



# 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 a web browser window with the following details:

- Header:** File, Edit, View, Favorites, Tools, Help.
- Toolbar:** Favorites, ManageEngine ServiceDe..., McAfee SiteAdvisor.
- Address Bar:** Louisiana Housing Finance Agency.
- Page Title:** LOUISIANA HOUSING FINANCE AGENCY "The American Dream. Louisiana's Dream. Our Dream For You."
- Page Content:**
  - Left Sidebar:** Board Meeting Dates (January 19, 2011 to December 14, 2011), Committee Assignments (Send Email to Request Help), Housing Needs Assessment Reports (LHFA 2010 Exec Summary Report, Louisiana Housing Needs Assessment 2010), Tax Credit (2011 Draft Qualified Action Plan, 2010 Draft Qualified Action).
  - Center Content:** A photograph of three people at a conference table. Below the photo is a list of links:
    - Board Meetings from Previous Years
      - Link to 2010 Board Meeting Minutes
      - Link to 2009 Board Meeting Minutes
      - Link to the 2008 Board Meeting Minutes
      - Link to the 2007 Board Meeting Minutes
    - LHFA Strategic Planning Conference
      - LHFA BOC Retreat Final Agenda
      - Board Retreat November 16-17, 2010
    - Speaker Tucker's December 2010 PRR on Restricted Reserves
      - DHJM General Fund
      - JimTuckerSpeaker PRR and Documents Copied
      - LHFA Combined
      - LHFA Combined Audited Financials-2010
      - LHFA General Fund
      - LHFA General Fund Audited Financials-2010
      - PN LHFA Combined Financial Statements-2008
    - Village de Jardin
      - Village de Jardin Updates (PowerPoint)
    - Paperless Board Meeting Processes
      - Full Board (Logon ID Required)
      - Asset Management Committee (Logon ID Required)
    - Board Meetings
- Right Sidebar:** Previous year meeting minutes.

**Annotations:**

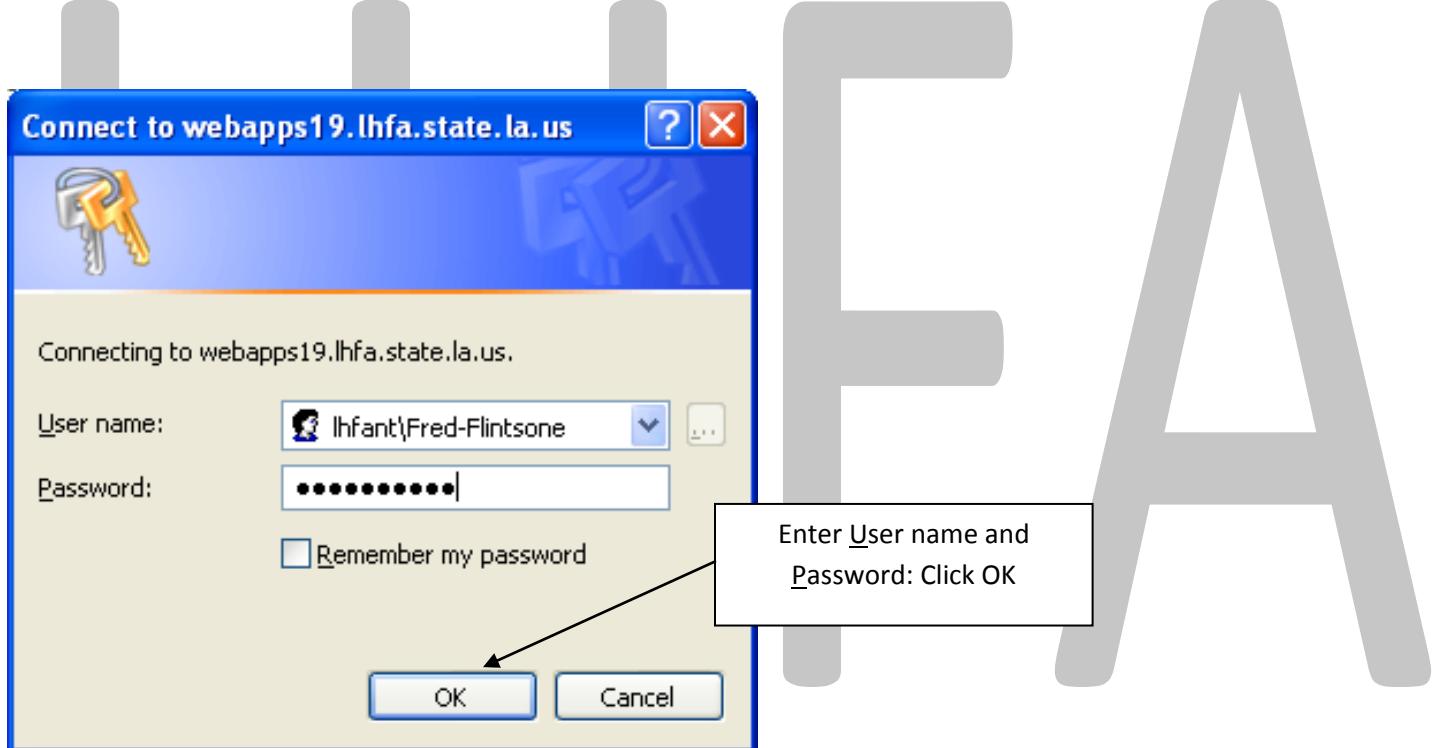
- A dashed arrow points from the "Send email to request help" button in the sidebar to the "Asset Management Committee" link in the main content area.
- A dashed arrow points from the "Board Meetings" link in the main content area to the "In this example Asset Management Committee was selected" callout box at the bottom right.

