



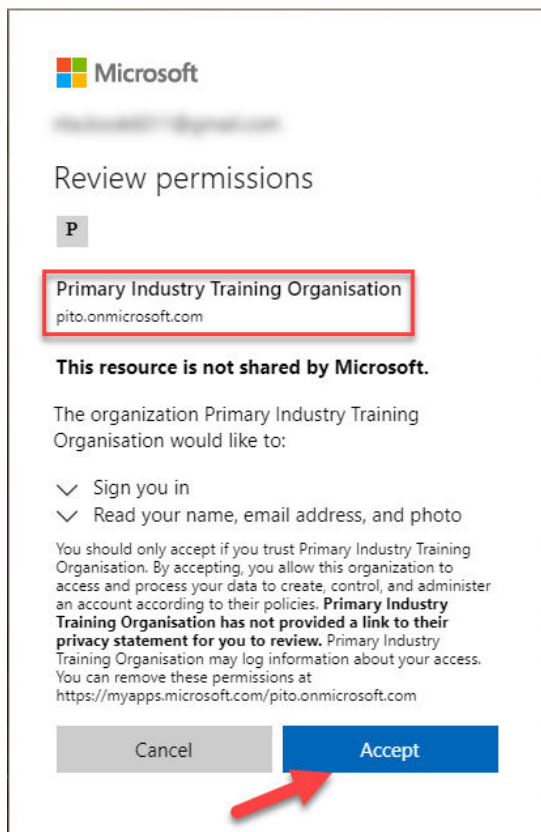
Accessing the Primary ITO Resource Store for the first time

The new Primary ITO Resource Store runs on Microsoft SharePoint. To get access requires everyone to have a Microsoft Account. If you already have a Microsoft Account, use this account to access the link. If you do not have a Microsoft Account, or an account linked to a Microsoft Account – you will be prompted to set one up.

This document will step you through what this process looks like, using a Gmail Account as an example. This process would be the same for other email account types outside of Microsoft. e.g., Yahoo, iCloud, AOL.

Access using a Microsoft Account

If you have an Outlook or Microsoft enabled account already, it is best to use this. The only one-time prompt you will get when accepting the invitation email you will receive is to Accept the permissions:

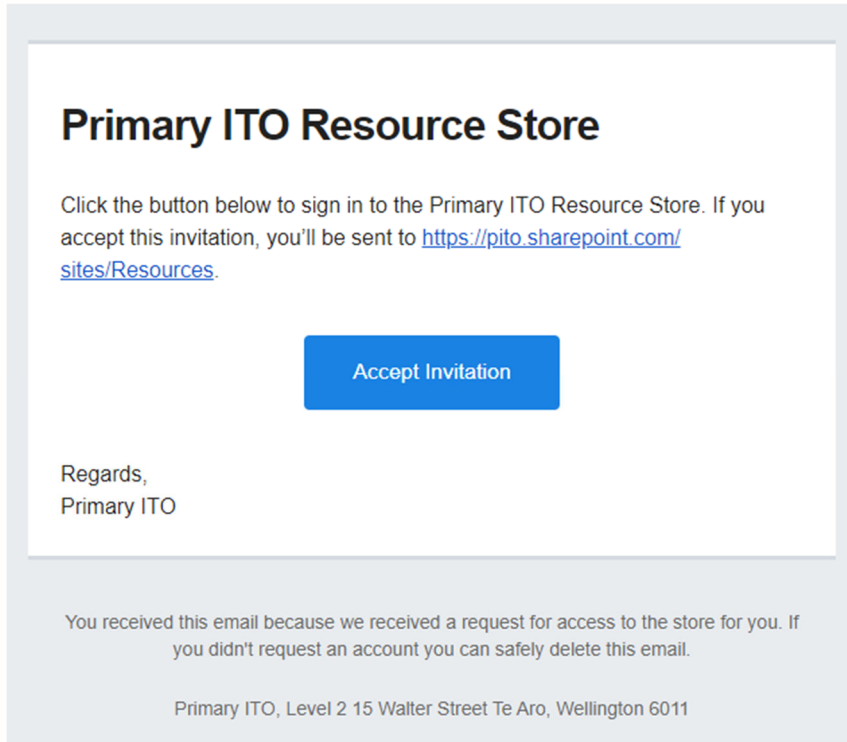


If you are ok with this click on **Accept**. You will get redirected to the **Primary ITO Resource Store**.



