

SharePoint/OneDrive – How to use links

Training Providers access their approved qualification collateral folders via SharePoint links in a read-only format. The links for these folders are held within a word document which will be provided to you upon approval to deliver a qualification.

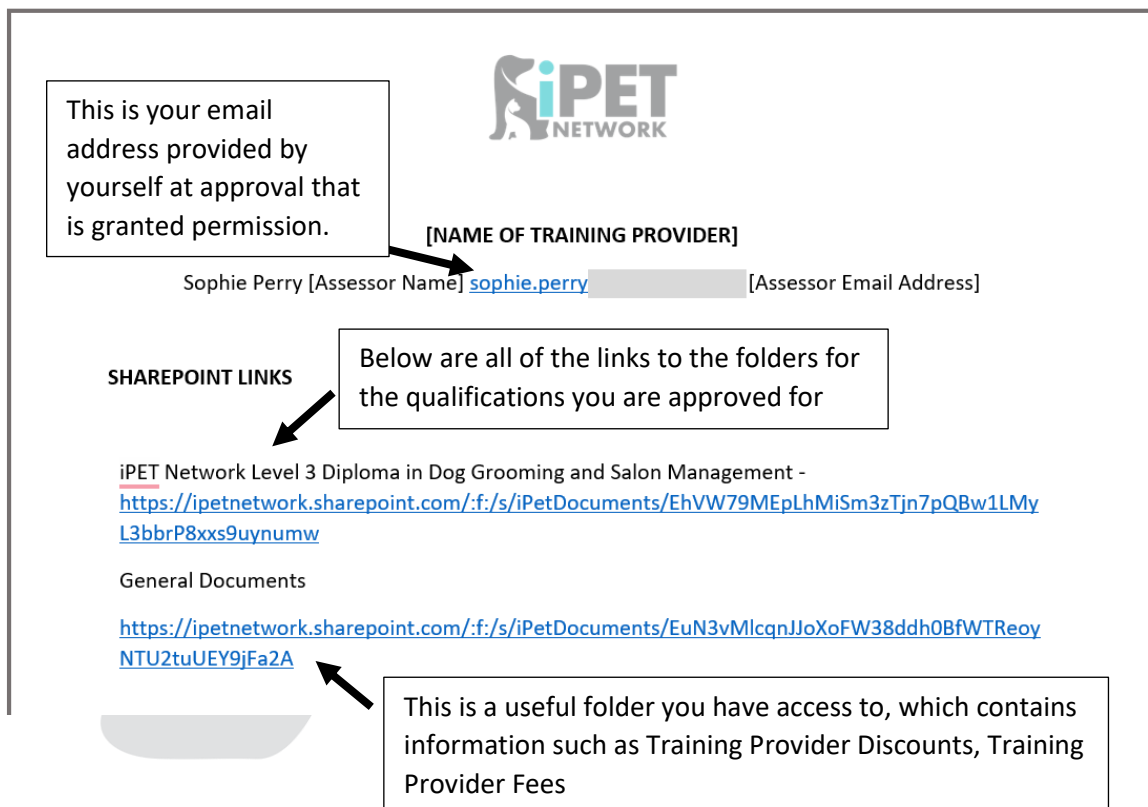
You will be able to open and download documents but not edit them, unless you download them onto your computer and then edit them.

Please keep the document with the links safe somewhere so you can access it, we recommend saving it to your computer.

Please note that the links are personalised to each Training Provider and to the email address registered with iPET Network and permission may need to be requested for different email addresses (for approved tutors and IQAs) via info@ipetnetwork.co.uk if you are using additional emails.

