

STUDENT FINANCIAL ASSISTANCE (SFA) SFA-CMM INTRANET ORIENTATION



Section 1 - Purposes of the Site:

The purposes of this SAPG group Intranet are to:

- Act as a vehicle for information exchange among the members of the SAPG group.
- Serve as an accessible document repository for the CMM / CM teams.
- Serve as a forum for discussion of issues vital to the partnership between the Department of Education and its Modernization Partner with regard to CMM / CM implementation.
- Offer a collaborative environment in which a seamless transfer of data is possible and easily accessible.

Section 2 – Site address and access

2.1 Site Address:

<http://sfa-cmm.intranets.com>

2.2 Site Access:

Those who are not already members and who are interested in joining the group intranet should contact one of the site's administrators via e-mail, and request to be invited as a new member:

- 1) Carole.Kuriatnikova@ed.gov
- 2) Robert.Morse@Accenture.com
- 3) Musab.Alkateeb@Accenture.com

Invitees will receive an email with their Login name and password to gain access to this Intranet site.

2.3 How to access the site:

- Enter the URL on your web browser,
Then the Login page should appear.
- Enter your User ID and password, and then click on Login.

When Login is successful, the registration page appears on your first visit. Here you may change your password, and you must enter data in the required fields to gain access to the Home page.

Section 3 - Basic Functions:

Our focus is primarily on using documents. The contents of the site are essentially the latest versions of working documents generated by the CMM / CM teams. For example, documents such as Meeting Minutes, CM Charter, and Training documents are readily accessible. Naturally, the Intranet site's content will grow over time to reflect the activities of the teams involved.

Section 4 – Working with documents

4.1 How to locate documents:

4.1.1 Search by **Title, Author or Date**

- From the Home page click on **Documents**, the Documents page appears.
- From the **View by** drop box, select **Title, Author, or Date**.
- Be sure the folders checkbox is unchecked.
- Click on the desired file name to open the document.



4.1.2 Keyword search

- From the Home page under **Search**, select **Documents** from the drop box.
- Enter a keyword in the space below.
- Click **GO**.
- Click on the desired file name to open the document.

4.1.3 Search by folders

- From the Documents page, check the folders box.
- From the **View by** drop box, select **Title, Author, or Date**.
- Click on Group Documents folder, then on one of its subfolders:
 - Change Control Group (CCG)
 - Configuration Management
 - SDLC
 - Templates and Plans
- Click on the desired file name to open the document.

4.2 How to add documents:

From the Documents page, click on add document and follow the instructions. A title for the document is required. We highly recommend that you enter keywords so that we can conduct successful keyword searches. Any member may add a document. However, **you must create Word documents as type Word 6.0/95(*.doc) before posting. Do not create them or save them in Word 2000. If they are created or saved even once in Word 2000, they cannot be opened after posting.** We are still working to resolve these technical issues.

4.3 How to edit documents:

You can edit or delete a document only if you were the one who posted it or if you are an administrator. From the Document page, locate the document you created, then click the name of the document title. Then, click the edit button to modify the entry, or click the delete button to remove it.

Section 6 – Notes and Conclusion

6.1 This Intranet Site is based on a standard model Intranets.com. There are quite a few functions and options that for our primary use – sharing documents – are unnecessary.

6.2 Disregard all references to “guests”. Only members, not guests, will have access to the site.

6.3 Members are encouraged to add documents and post suggestions or comments, in order to breathe life into this newly created entity.

6.4 Conclusion: Please bear in mind, this group intranet is in its infancy and refinements will be made as the teams and their administrators gain experience with the functionality of the site, a deeper understanding of the group’s needs and how to cater to them, and as changes occur in the course and nature of the work undertaken by the CMM / CM teams.