



## LHFA/BOC EXTERNAL SHAREPOINT ACCESS PROCEDURES

\*\*\*\*\*Documents on the LHFA/BOC website are read only and cannot be saved on the server\*\*\*\*\*

- 1) Navigate to the LHFA/BOC website.
- 2) Select the desired LHFA portal. In this example Asset Management Committee was selected.

The screenshot shows the LHFA website interface. On the left, a green sidebar contains two callout boxes: "Board Meeting Dates" pointing to the "Board Meetings Dates" section, and "Send email to request help" pointing to the "Committee Assignments" section. The main content area has a top navigation bar with "www.lhfa.la.gov" and "About lhfa". Below this, there are several sections: "Board Meetings Dates" with a list of dates from January 19, 2011, to December 14, 2011; "Committee Assignments" with a link to "Send Email to Request Help"; "Housing Needs Assessment Reports" with links to "LHFA 2010 Exec Summary Report" and "Louisiana Housing Needs Assessment 2010"; "Tax Credit" with links to "2011 Draft Qualified Action Plan" and "2010 Draft Qualified Action"; "Board Meetings from Previous Years" with links to "Link to 2010 Board Meeting Minutes", "Link to 2009 Board Meeting Minutes", "Link to the 2008 Board Meeting Minutes", and "Link to the 2007 Board Meeting Minutes"; "LHFA Strategic Planning Conference" with links to "LHFA BOC Retreat Final Agenda" and "Board Retreat November 16-17, 2010"; "Speaker Tucker's December 2010 PRR on Restricted Reserves" with links to "DHFM General Fund", "JimTuckerSpeaker PRR and Documents Copied", "LHFA Combined Audited Financials-2010", "LHFA General Fund", "LHFA General Fund Audited Financials-2010", and "PN LHFA Combined Financial Statements-2008"; "Village de Jardin" with links to "Village de Jardin Updates (PowerPoint)"; "Paperless Board Meeting Processes" with links to "Full Board (Logon ID Required)" and "Asset Management Committee (Logon ID Required)"; and "Board Meetings". On the right, a green sidebar contains a callout box "Previous year meeting minutes" pointing to the "Board Meetings from Previous Years" section. At the bottom, a callout box "In this example Asset Management Committee was selected" points to the "Asset Management Committee (Logon ID Required)" link.

Board Meeting Dates

Send email to request help

Previous year meeting minutes

In this example Asset Management Committee was selected



## LHFA/BOC EXTERNAL SHAREPOINT ACCESS PROCEDURES

- 1) You will be prompted for User name and Password.
  - a. Enter User name and Password.
  - b. Click OK.

Connect to webapps19.lhfa.state.la.us

Connecting to webapps19.lhfa.state.la.us.

User name: lhfant\Fred-Flintsone

Password: .....

☐ Remember my password

OK Cancel

Enter User name and  
Password: Click OK



## LOUISIANA HOUSING FINANCE AGENCY

- 2) Once you have successfully logged into the website you should be at the calendar, as seen below.
  - a. In the example below you can navigate to view Pictures, Documents, Lists, Discussions, Archives, etc. In this example I selected Board Materials August 2011.

Home - Asset Management Committee - Windows Internet Explorer provided by LHFA

https://webapps19.lhfa.state.la.us/Board/Asset%20Management%20Committee/default.aspx

File Edit View Favorites Tools Help

McAfee SiteAdvisor

Home - Asset Management Committee

Welcome Kevin R. Jackson

**LOUISIANA HOUSING FINANCE AGENCY**  
"The American Dream. Louisiana's Dream. Our Dream For You"

Board > Asset Management Committee

Site Actions

View All Site Content

**Pictures**

- Pictures

**Documents**

- Board Materials - August 2011
- Board Materials - July 2011

**Lists**

- Calendar
- Send Email To HelpDesk

**Discussions**

- Team Discussion

**Sites**

**People and Groups**

- Recycle Bin

Board > Asset Management Committee

**Announcements**

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

**Calendar**

New Actions Settings

August, 2011

Expand All Collapse All | Day Week Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Additional links**

**Links**

- URL
- Archived Minutes and Resolutions
- Willowbrook Apartments
- Add new link

**Calendar view**

Done

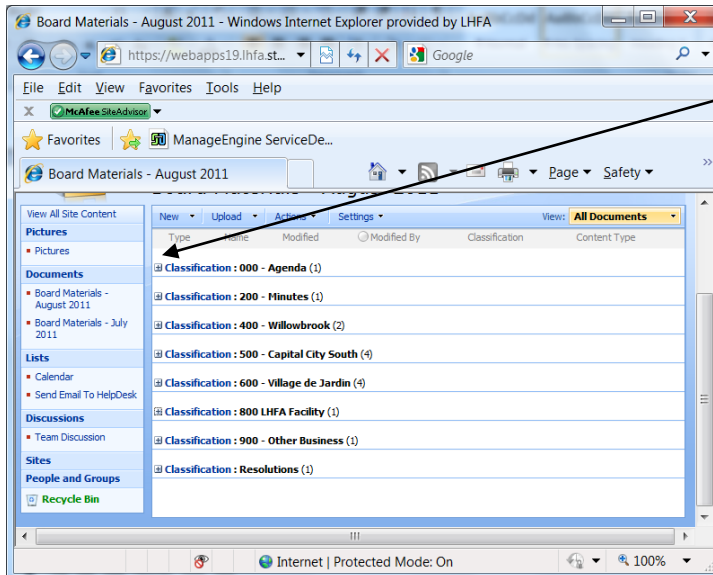
Internet | Protected Mode: On

100%

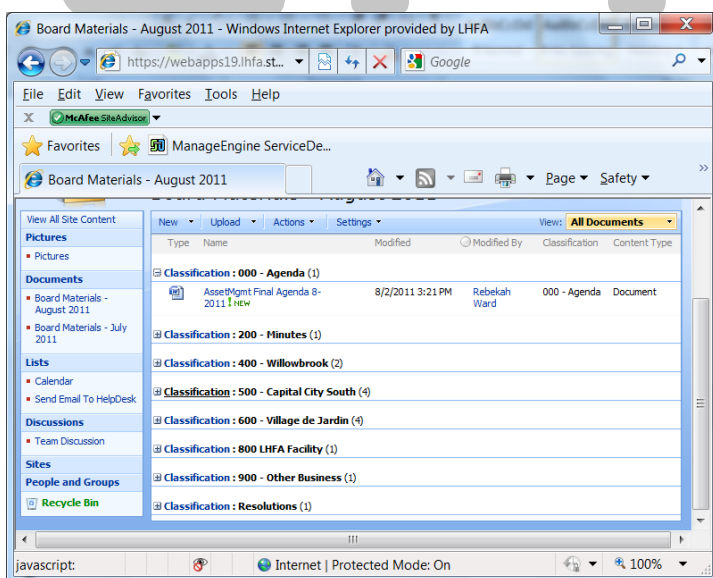


## LOUISIANA HOUSING FINANCE AGENCY

- 3) The topics for the selection will be listed in Internet Explorer. Click the “+” sign and expand the desired classification. In this case I’ll select Agenda.



- 4) The selected category will expand to display contents. In this example the selection of Agenda displays the Word document entitled “AssetMgmt Final Agenda 8-2011.docx”.





## LOUISIANA HOUSING FINANCE AGENCY

- 5) Once you have located the desired document, click to open.
  - a. A File Download window will request you Open, Save or Cancel the action
    - i. Click Open to open the selected document
    - ii. Select Save to save document locally to your computer
    - iii. Click Cancel to cancel the selection