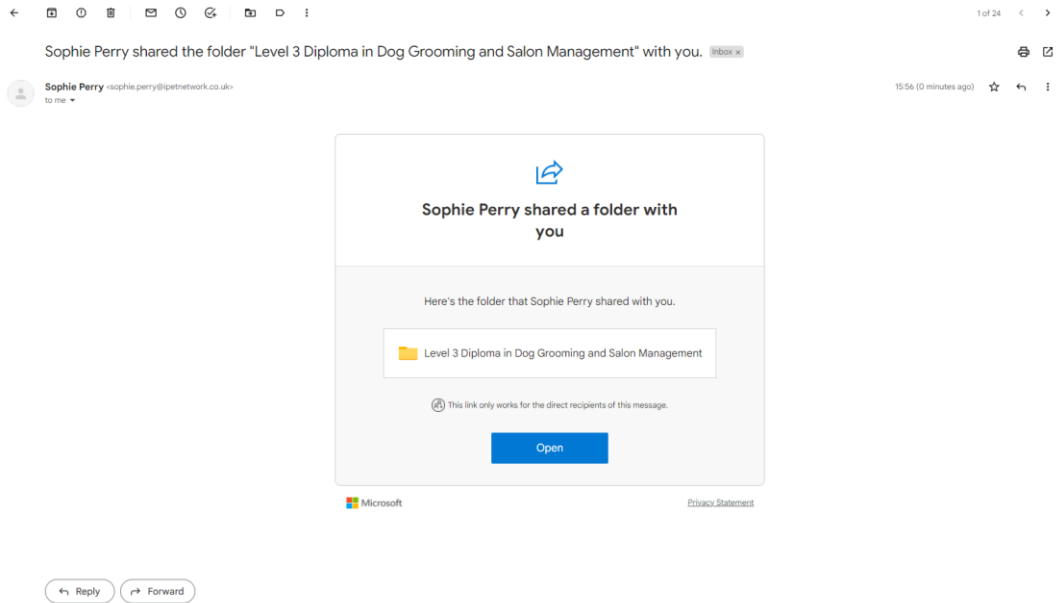
How to use a SharePoint Link

Following approval and once you have been set up with a link, you will receive a document that looks like the image below:






You may also receive an email that looks like the image below, however, this often goes into your 'Junk' or 'Spam' folder in your emails.



You can click open on the image above, however, we would recommend using the SharePoint Links document (Image on Page 1) as the above email may go into your 'Spam' or 'Junk' folder.

Step 1: Open the document titled [YOUR TRAINING PROVIDER NAME] – SHAREPOINT LINKS (pictured below)

Step 2: Either click on the blue link below, or copy and paste it into an internet browser (Chrome, Microsoft Edge)



[NAME OF TRAINING PROVIDER]

Sophie Perry [Assessor Name] sophie.perry [Assessor Email Address]

SHAREPOINT LINKS

iPET Network Level 3 Diploma in Dog Grooming and Salon Management - <https://ipetnetwork.sharepoint.com/:f:/s/iPetDocuments/EhVW79MEpLhMiSm3zTjn7pQBw1LMYL3bbrP8xxs9uynmw>

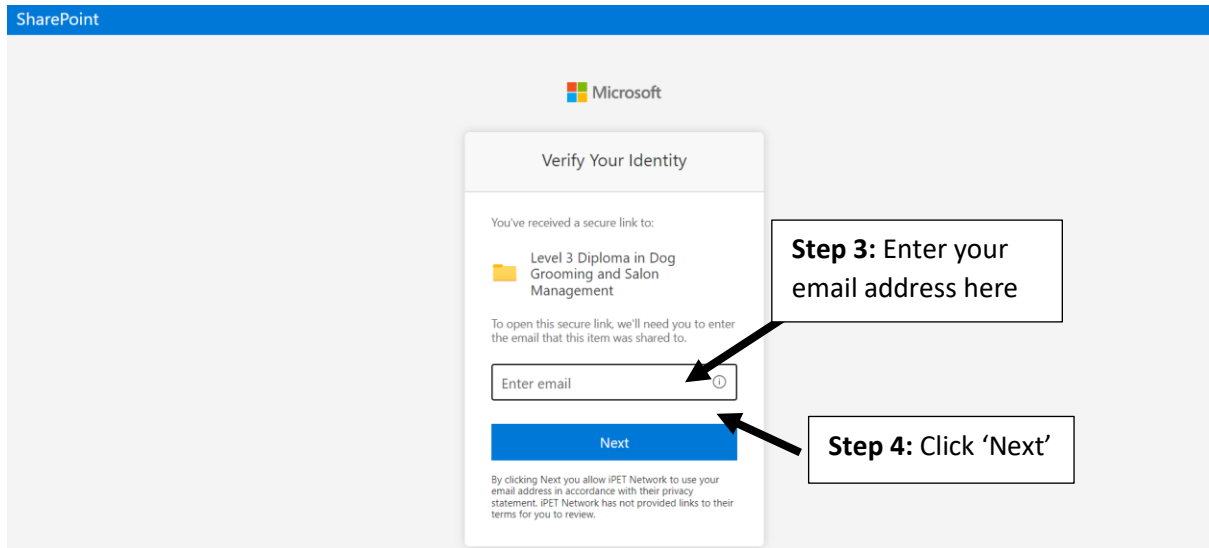
General Documents
<https://ipetnetwork.sharepoint.com/:f:/s/iPetDocuments/EuN3vMlcqnJJoXoFW38ddh0BfWTReoyNTU2tuUEY9jFa2A>

