

# FAASTeam SharePoint

National FAASTeam Representative  
Collaboration Center (NFRCC)



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## Accessing the Site

1. The following URL will direct you to the *FAA Team Rep SharePoint Site*:

<https://avssp.faa.gov/avs/afsaast/FAA Team Reps/SitePages/Home.aspx>

2. In the “Connect to .....faa.gov” window, enter your user name and password. Also, click on **Remember my password**. Click on OK.

**NOTE:** There are two possible formats for your user name, depending on when yours was issued.

**EXC**firstname.lastname (where firstname.lastname is your first and last name separated by a dot). Example: **EXC\john.doe**

**AVS**x(region)\*\* (where region is your region/office identifier and \*\* is your first and last initial. Example: **AVS\lawp111so**

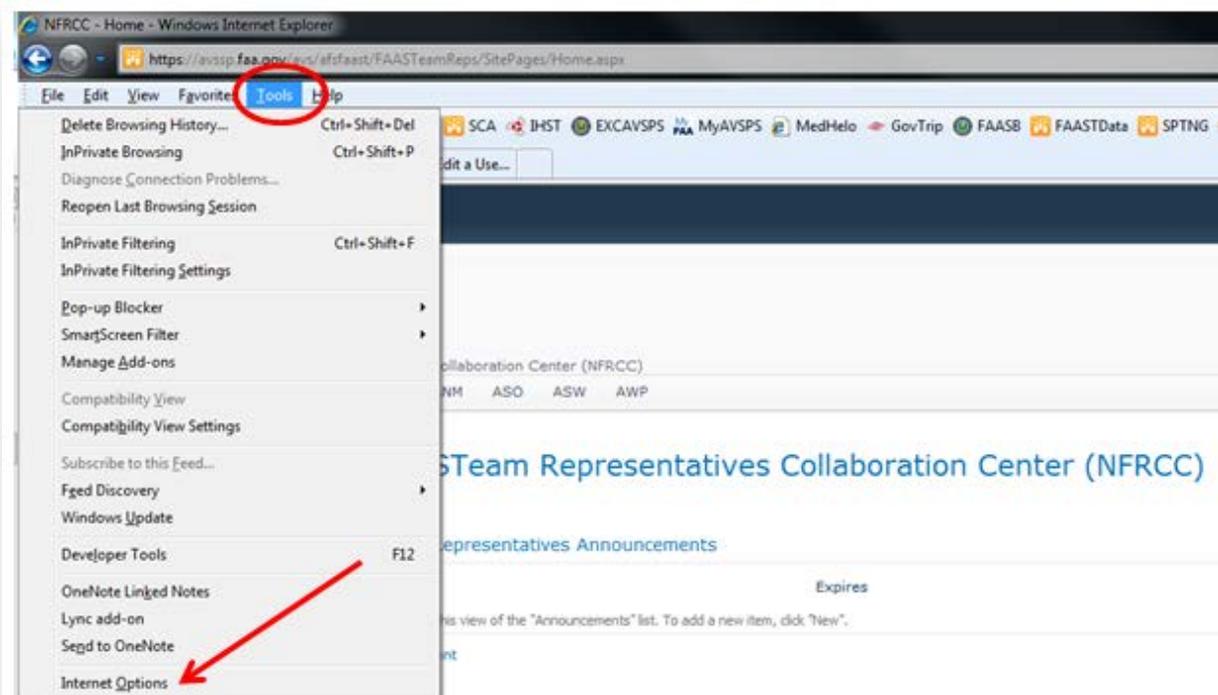


***If you are unable to access SharePoint or do not get the log on window, try the following:***

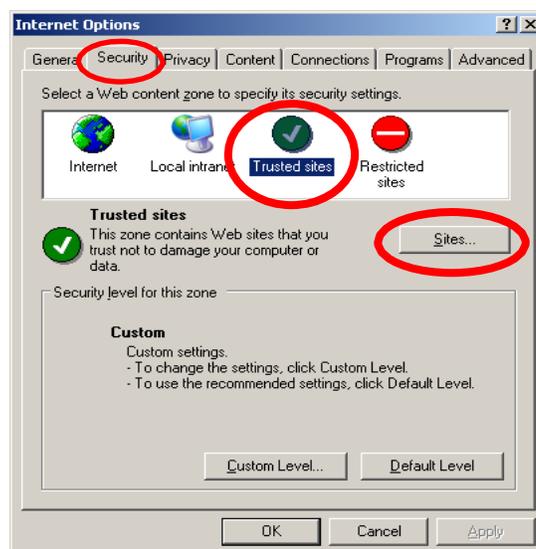
You will need to add \*.**faa.gov** as a trusted site in your internet browser.

