A Guide to the Shasta College Intranet

So, what is the intranet? How is it different from the internet or our new website?

The intranet is a local or restricted communications network, basically a private network that utilizes the features of the World Wide Web by being able to access it through a browser. Since it is a private network, it differs from the internet and our new external-facing website because it is not public facing – meaning anyone outside of our organization does NOT have access to it. The Shasta College intranet is our internal website to provide you with business resources and forms.

Where to start – logging in:

To log in to the Shasta College intranet, also referred to as SharePoint, navigate to the Shasta College Intranet tile after logging into the Portal. This is the fastest and most commonly used route for access. ([Click here for detailed instructions on how to log in to the Portal, if you have trouble](#))
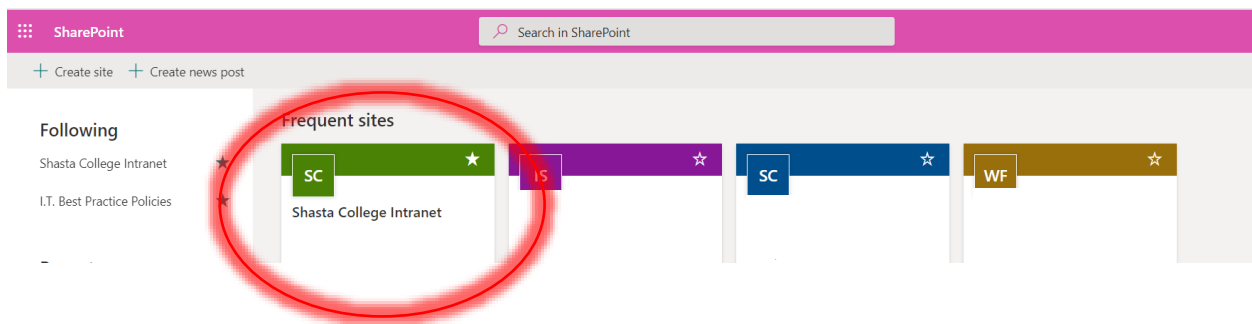

Shasta College Intranet

Or, an alternate route to access the intranet is through Office 365 in the Portal.

Office 365 for Staff

Once in Office 365, you will see all the applications you have available with your Office 365 account. You have the option of clicking on the dots in the upper left hand corner to pull up your available applications, or you should see a row of frequently used applications along the left hand side of your screen. Both locations will get you to SharePoint.
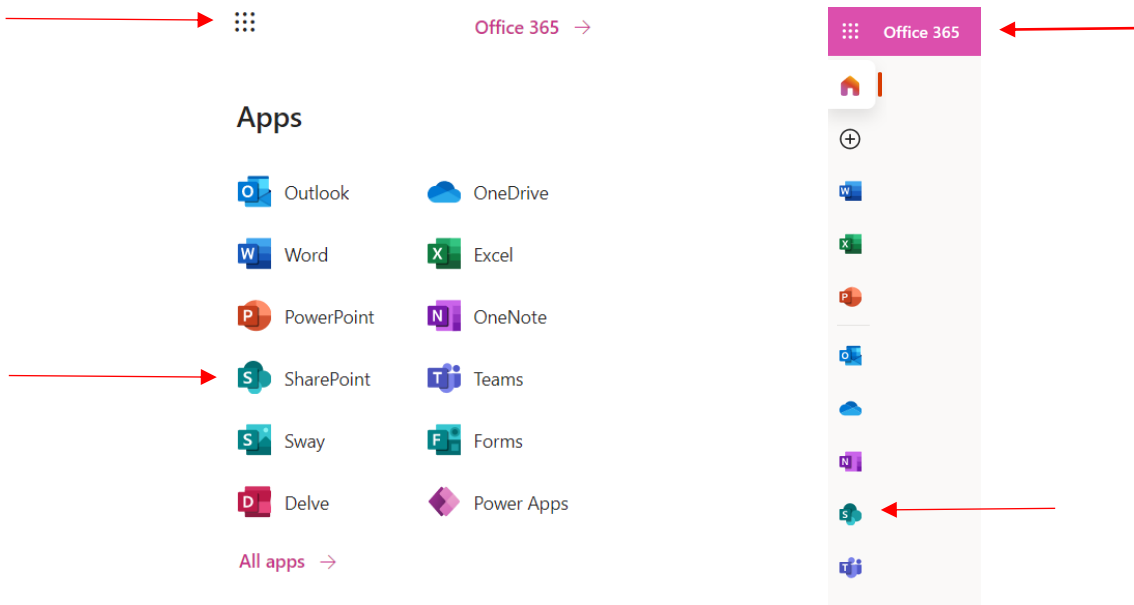
Now that you've located the SharePoint application, click on the tile to see the frequent internal sites you've accessed. The Shasta College intranet should show up here along with any other Microsoft Teams sites that are using SharePoint space that you've accessed. If for some reason the Shasta College intranet is NOT in your list of frequent sites, you can access the site by going to the following link https://shastacollege.sharepoint.com/sites/ShastaCollegeIntranet