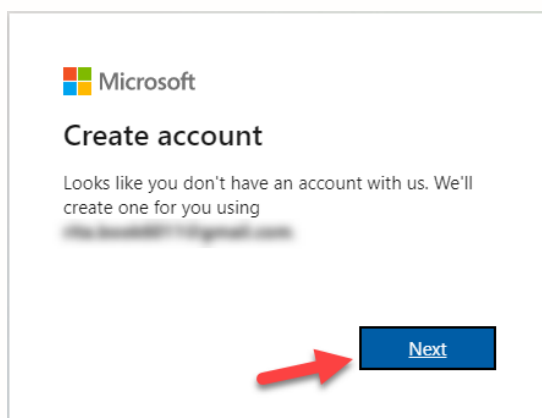
Access using a non-Microsoft Account

Once you have been granted access to the Resource Store, you should receive an email that looks like this:



Click on the **Accept invitation** link/button.

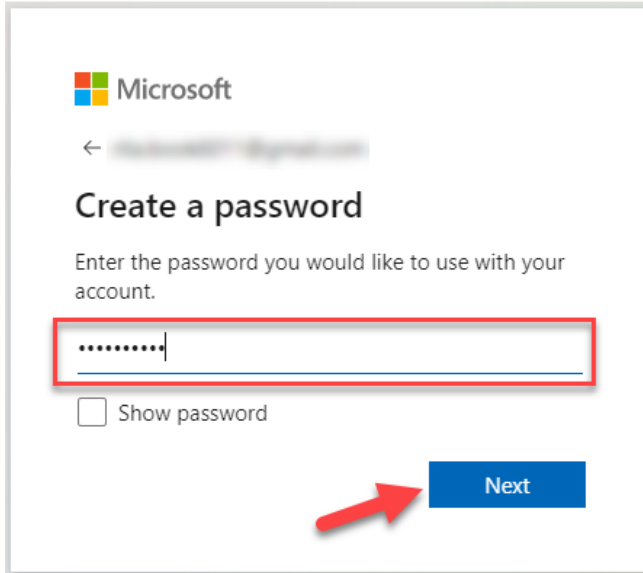
It will start a browser session to connect directly to our Resource Store. If it detects your email account does not have an associated Microsoft Account, you will get the following prompt:



The blurred section above will display your non-Microsoft email account. Click **Next**.

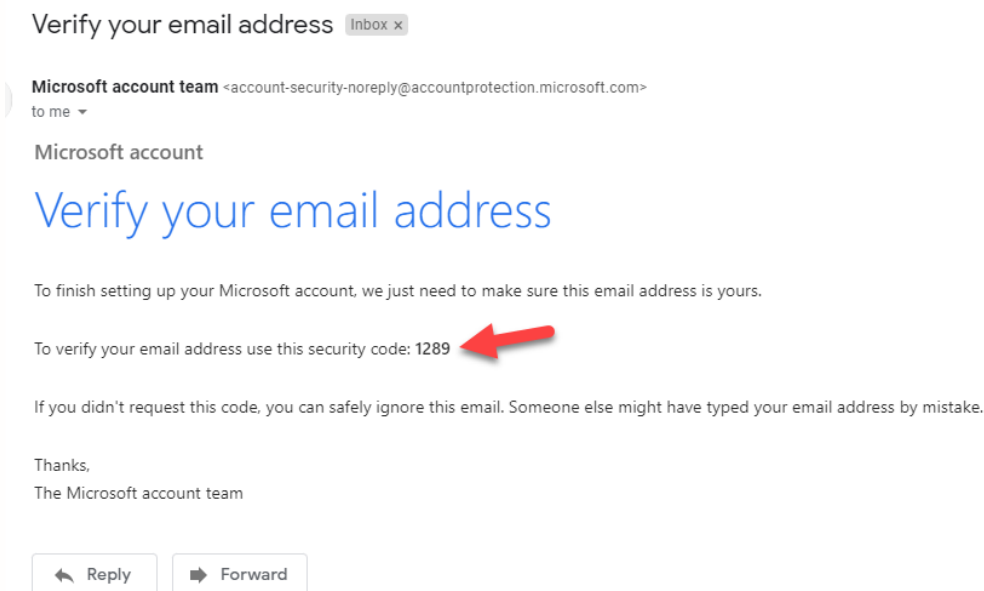


You will be prompted to **Create a password**. Ensure you remember this password; it may be easiest for you to use the same one you have for your email account.



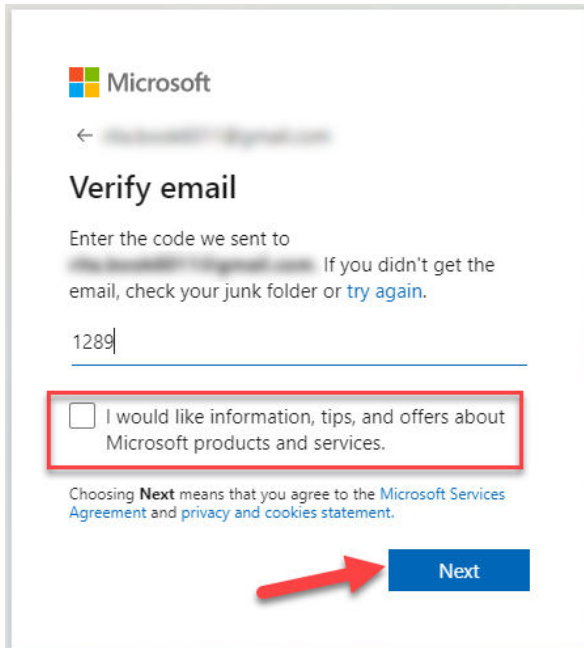
Click **Next**.