**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.





# LOUISIANA HOUSING FINANCE AGENCY

2) Once you have successfully logged into the website you should be at the calendar, as seen below.

- 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

Favorites ManageEngine ServiceDe...

Home - Asset Management Committee

Welcome Kevin R. Jackson |

Board Asset Management Committee

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

Asset Management Committee

View All Site Content

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.

Add new announcement

Available LHFA Links

Additional links

Links

URL

Archived Minutes and Resolutions

Willowbrook Apartments

Add new link

Calendar

New Actions Settings

August, 2011

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

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.

Board Materials - August 2011 - Windows Internet Explorer provided by LHFA

File Edit View Favorites Tools Help

View All Site Content

**Documents**

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

**Lists**

- Calendar
- Send Email To HelpDesk

**Discussions**

- Team Discussion

**Sites**

People and Groups

Recycle Bin

New Upload Actions Settings View: All Documents

Type Name Modified Modified By Classification Content Type

- Classification : 000 - Agenda (1)
- Classification : 200 - Minutes (1)
- Classification : 400 - Willowbrook (2)
- Classification : 500 - Capital City South (4)
- Classification : 600 - Village de Jardin (4)
- Classification : 800 LHFA Facility (1)
- Classification : 900 - Other Business (1)
- Classification : Resolutions (1)

Click on the “+” and expand the category

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”.

Board Materials - August 2011 - Windows Internet Explorer provided by LHFA

File Edit View Favorites Tools Help

View All Site Content

**Documents**

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

**Lists**

- Calendar
- Send Email To HelpDesk

**Discussions**

- Team Discussion

**Sites**

People and Groups

Recycle Bin

New Upload Actions Settings View: All Documents

Type Name Modified Modified By Classification Content Type

- Classification : 000 - Agenda (1)
  - AssetMgmt Final Agenda 8-2011.docx 8/2/2011 3:21 PM Rebekah Ward 000 - Agenda Document
- Classification : 200 - Minutes (1)
- Classification : 400 - Willowbrook (2)
- Classification : 500 - Capital City South (4)
- Classification : 600 - Village de Jardin (4)
- Classification : 800 LHFA Facility (1)
- Classification : 900 - Other Business (1)
- Classification : Resolutions (1)



## 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