Step 2: Either click on this link to open it or copy and paste it into an internet browser



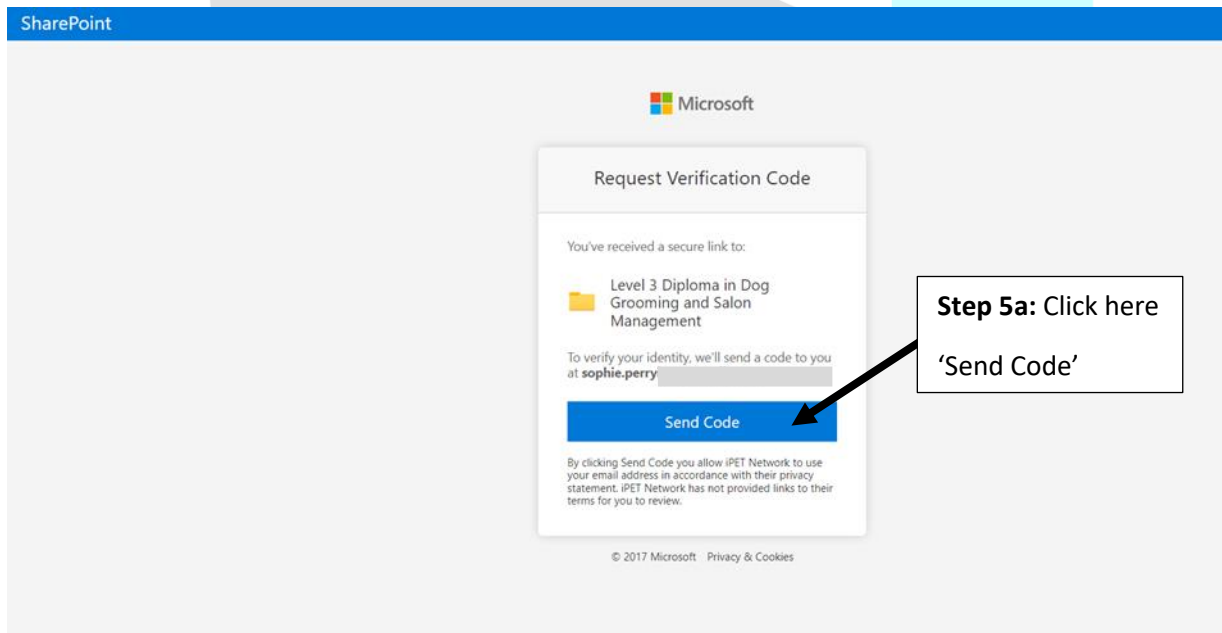
This page will now come up. **Step 3:** Enter the your email at the top of the document titled [YOUR TRAINING PROVIDER NAME] – SHAREPOINT LINKS (pictured on Page 1)

Step 4: Click 'Next'



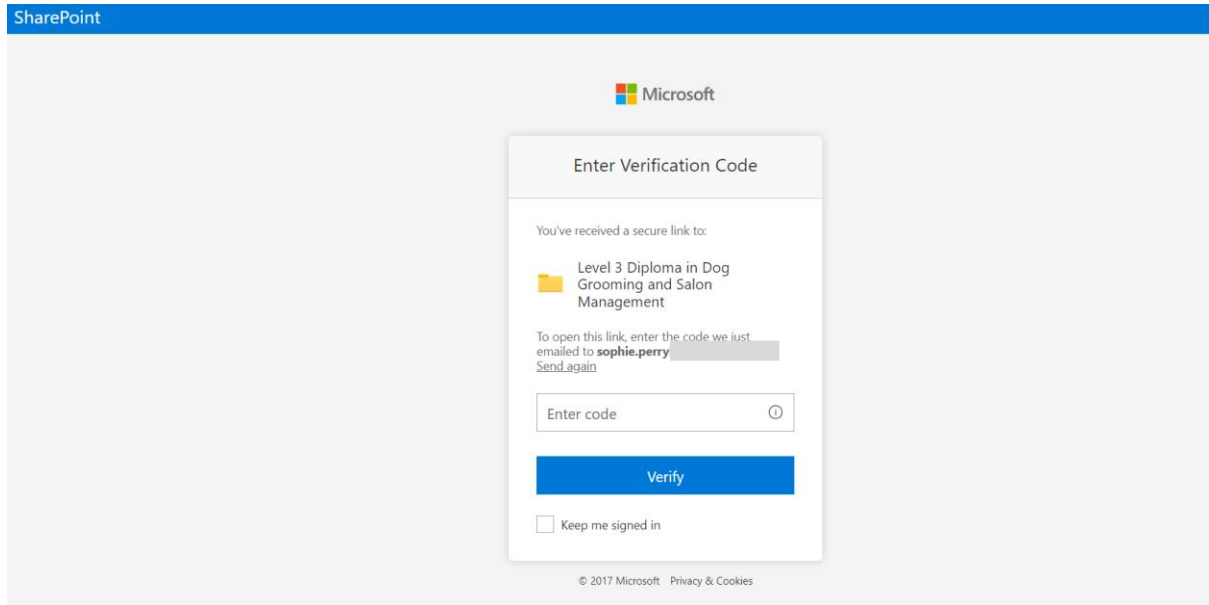
The screen should then bring up one of the following two pictures:

Step 5a: Click 'Send Code'



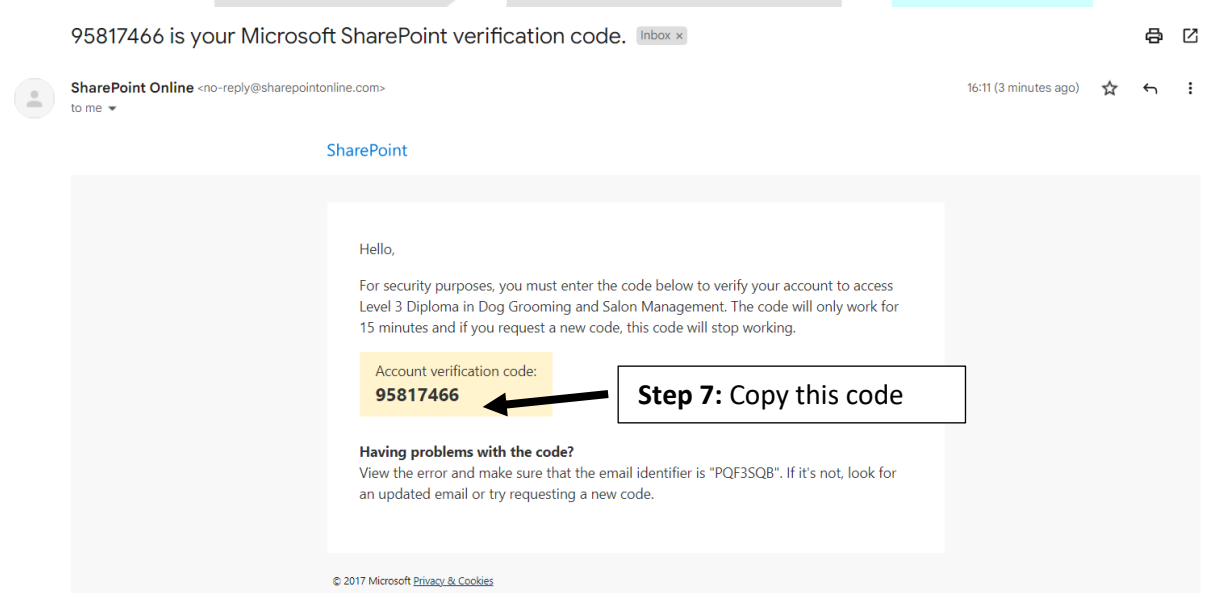
OR, the below screen will appear:

Step 5b: A screen similar to the image below may then appear:



Step 6: Go to your emails and find the following email. **Please note this verification code will most likely be sent to your junk/spam mailbox.**

Step 7: Copy the code.



Step 8: Paste the code into the page.

Step 9: We advise ticking 'Keep me signed in' if you are regularly using the computer/device, as this means you don't need to keep getting a verification code each time you enter.