For Internet Explorer 6.0 or higher users, follow these steps:

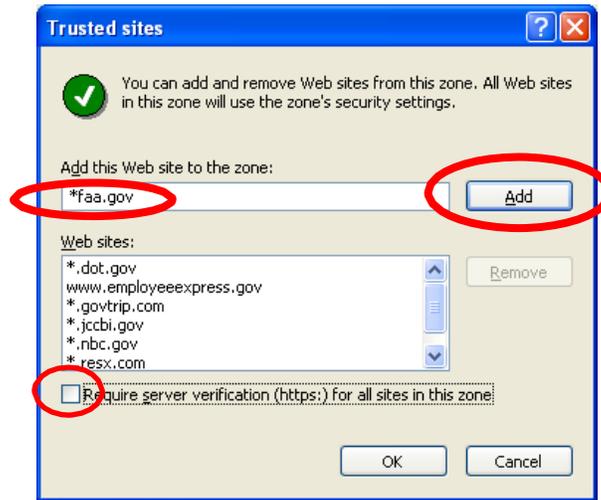
1. Open Internet Explorer, click on **Tools**, then **Internet Options**.



2. Click on the **Security** Tab, then the **Trusted Sites** Icon.
3. Click on the **Sites** button.



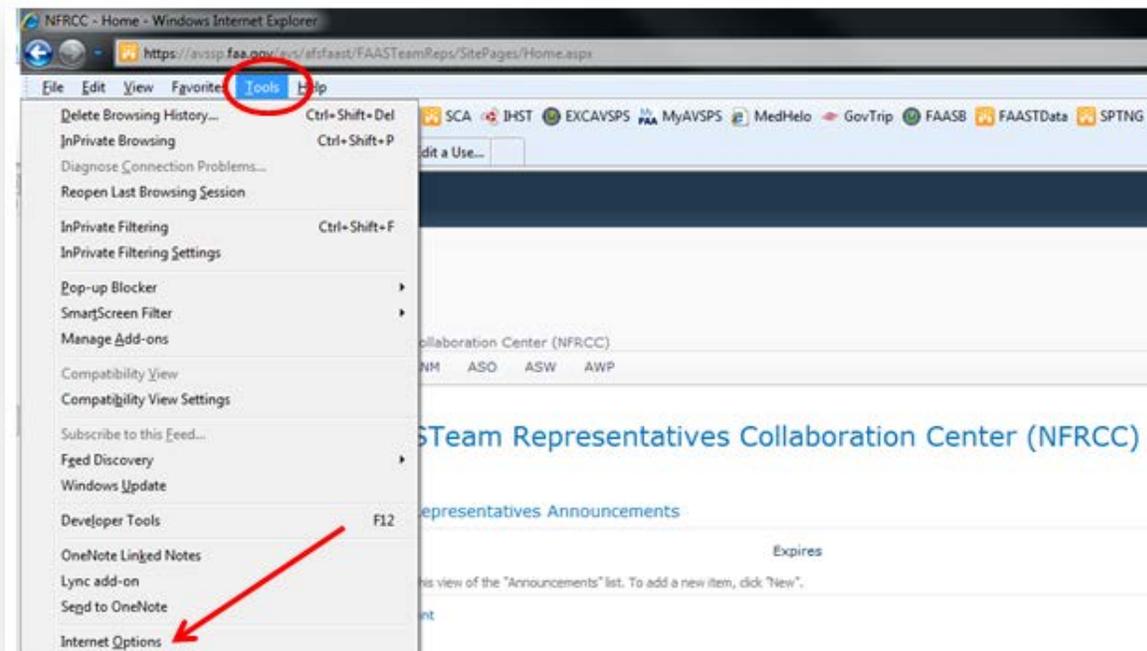
4. In **Add this Web site to the zone**, enter **\*.faa.gov**, then click on **Add**. You should also uncheck the **Require server verification...** box. Click on **OK**.



