How to Login to the Valparaiso University Law School Intranet Site

1) Open a web browser
    a. The preferred web browser for SharePoint is **Internet Explorer**
    b. Click on the appropriate link to download a copy of Internet Explorer for various Windows Operating Systems:

Web Browser	Operating System	Link to Download .exe file
Internet Explorer 9	Windows 7	http://www.microsoft.com/en-us/download/details.aspx?id=13950
Internet Explorer 8	Windows XP	http://www.microsoft.com/en-us/download/details.aspx?id=43
Internet Explorer 8	Windows Vista	http://www.microsoft.com/en-us/download/details.aspx?id=22166

    c. SharePoint may be accessed using other web browsers, however some of the functionality, such as document check-out, may be disabled. The following web browsers have known compatibility issues:
        i. Chrome
        ii. Firefox (although document check-in/out does work)
        iii. Safari
        iv. Internet Explorer 9, 64-bit (latest version of IE)

2) Click on the following link to access the Valparaiso University Law School Intranet Site:
    https://lawsp.valpo.edu/SitePages/Home.aspx

3) Login to the site:
    a. VU faculty/staff use your VU short username and password
    b. External users have a unique username and password

4) Once you have successfully logged in to the site, you may wish to add the site to your Favorites menu or Favorite Bar. The following instructions apply to Internet Explorer 9.
    a. You can bookmark any page on the site by clicking on the star symbol in the far right corner located in the address bar.

    b. Click on "Add to Favorites" and "Add to Favorites Bar"

5) Problems logging in?
    a. Please verify that your login and password are correct
    b. Contact Tracy Fronk for assistance
        i. (219) 465-7838
        ii. tracy.fronk@valpo.edu