

Every projet you turn in is also required to be uploaded to the sharepoint system.

To enter this system, go to your browser (Explorer, Firefox, etc) and go to the site

`https://teachers.share.niunt.niu.edu`

Be sure you use the secure server (https) and not a regular http.

You will be asked for a user name and password. The user name will be of the form

`niunt\Z-Number`

where you should put your individual Z-number after the backslash. The password will be your standard student password.

After you are into the system,

- Click on *Departments* under **Topics** on the left
- Click on *Mathemaics* under **General** in the center of the page
- Click on *Team Site for the Department of Mathematics*
- Click on the current semester.
- Find and click on your Z-number
- Go into the Math 360 folder.
- To upload documents, just click on 'Upload Documents' and browse to the file on your computer you wish to upload.
- To end a session, simply close your browser window. you do not need to log out.