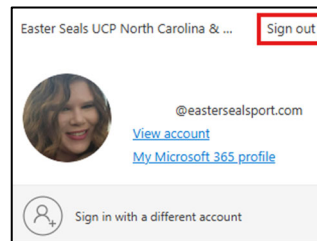
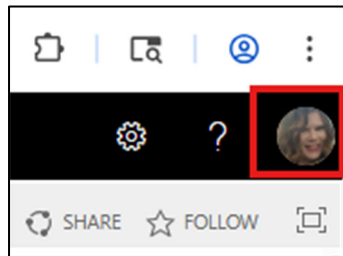
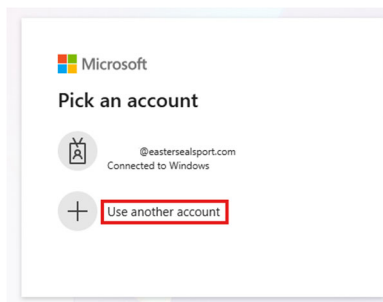


How to Update SharePoint via Web Access

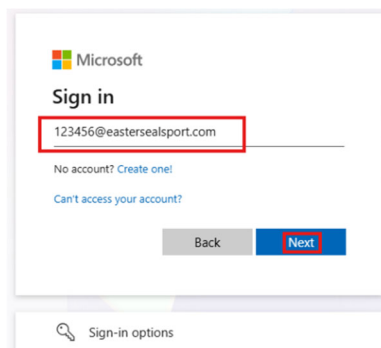
1. Login to SharePoint.
 - a. esucp.sharepoint.com
2. If you are automatically login follow the steps below. If you are prompted to login skip to step 3.
 - a. Click on the profile circle icon in the top right-hand corner. It will have your profile picture or your initials if you do not have a profile picture set.
 - b. Click "Sign Out".
 - c. Close your web browser.
 - d. Open the SharePoint page again.



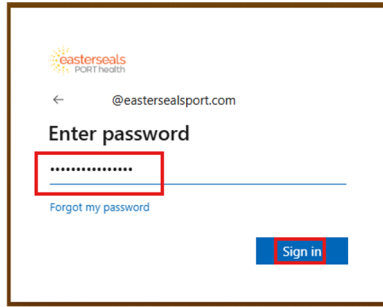
3. Click "Use another account".
 - a. If the site tries to automatically login you in with your old email, click "cancel". It should then show you the screen below.



4. Enter your new email account.
 - a. employeeID@eastersealsport.com



5. Enter your password.



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← @eastersealsport.com

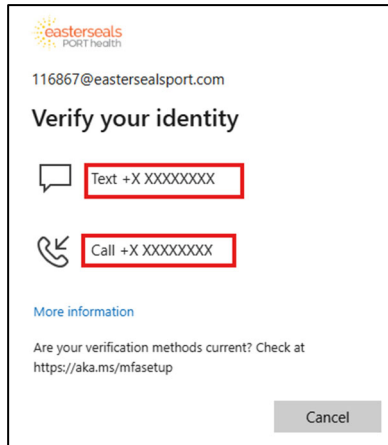
Enter password

.....

[Forgot my password](#)

Sign in

6. If prompted, verify your account with the MFA verification.



easterseals
PORT health

116867@eastersealsport.com

Verify your identity

Text +X XXXXXXXX

Call +X XXXXXXXX

[More information](#)

Are your verification methods current? Check at
<https://aka.ms/mfasetup>

Cancel

7. You should now be able to access your email.

If you have any issues with these instructions, please contact the Service Desk at 1.888.889.7230.