HOW TO ACCESS SHARP EMAIL

AND STAFF RESOURCES SHAREPOINT SITE

If you have any issues, contact Technical Assistance Center (TAC) at 858-627-5000

- 1. Go to www.sharp.com/employees
- 2. Click on SharpNET icon

Employees

We want it to be easy for you to access the programs you need, when and where you need them. Here's where you can access SharpNET, Lawson and Time and Attendance (API) from home.



- 3. Enter your Sharp Username and Password
- 4. Enter the 6-digit passcode displayed in your Secure Auth app on your smartphone
- 5. You are now on SharpNET.

6. Select OUTLOOK WEB in upper right to access your email

A-Z D	irectory Learning Cente Outlook W	/eb Time & Attendance SHAR
Tools & Resources Employees Benefits & Pay	Not JEAN?	Search SharpNET for Go
I WOULD LIKE TO	New Year's Resolutions	My Bookmarks
Employees Departments 2 0 2 0	Sharp Best Health discusses how 2020 changed the way we look	Sharp Rees-Stealy Sharp Best Health

7. To access SharePoint sites, follow the instructions below:

8. Click on Locations and then Sharp Rees-Stealy Medical Centers



9. Click on TRAINING AND EDUCATION from the left vertical toolbar



10. Click on the Kangaroos to go to the Staff Resources SharePoint site



- 11. There are many resources on this SharePoint site. To find documents related to new hire training, click on these 3 tiles:
 - a. New Hire Clinical Staff Resources
 - b. Computer Training Manuals
 - c. Clinical Training Manuals
- 12. From SharpNet, click on the Mountains below the kangaroos to go to the Clinical Competencies SharePoint site

