

Agent Downloads: SharePoint Access

We now have a secure site, accessible to Extension agents only, for downloading information and various teaching materials. These materials are posted on the new UTIA Animal Science SharePoint site and are accessible using your [UT NetID and password](#). Follow the steps below to [verify your password](#) information as well as [request access](#) to the individual sites.

Accessing the Animal Science SharePoint Sites

In order to initially access the site, you may first need to take a few steps for the system to recognize your account. **This is a one-time procedure.** Please follow the steps below:

1. Go to <https://ds.utk.edu/passwords/>
2. Click on "[NetID/Tmail/Active Directory Password](#)" link
3. Click on "[Change Password](#)" link
4. Log in using your UT NetID, password and follow the on screen directions to change/verify your password.

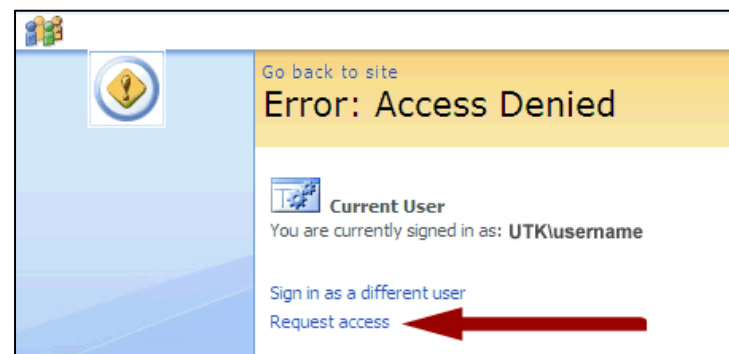
NOTE: YOU DON'T NEED TO CHANGE YOUR PASSWORD IF YOU DON'T WANT TO. YOU CAN SIMPLY RE-ENTER YOUR CURRENT PASSWORD AND VERIFY.

The password reset/verification process may require 15 minutes to complete before you may login.

5. Once you have successfully verified your password you may login or request access to any of the secure sites ([BQA](#), [MBPP](#), [MHO](#), [MMGP](#), [TAEP](#)).
6. You will need to enter the 'utk\' prefix before your username and then your UT NetID password. Be sure to use a back slash. (Example: utk\username)

Requesting Access to Animal Science SharePoint Sites

Once you have completed the steps above, you may request access to any of the SharePoint sites ([BQA](#), [MBPP](#), [MHO](#), [MMGP](#), [TAEP](#)). After you login, you will be encounter an access denied error with two options (Sign in as a different user or Request access). Select the '**Request Access**' link and your request will be forwarded to the administrator. Once you are added to the site, you will receive a notification e-mail.



Adding SharePoint URLs to Trusted Sites

To stop the system from asking you to repeatedly log in you will need to add the following SharePoint domains to the trusted sites in your browser.

- <http://utiaportal.tennessee.edu>
- <http://mysite.tennessee.edu>

Internet Explorer: Click Tools > Internet Options and on the Security tab click on the Trusted sites icon, click on the sites button. Enter the website URL's listed below individually, make sure the "Require server verification..." option is not selected and click the Add button. When done click the Close button and then the OK.

Mozilla Firefox: Click Tools > Options then select the Security icon and open the top most Exceptions button. This will open the 'allowed sites' window. Simply add the same URL's above and click the allow button.