5. Click **OK** to close all the popup boxes.
6. Close Internet Explorer, reopen it, and try accessing SharePoint using the URL at the beginning of these instructions.

*If you are still unable to access SharePoint or do not get the log on window, try the following:*

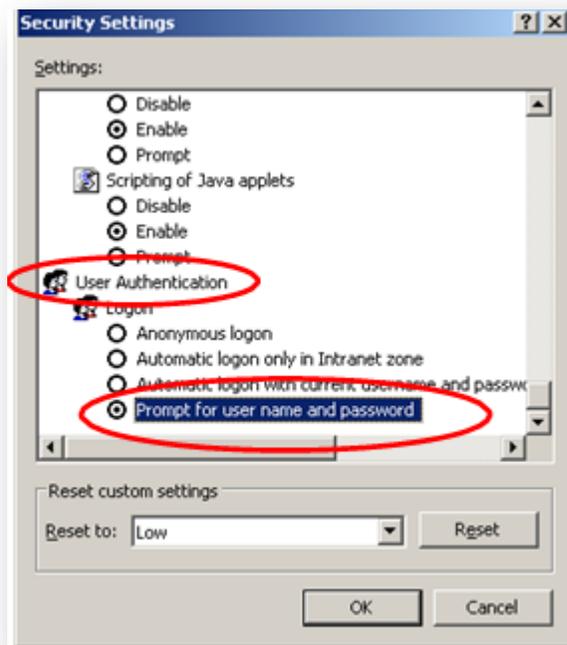
1. From the web browser, click on **Tools**, then **Internet Options**.



2. Click on the **Security** Tab, then the **Trusted Sites** Icon.
3. Click on the **Custom Level** button.



4. In the Security Settings window, scroll down to the very bottom of the window. Under "User Authentication", select **Prompt for user name and password**. Click on OK, then OK again.



5. Close Internet Explorer, reopen it, and try accessing SharePoint using the URL at the beginning of these instructions.

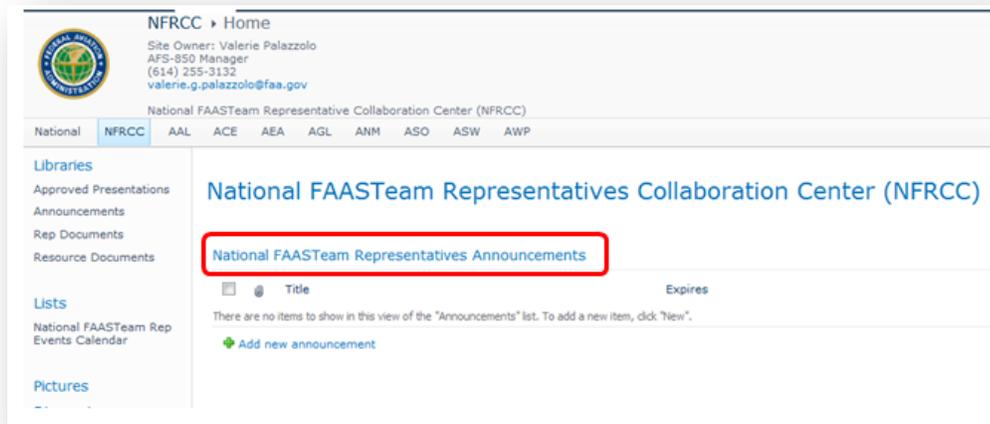
If you still have trouble accessing the site, or have any issues with your logon id (including needing to change the password), please contact the AVS National IT Service Desk at 877-287-6731 (or email [9-NATL-AVS-IT-ServiceDesk@faa.gov](mailto:9-NATL-AVS-IT-ServiceDesk@faa.gov)).

