## Logon process to access PIE via Portal.Office.com

	Office 365
5-74	Work or school account
	someone@example.com
A DE	Password
	Excep me signed in
<b>^</b>	Sign in
NAK	Can't access your account?

Navigate to portal.office.com in the web browser of your choosing.

Please enter in your passport username (<u>passportusername@polk.edu</u>). Place a check mark on the "Keep me signed in"



You will see the Redirecting notification indicated in the screen shot to the left.

Sign in with your organizational account	
wdewitt@polk.edu	
Password	The "Redirect" will bring you to the Polk State Co
Sign in	Single Sign-on site
Sign in As an official site of Polk State College, only authorized users are permitted. There is no explicit or implicit expectation of privacy. Due to Florida's very broad public records law, most written communications to or from College employees renarding College business are public records	Please enter in your Polk State College password click Sign in.

Once you Sign in you will be brought to the Polk State College Office 365 site. Click on the "We are Polk"



Once you click on the "We are Polk" in the previous screen shot you will land on the Polk State College PIE site.



### Logon process to access PIE via Office.com



Navigate to Office.com in the web browser of your choosing and click "Sign In" in the upper right.

Cffice
Work or school, or personal Microsoft account
Email or phone
Password
Sign in
Can't access your account?

Please enter in your passport username (passportusername@polk.edu). Place a check mark on the "Keep me signed in"



Once you enter in your passportusername@polk.edu, you will need to choose "Work or School Account".

	1 Office
R C C	redirecting /e're taking you to your organization's sign-in page. ance Keep me signed in

You will see the Redirecting notification indicated in the screen shot to the left.

ign in with your organizational account
vdewitt@polk.edu
assword
Sign in as an official site of Polk State College, only uthorized users are permitted. There is no explicit rimplicit expectation of privacy. Due to Florida's ery broad public records law, most written ommunications to or from College employees egarding College business are public records, vailable to the public and media upon request. herefore, any communication within this site may be ubject to public disclosure. By accessing this system, ou indicate your awareness and consent to the terms nd conditions of use. Improper use may result in
Sign in as an official site of Polk State College, only uthorized users are permitted. There is no explicit r implicit expectation of privacy. Due to Florida's ery broad public records law, most written ommunications to or from College employees egarding College business are public records, vailable to the public and media upon request. herefore, any communication within this site may be ubject to public disclosure. By accessing this system, ou indicate your awareness and consent to the terms nd conditions of use. Improper use may result in dministrative disciplinary action and civil and criminal enalties

The "Redirect" will bring you to the Polk State College Single Sign-on site.

Please enter in your Polk State College password and click Sign in.

Once you Sign in you will be brought to the Polk State College Office 365 site. Click on the "We are Polk"

Office 365	We are Polk.									
	G00 Search online	d afte	erno	on, \ ^	Villia	m			± In:	stall Office 2016 Other installs
	Use the onl	line apps								
	Mail	Calendar	People	Newsfeed	OneDrive	Sites	Tasks	D H Delve	V D Video	W
	Excel	P P PowerPoint	N Die Note	Sway	Class Notebook	Security & Compliance	Admin			

Once you click on the "We are Polk" in the previous screen shot you will land on the Polk State College PIE site.

iii Office 365 Sites		We are Polk.
BROWSE PAGE		
Home		
⊘ edit announcements		
Search Everything	Q <del>-</del>	
My Department(s)	My Projects	Leedar
Engagement	Innovation	Value
Committees	Grants	Experimental Learning Connections
Human Resources	Innov8 Academy	Outreach and Partnerships
Learning Resources	Global Initiatives	Rules, Procedures and Statutes
Professional Development	Leadership Opportunities	Recognition and Showcases
Quality Enhancement Plan	Strategic Planning	Reports

# Primary Logon process to access PIE via https://polkstatecollege.sharepoint.com/SitePages/Home.aspx

	Coffice 365
and the second sec	Work or school account
	bomeone@example.com
A.F.	Password
1	Excep me signed in
	Sign in
XXX	Can't access your account?

# Please enter in your passport username (passportusername@polk.edu). Place a check mark on the "Keep me signed in"



Once you enter in your passportusername@polk.edu, you will need to choose "Work or School Account".

1 Office	
Redirecting We're taking you to your organization's sign-in page. Cance Keep me signed in	

You will see the Redirecting notification indicated in the screen shot to the left.

sign in with your organizational account
vdewitt@polk.edu
Password
As an official site of Polk State College, only authorized users are permitted. There is no explicit or implicit expectation of privacy. Due to Florida's very broad public records law, most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, any communication within this site may be subject to public disclosure. By accessing this system, you indicate your awareness and consent to the terms and conditions of use. Improper use may result in administrative disciplinary action and civil and criminal populate.

The "Redirect" will bring you to the Polk State College Single Sign-on site.

Please enter in your Polk State College password and click Sign in.

#### Welcome to PIE

iii Office 365 Sites		We are Polk.
BROWSE PAGE		
Home		
⊘ edit announcements		
Search Everything	Q =	
My Department(s)	My Projects	ndar Voluce
Engagement	Innovation	Value
Human Resources	Innov8 Academy	Outreach and Partnerships
Learning Resources	Global Initiatives	Rules, Procedures and Statutes
Professional Development	Leadership Opportunities	Recognition and Showcases
Quality Enhancement Plan	Strategic Planning	Reports