HOW TO ACCESS THE ANESTHESIA SHAREPOINT?

Step 1. UTmail Sign-in
- Visit the Sharepoint link provided to you by the Anesthesia Department
- Sign in with your U of T email

Step 2. UTORid Login
SharePoint is a secured UofT repository library. After you signing with your UTmail, you will be asked to login with your UTORid.

Step 3. Library Navigation
Welcome to the Anesthesia SharePoint homepage! To visit a library, please:
- Unfold the libraries on the navigation bar
- Select the library you would like to access.

Step 4. SharePoint Sign-out
After using the library, please sign out.
- In the upper-right-hand corner of your web browser, select your picture or initials
- Select Sign Out
HAVING A PROBLEM WITH UTORID/UTMAIL?

**DO YOU KNOW YOUR UTORID/UTMAIL?**

- **NO**
  - Do you have an academic appointment with U of T?
    - **NO**
      - The SharePoint service is only available for UofT faculties, students, and staffs. If you are interested in joining the UofT community, please refer to the Step-by-Step Guide to Applying for an Academic Appointment (http://aca.med.utoronto.ca/).
    - **YES**
      - Is your academic appointment with the Department of Anesthesia?
        - **NO**
          - Please contact the Business Manager of the department where you have your appointment for assistance.
        - **YES**
          - Please contact the Program Coordinator or Committee Administrator for assistance.

- **YES**
  - Do you remember the password to your UTORid/UTmail?
    - **NO**
      - If you cannot log in with your UTORid and password, please verify your UTORid through <https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl>.
    - **YES**
      - Please contact the U of T IT HELP DESK <help.desk@utoronto.ca> to reset password.