## Creating SharePoint Alerts

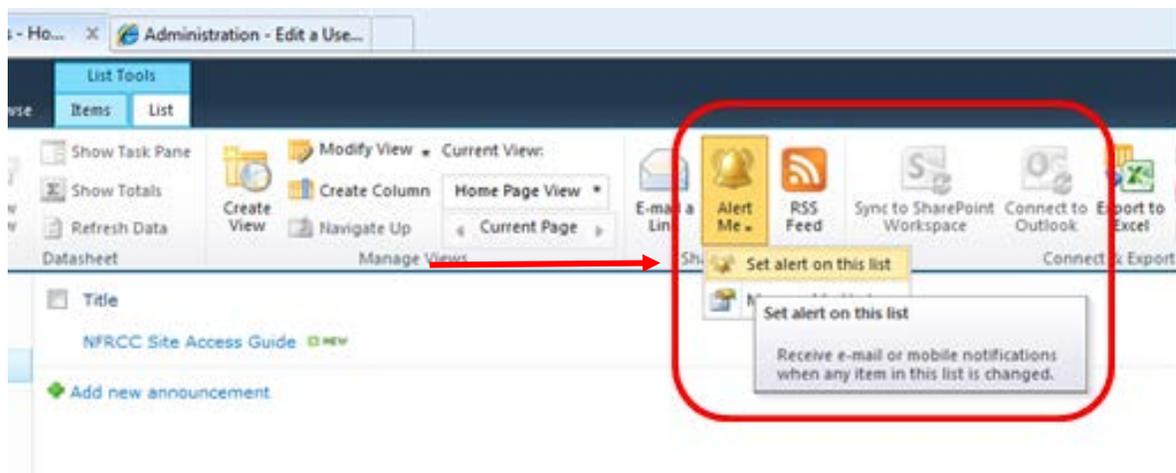
When creating alerts on SharePoint, you are asking to be alerted via email to changes and/or additions to items on the SharePoint site. You should receive an email confirming each alert that you create. Thereafter, you will receive an email alerting you to changes and/or additions to the SharePoint site according to the alerts that you create.

As you browse the site, you can choose to create an alert to a library or list in which you are interested. In the following example, we'll create an alert to the Announcements list.

1. Click on **National FAASite Representatives Announcements**.



2. Click on **Alert Me**.



3. You have a choice of creating an Alert to an individual Announcement or all Announcements. To manage your Alerts, select “Manage Alerts.” Managing Alerts allows you to see all your Alerts and edit or delete them. In this example, we will add an Alert to the Announcement List. To add an Alert, click on “Set alert on this list” and you will see the screen below. Your email address should be auto filled. Configure the remaining selections to your preference and click “OK.”

**Announcements - New Alert**

OK Cancel

**Alert Title**  
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Announcements

**Send Alerts To**  
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:  
My Email Address Here

**Delivery Method**  
Specify how you want the alerts delivered.

Send me alerts by:

E-mail J.B.Williams@faa.gov

Text Message (SMS)

Send URL in text message (SMS)

