



Frequently Asked Questions - FAQ 1011

Category: Web

FAQ 1011

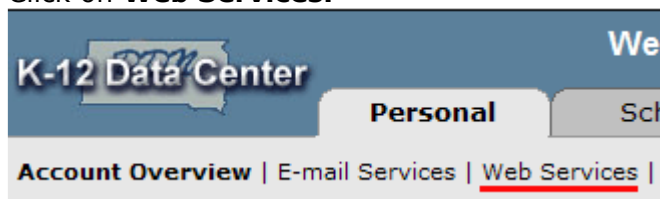
Question:

I am a South Dakota K-12 Educator. How do I request a SharePoint site?

Answer:

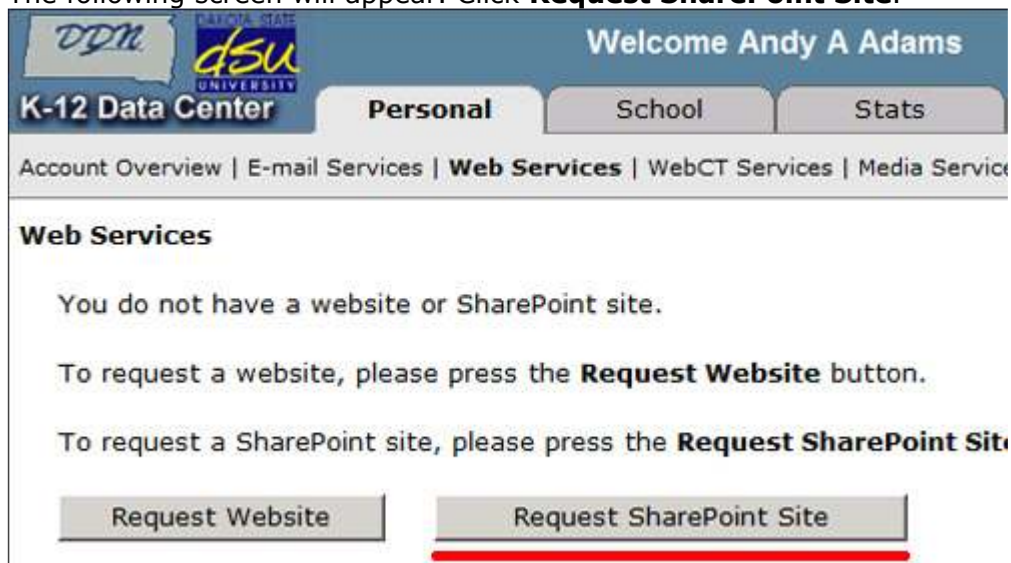
To request workspace:

1. Sign into the members.k12.sd.us website.
2. The Personal tab should be selected.
3. Click on **Web Services**.

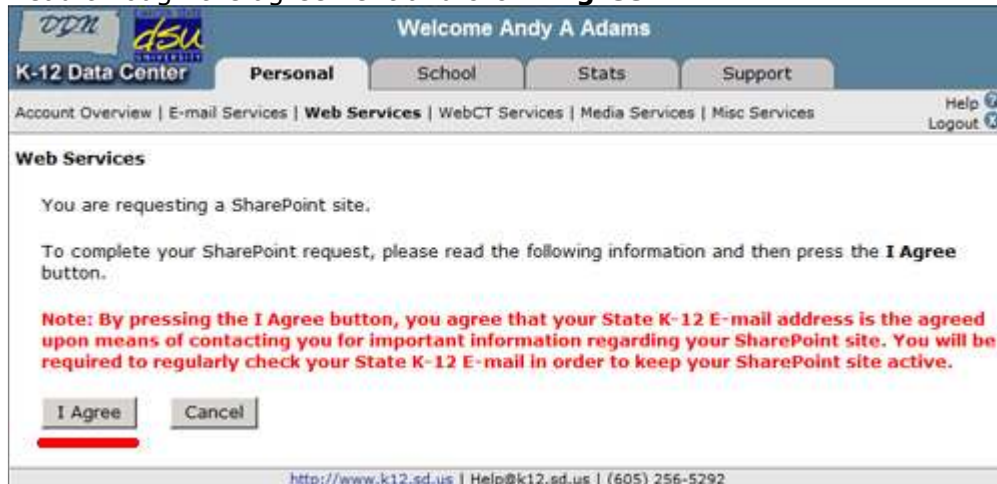


If you do not have a web site hosted by the K-12 Data Center:

1. The following screen will appear. Click **Request SharePoint Site**.



2. Read through the agreement and click **I Agree**.



If you already have a web site hosted by the K-12 Data Center:

1. The following screen will appear. Click **Request SharePoint Site**.



2. Read through the agreement.
3. Select one of the following options:
 - o Choose **Do not make my website files available for me to download** to discard the contents of the old FrontPage website.
 - o Choose **Make my website files available for me to download for the next 30 days** to preserve the contents of the old FrontPage website for 30 days.
4. Click **I Agree**.

The screenshot shows a web interface for the K-12 Data Center. At the top, there is a navigation bar with the K-12 Data Center logo and the text "Welcome Andy A Adams". Below this are tabs for "Personal", "School", "Stats", and "Support". A secondary navigation bar includes links for "Account Overview", "E-mail Services", "Web Services", "WebCT Services", "Media Services", and "Misc Services". On the right side of this bar are "Help" and "Logout" links.

The main content area is titled "Web Services" and contains the following text:

You are requesting a SharePoint site.

To complete your SharePoint request, please read the following information and then press the **I Agree** button.

Note: By pressing the I Agree button, you agree that your State K-12 E-mail address is the agreed upon means of contacting you for important information regarding your SharePoint site. You will be required to regularly check your State K-12 E-mail in order to keep your SharePoint site active.

Creating a SharePoint site will automatically remove your old website.

Below this text are two radio button options:

- Do not make my website files available for me to download
- Make my website files available for me to download for the next 30 days

At the bottom of the form are two buttons: "I Agree" and "Cancel". The "I Agree" button is highlighted with a red underline. The footer of the page contains the URL "http://www.k12.sd.us", the email "Help@k12.sd.us", and the phone number "(605) 256-5292".

You will be notified at your State K-12 e-mail address when the website has been completed.

Note: The turn around time for creating a website is one business day. However, during a normal business day websites are created as soon the requests are received. If you have not received confirmation within two business days, please e-mail Help@k12.sd.us. All information concerning your web site will be sent to your South Dakota State K-12 E-mail address.