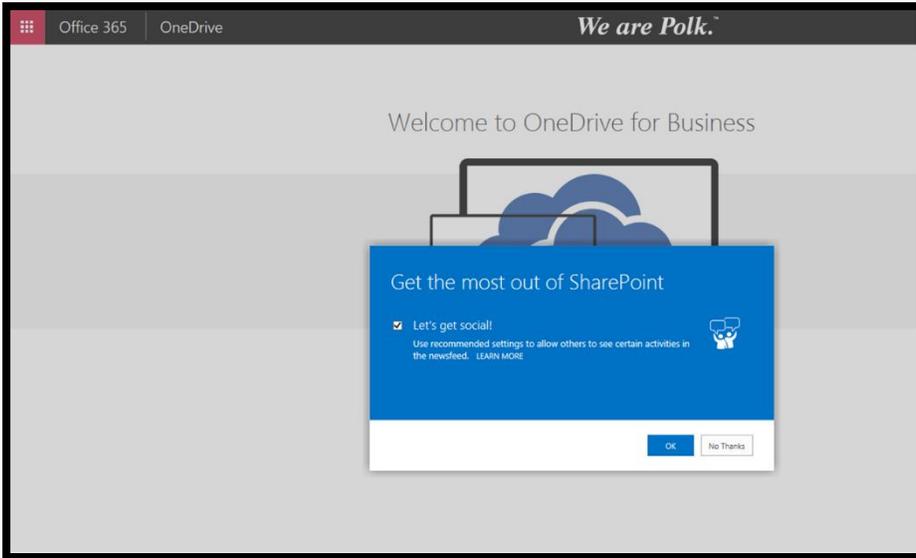
Once you have arrived at the Polk State College PIE site, please Click on the Office 365 panel in the upper left corner. If you need assistance in getting the PIE, please reference the URL below.
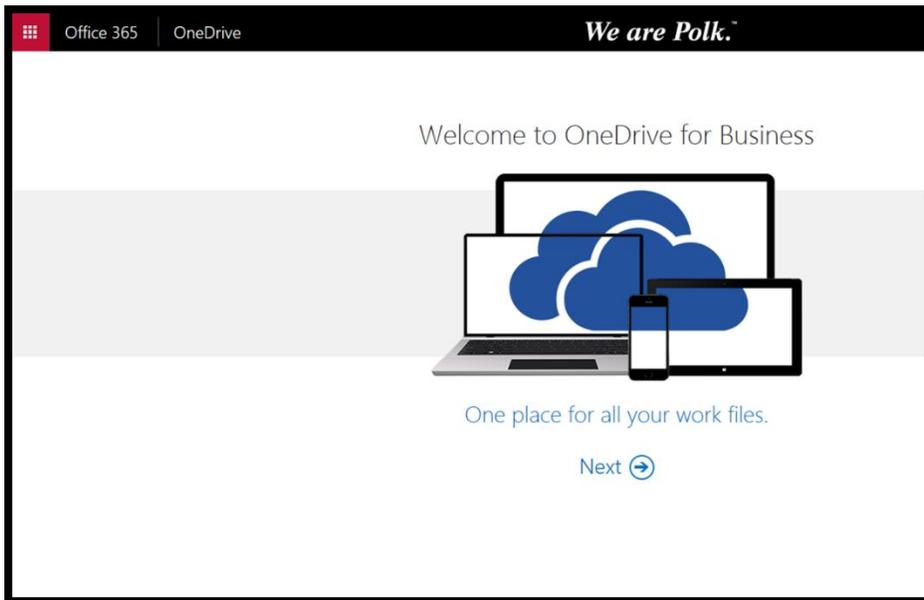
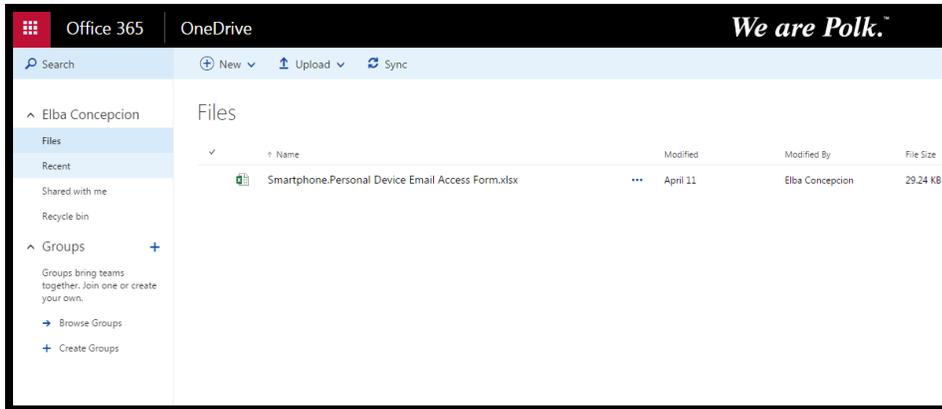https://www.polk.edu/wp-content/uploads/Logon-process-to-access-PIE-via-Polk-Sharepoint-URL.pdf

After clicking on the Office 365 panel, you will arrive at your Office 365 site. You will notice your OneDrive for Business panel in the first row under "Collaborate with Office Online". Please click on the OneDrive panel to gain access.

The first screen that will appear will be the one to the left. Please click "No Thanks".



The second screen to appear (which may appear briefly and then disappear), is the one to the left. This is the Welcome screen to your new Polk State College OneDrive account.

Welcome, you have arrived to your Polk State College OneDrive Folder. A similar screen to the left will appear.