

## User Requests

### Getting Started

Open a browser and use the following link:

<https://lancastercty.sharepoint.com/sites/LCPCSubmissions/Default.aspx>

**You will need to have a Microsoft Account user email and password in order to login to the site.**

### [You do not have access](#)

Because you do not have access to the site yet, you will receive a message:

Sorry, you don't have access.

I'd like access, please.

Request Access

### [Request access to the site](#)

Enter information into the box, then click the **Request Access** button.

Sorry, you don't have access.

Awaiting approval. We'll let you know about any updates.

If you want to update your request, you can write a message here.

Send

@comcast.net

I'd like access, please.

Company/Firm Name:

Requester's Name

Requester's Email Address

Plan Name:

Any other information that you think you may need to have

Less than a minute ago

The information entered in the box will appear at the bottom of the screen. Now you wait to hear that you have been approved.



[Accessing the site before access has been given](#)

If you try to access the site before receiving access, you will see a message display.

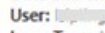
## Access Denied

\_comcast.net#ext#@lancastercty.onmicrosoft.com does not have permissions to access this resource.

Here are a few ideas:

-  Please ask the site admin to give you access.
-  If you have a different account, try signing in with that account.  
This will sign you out of all other Office 365 services that you're signed into at this time.

If this problem persists, contact your support team and include these technical details:

**Correlation ID:** 7028479f-c07d-a000-080b-f0b8bba32e30  
**Date and Time:** 4/9/2020 12:10:55 PM  
**User:** \_comcast.net#ext#@lancastercty.onmicrosoft.com  
**Issue Type:** User does not have permissions.

[Access has been granted](#)

Once access has been granted, use the link sent to you in the email that has the LCPC Submissions [Go to the site link](#).

You should receive an email letting you know that you have been given access.

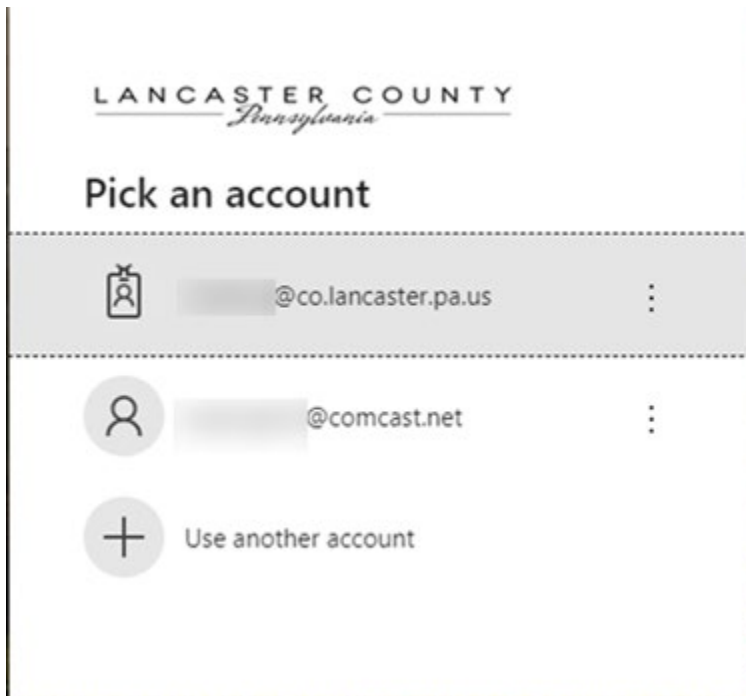
**From:** [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com)  
**Date:** April 9, 2020 at 3:14:35 PM EDT  
**To:** [redacted]@comcast.net  
**Subject:** Administrator has responded to your request for 'LCPC Submissions'  
**Reply-To:** [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com)

Good news. You now have access to 'LCPC Submissions'.

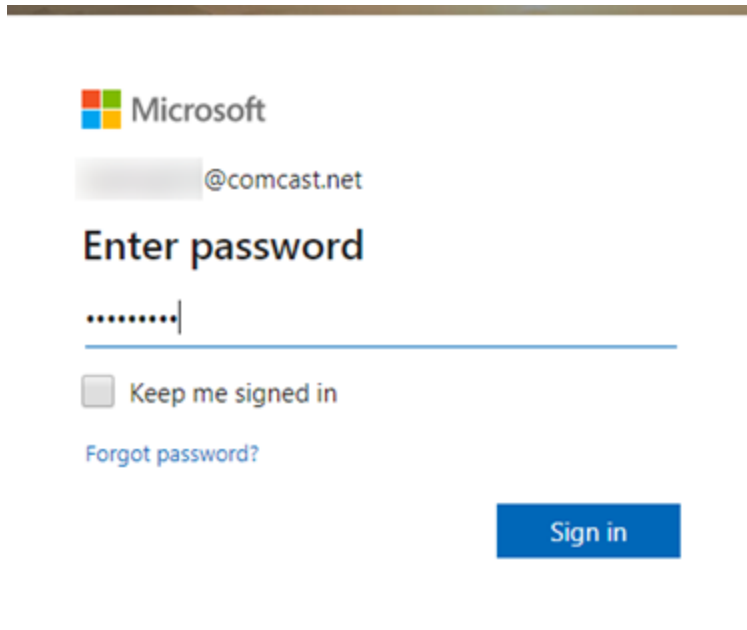
[Go to the site](#)

