

Logging into SharePoint Sites in the Cloud for Allina Health Employees

Addresses of SharePoint sites in the cloud (also known as SharePoint Online or SharePoint 365) begin with <https://allinahealth1com.sharepoint.com/sites>. Here are the login instructions for these sites:

On an Allina device issued to you

First time accessing the site:

1. Click the address supplied to you in an email from the site owner
2. Enter **SP User ID**: Your Allina Health Network ID (your “A” number) plus @allina.com (**networkID@allina.com**) > Enter
3. Click **FOLLOW** in the upper right of the screen below your name
This puts the site in your list of sites you use, which is accessible from any device connected to the internet after logging in by clicking on the “waffle” (3x3 square next to Office 365; you may need to select the SharePoint tile if you’re not in SharePoint):



In addition, you can bookmark the site.

Subsequent times accessing the site:

1. Choose one of the following:
 - <https://login.microsoftonline.com> or
 - the link in an email or
 - the bookmark or
 - On AKN: *Tools & support* tab > *Technology support* > *SharePoint* in Applications & software section > *Online/cloud sites* in blue box
2. Enter **SP User ID**: Your Allina Health Network ID (your “A” number) plus @allina.com (**networkID@allina.com**) > Enter

On an Allina multi-user station

1. Choose one of the following:
 - <https://login.microsoftonline.com> or
 - On AKN: *Tools & support* tab > *Technology support* > *SharePoint* in Applications & software section > *Online/cloud sites* in blue box
2. Enter **SP User ID**: Your Allina Health Network ID (your “A” number) plus @allina.com (**networkID@allina.com**) > Enter
3. At the *adfs.allina.com* screen, enter **only your networkID** and **network password** > Enter
4. Click **FOLLOW** in the upper right of the screen below your name the first time you access the site

On a non-Allina (personal) device:

1. <https://login.microsoftonline.com>
2. Enter **your networkID@allina.com** > Enter
3. At the *adfs.allina.com* screen, enter **only your networkID** and your **network password** > Enter

4. Click **FOLLOW** in the upper right of the screen below your name the first time you access the site

Note:

- The look, feel, and operation, including login, of this environment are subject to change without warning.
- If you are having any difficulties using the site, including logging in, or have questions, please contact one of the site owners.
- A **free SharePoint app** is available for your personal iOS (Apple), Android, and Windows 10 mobile devices.