Keep in mind, everyone's frequent sites will be different, based on what Teams you are working with and what you have accessed, so don't be concerned if your list is not the same as what is pictured above.

Welcome to the Shasta College Intranet!

Congratulations, you are now at the Shasta College intranet homepage. This is where you will find any information that is specific to Shasta College employees.
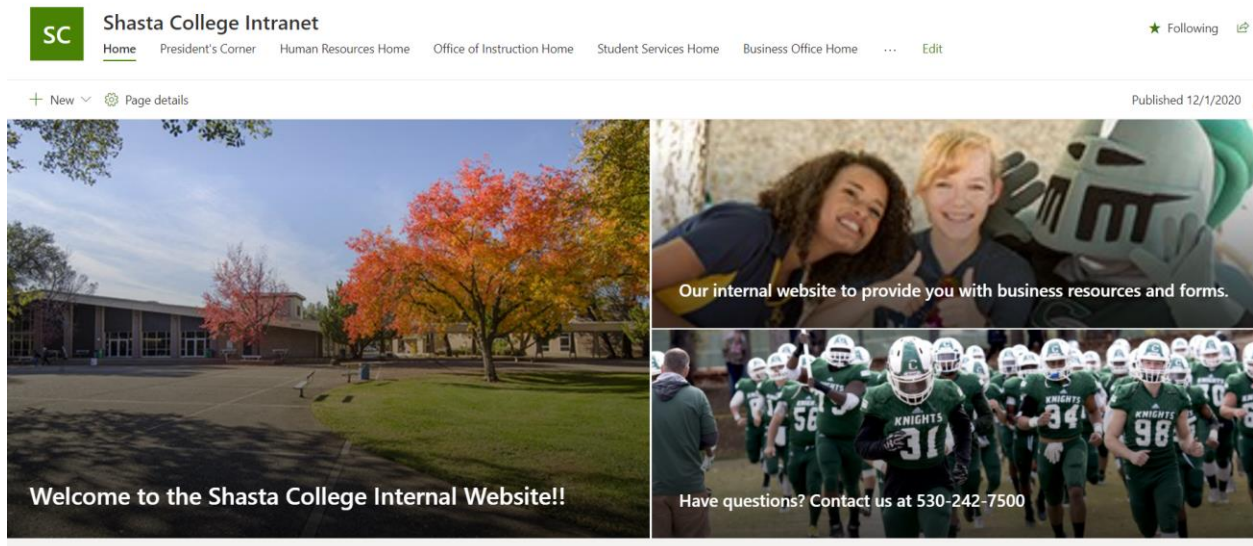
Navigating the intranet pages:

Each department has its own intranet page that houses important information and documents specific to that department. You'll see links to each department's homepage on the top navigation row and can click on the three dots pictured below for a drop down list of more department homepages.
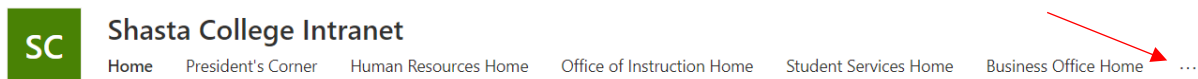
You can also scroll down the page for tile links to each department's homepage.