Login

You will be asked to login using your Microsoft Account user email and password



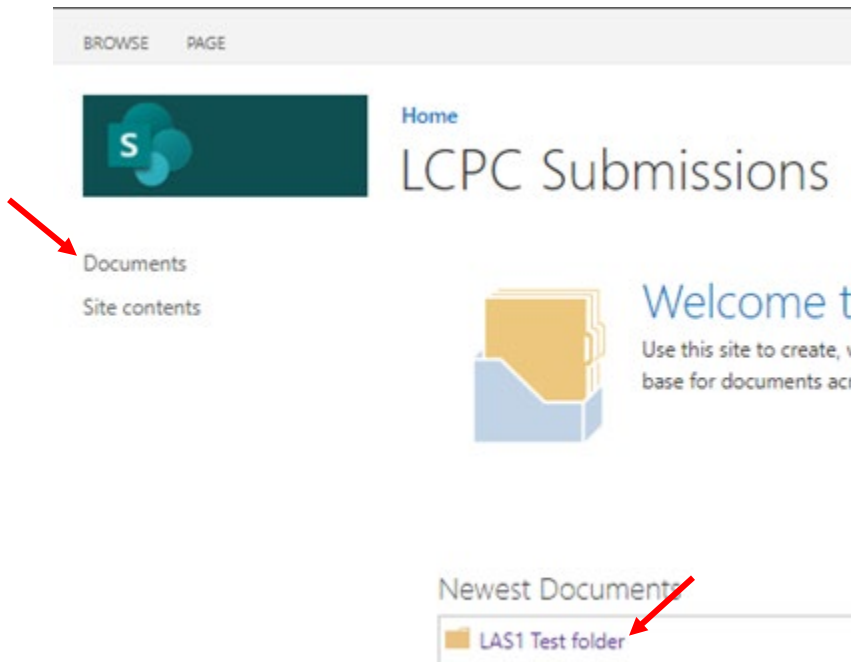
Enter the user email and password, then click the **Sign In** button



### Successfully Logged In

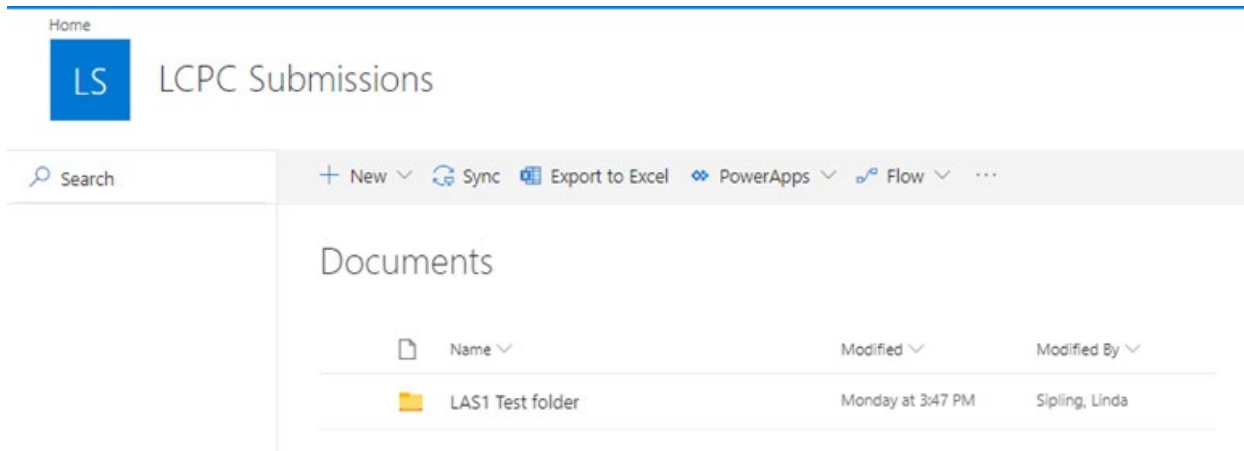
Because of the link used to get this far, once logged in, you will be taken to the Home Page.

Click the **Documents** link or Click on the folder name that was set up for you.



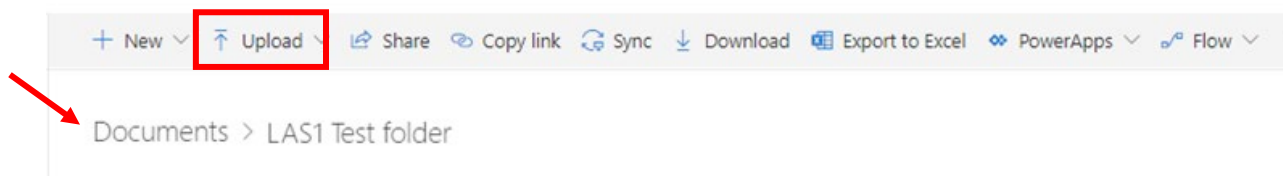
### Navigate to your folder

Click on your firm's folder name.



Click on the folder so that you see Documents > <Your Firm's Folder Name>. In this case it will be Documents > LAS1 Test Folder.

**NOTE: If you DO NOT see Upload, then you have not clicked on your folder.**



Once you are at your folder, create a bookmark so the next time you want to come to the site, you will automatically be brought here to begin.