Step 10: Then click 'Verify'

SharePoint

Microsoft

Enter Verification Code

You've received a secure link to:

 **Level 3 Diploma in Dog Grooming and Salon Management**

To open this link, enter the code we just emailed to **sophie.perry**
[Send again](#)

Verify

Keep me signed in

© 2017 Microsoft | [Privacy](#) & [Cookies](#)

Step 9: Click here

Step 10: Click here
'Verify'

It will then open the below page. You are now in the Qualification Collateral folder for 'Level 3 Diploma in Dog Grooming and Salon Management'

Office 365 Search this library

iPET Network Documents

Share Copy link Download Integrate All Documents

Documents > Training Provider - Qualification Collateral > **Level 3 Diploma in Dog Grooming and Salon Management**

Name	Modified	Modified By
Version 1 (Students registered 10.06.20 to 1...	May 10	Annette Wood
Version 2 (Students registered 11.05.22 on...	May 10	Sophie Perry




Step 11: Repeat the process (Steps 2-10) for each qualification folder you have access to (Listed on your document titled [YOUR TRAINING PROVIDER NAME] – SHAREPOINT LINKS (pictured below)

[NAME OF TRAINING PROVIDER]

Sophie Perry [Assessor Name] sophie.perry [Assessor Email Address]

SHAREPOINT LINKS

iPET Network Level 3 Diploma in Dog Grooming and Salon Management -
<https://ipetnetwork.sharepoint.com/:f:/s/iPetDocuments/EhVW79MEpLhM-L3bbrP8xxs9uynmw>

iPET Network Level 3 Award in Canine Emergency First Aid - 
<https://ipetnetwork.sharepoint.com/:f:/s/iPetDocuments/EIR57UfKbLpDmuAB-45FqiEB2QZ0B4Brv2vebkAnXp5eeg?e=zMgFXW>

General Documents
<https://ipetnetwork.sharepoint.com/:f:/s/iPetDocuments/EuN3vMlcqnJJoXoFW38ddh0BfWTReoyNTU2tuUEY9jFa2A>

Step 11: Repeat the process for this qualification

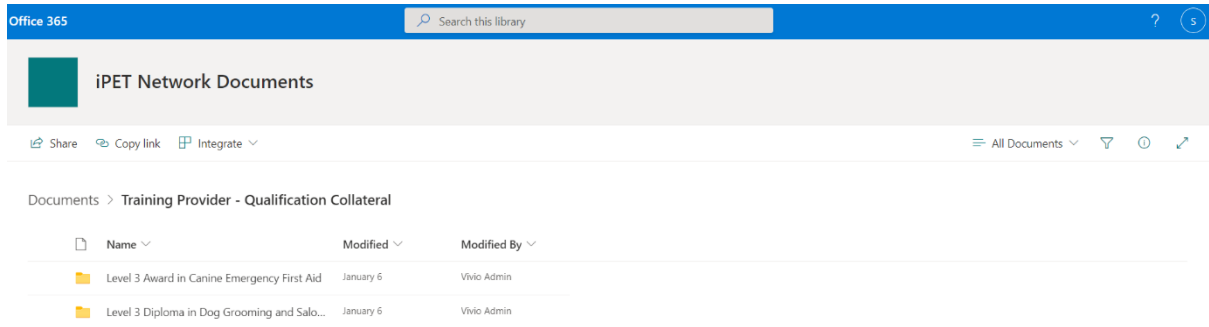
Step 12: If you then click where the arrow indicates, it should list each folder that you have gone through this process for and keep them all together

Step 12: Click here

Documents > Training Provider - Qualification Collateral > Level 3 Award in Canine Emergency First Aid

Name	Modified	Modified By
Version 1 (Students registered 11.06.20 to 1...	May 10	Sophie Perry
Version 2 (Students registered 11.05.22 on...	May 10	Sophie Perry

Now you have all of your folders together:



iPET Network recommends that you now add this page to your 'favourites' or 'bookmarks' so you can access it easily.

Please check the folders regularly for changes to documents, any significant changes to qualifications will be communicated.

Depending on the qualification certain documents are also available in the 'Resource Library' section of the ePortfolio.

For any questions regarding these links please contact your allocated IQA.



Frequently Asked Questions

Can an additional email/person have access?

Yes, an additional person or email can be granted access provided that the person is approved as a tutor and/or IQA. To request additional access please contact us.

I can't find the verification code in my emails?

Please wait a few minutes and also check your spam/junk folder.

The link won't work for me?

Try copying and pasting into the web browser as one method and if that doesn't work, try clicking the link as another method.

I can't save into this folder or edit a document?

This is set up as read-only access – you are able to edit documents if you download/saved them onto your computer.

Do I need a SharePoint/Microsoft account to use the links?

No, the links work even if you don't have a Microsoft account.