Shasta College Areas and Departments:
Designed for Faculty and Staff internal use only.

President's Corner   Human Resources Homepage   Office of Instruction Homepage

Each page is designed per department, based on Faculty and Staff internal needs. For example, let's look at the Human Resources page. If you scroll down past the introduction, you will see important links to specific information and documentation provided by Human Resources. These form sections house folders containing a wide variety of forms commonly used by Human Resources and are available for download by all Shasta College employees.

Double-clicking the folders pictured above will allow you to view and download all the forms available in that specific folder.

You will also see links to important resources like Benefits, for example, pictured below. Click each box to follow the link to the information you are seeking. Some links may reroute you to the Portal or MyShasta, which is normal; that just means the information you are looking for is housed in the Portal or MyShasta.
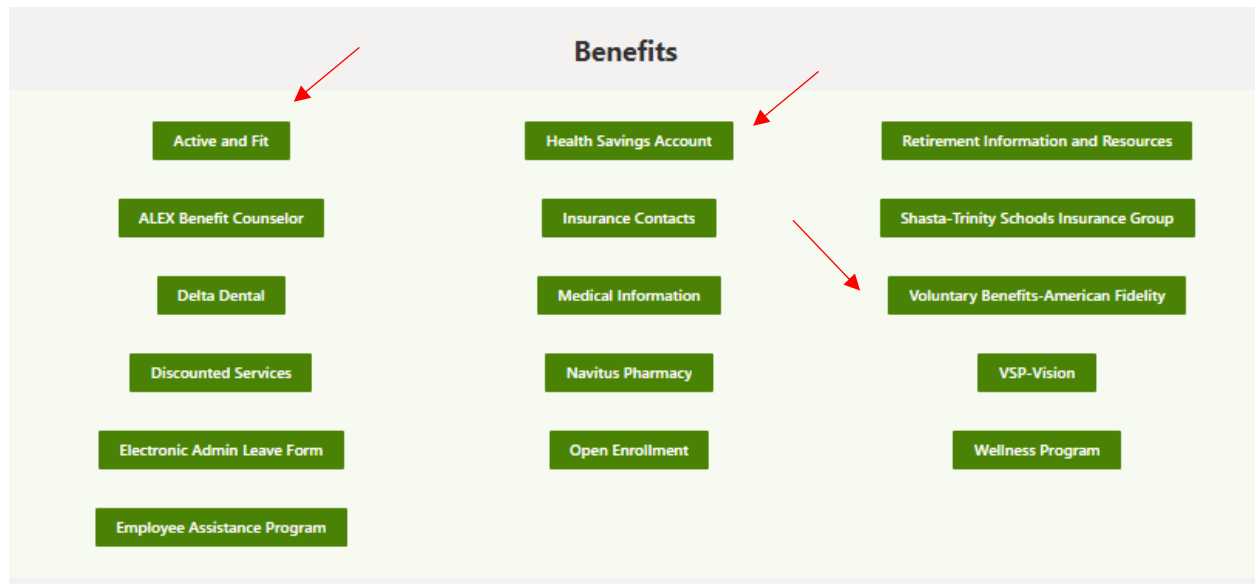
Each page on the intranet is set up in a similar fashion. If you are unable to locate something, feel free to reach out to the Information Technology Department for assistance by entering a Help Desk ticket and selecting the **Intranet** category or by phone call (530) 242-7999 option 1.

If you'd like one on one intranet assistance, feel free to reach out to Jennifer Nordella directly by way of email at jnordella@shastacollege.edu.