**Change Type**  
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

All changes

New items are added

Existing items are modified

Items are deleted

**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

Anything changes

Someone else changes an announcement

Someone else changes an announcement created by me

Someone else changes an announcement last modified by me

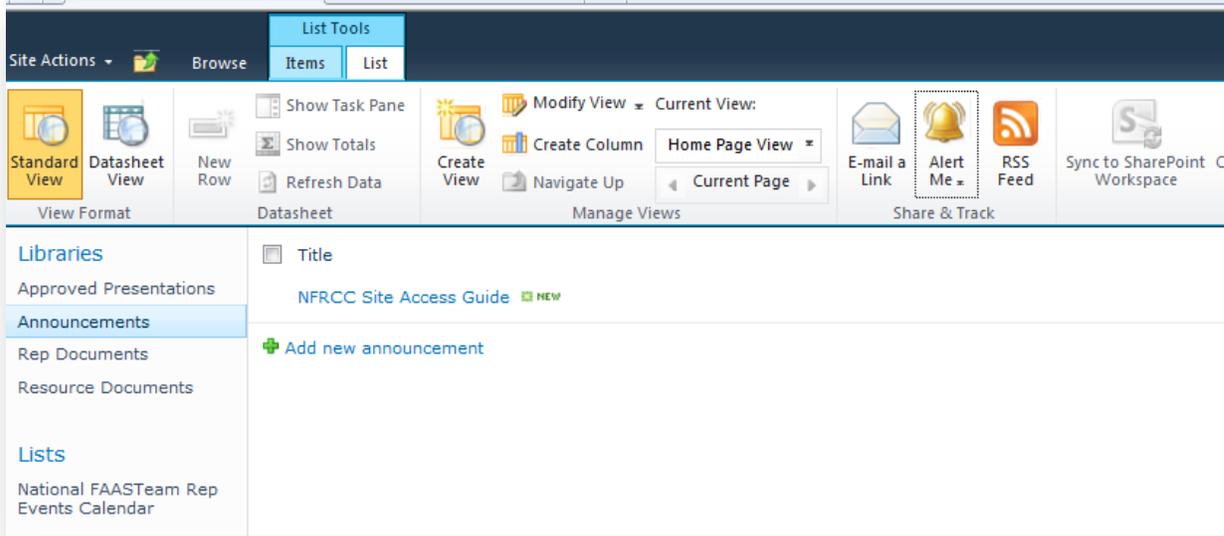
An announcement with an expiration date is added or changed

Someone changes an item that appears in the following view:

Home Page View

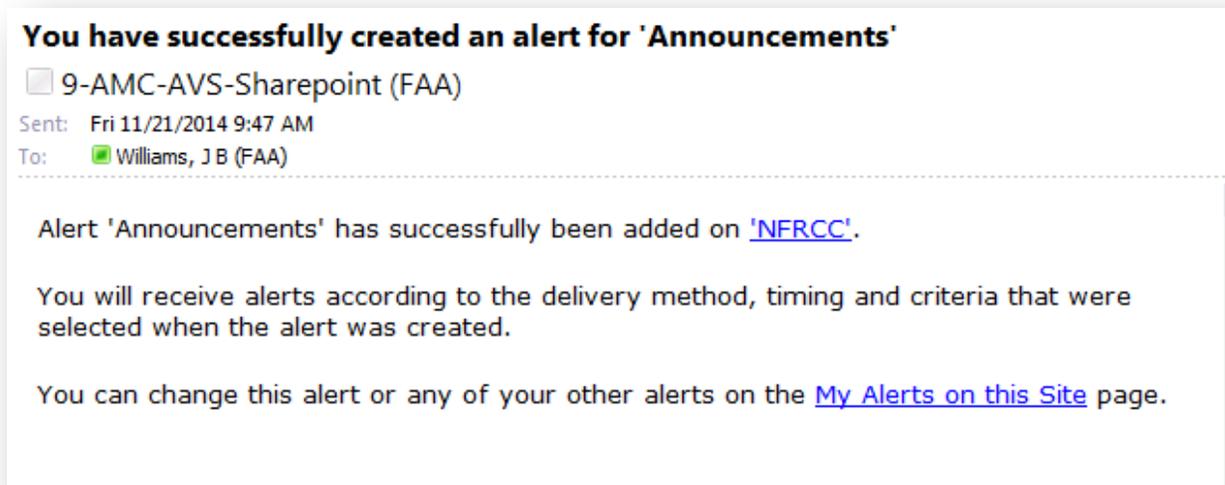
**When to Send Alerts**

4. You will be returned to the original list or library to which you were creating the alert.



## Receiving Your SharePoint Alerts Via Email

After you have subscribed to a SharePoint Alert, you will receive an email confirmation similar to the one below. The below email sample confirms that an alert was added on the National FAASTeam Representative Collaboration Center site for the “Announcements” list. Please note that emails regarding SharePoint alerts will be from sender **9-AMC-AVS-Sharepoint**. You might need to ensure that this sender does not end up on your SPAM list.



There are two links contained in the email that are underlined and in blue font. The first is a link to the NFRCC site. The second is a link to the Alerts Manager that will allow you to select and manage all your Alerts on the NFRCC Sharepoint site. All Lists and Libraries on the NFRCC Sharepoint site have the ability to create Alerts on individual items or the entire List or Library.