

Medgar Evers College – SharePoint Portal Navigation

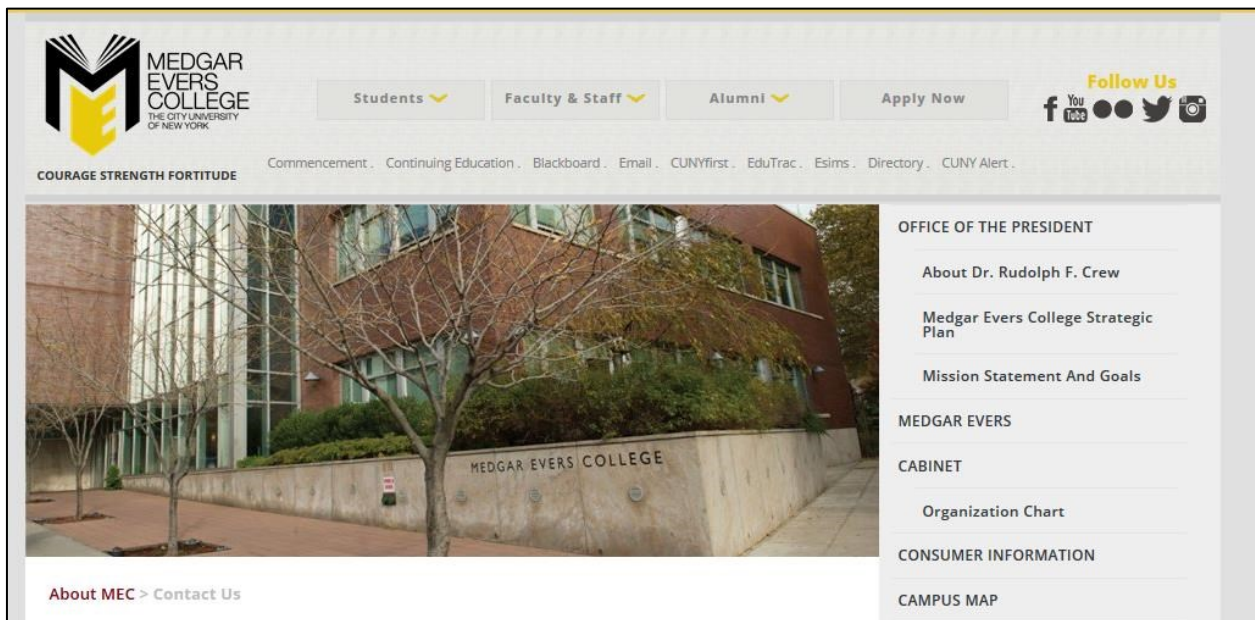
Personnel and Budget

How To Log-On

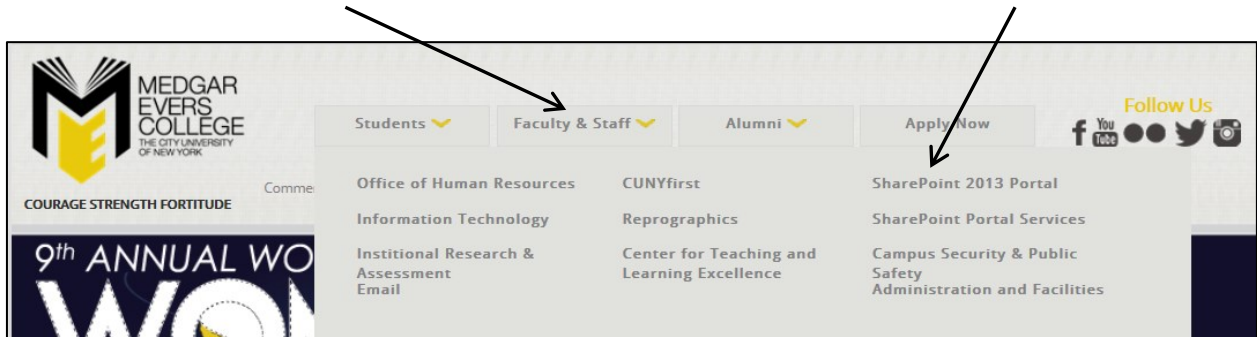
Open MEC website

Note: Please only use **Internet Explorer** to insure optimal SharePoint operations

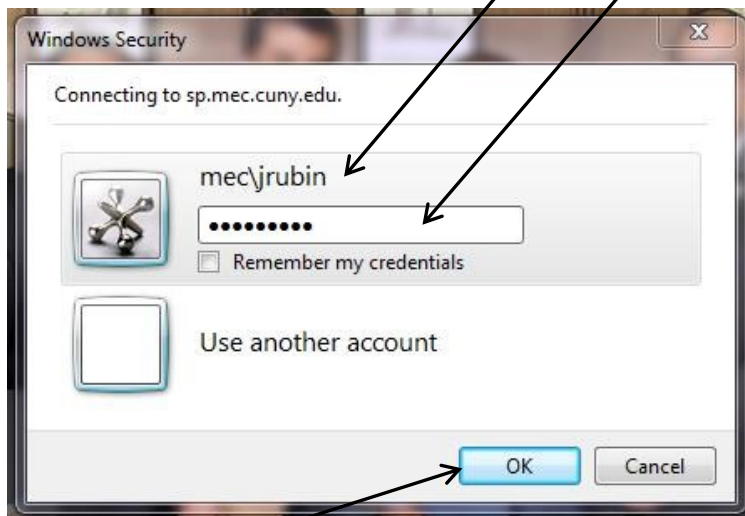
Other browsers may result in inconsistent results



Place cursor over 'Faculty & Staff' – these dropdown options will appear. Select 'SharePoint 2013 Portal'



Sign on to SharePoint by entering your Logon and Password



Click 'OK'

You have successfully Logged-On. Click on 'Personnel and Budget'.

Medgar Evers College Sharepoint

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Medgar Evers College

Welcome to Medgar Evers College Sharepoint 2013 Portal. It serves as the entry point for authorized faculty and staff members to access information specific to their MEC roles and participation in campus initiatives. You have already furnished your MEC logon credentials to gain access thus far. Based on the site and the action you wish to take you may be required to re-enter your credentials as your rights and authorities are site-specific based on your role on that site.

If you encounter any problems accessing the portal or if you have suggestions for future requirements, kindly contact the IT Service Desk at X6262, or email HELPIT@MEC.CUNY.EDU

Thank you.

The Office of Information Technology