The next screen will require you to verify your email account. An email will be sent your inbox and will look like this:



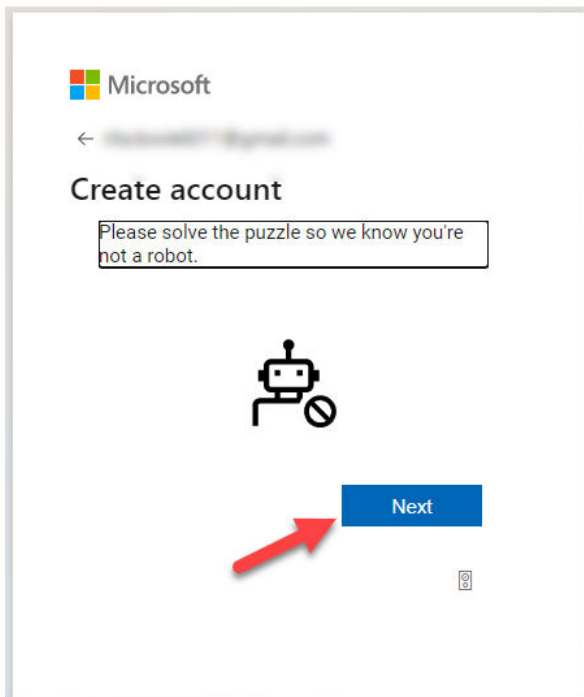
Look for the code in your specific email (*do not use the code here as this will not work*).

Type the code into the box back in your browser:



We suggest if you do not wish to receive marketing email from Microsoft, do deselect the tick box as indicated. Then click **Next**.

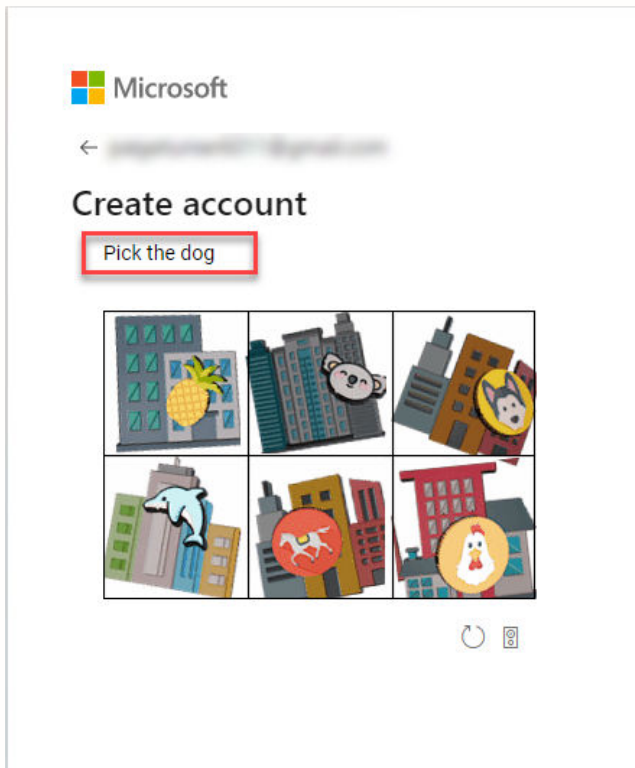
The next screen will ask you to confirm you are not a robot:



Click **Next**.

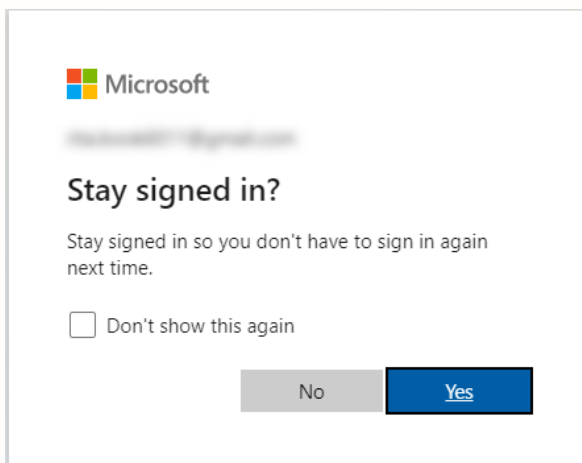


Follow the onscreen instructions on what picture to choose. In this example it is Pick the dog:



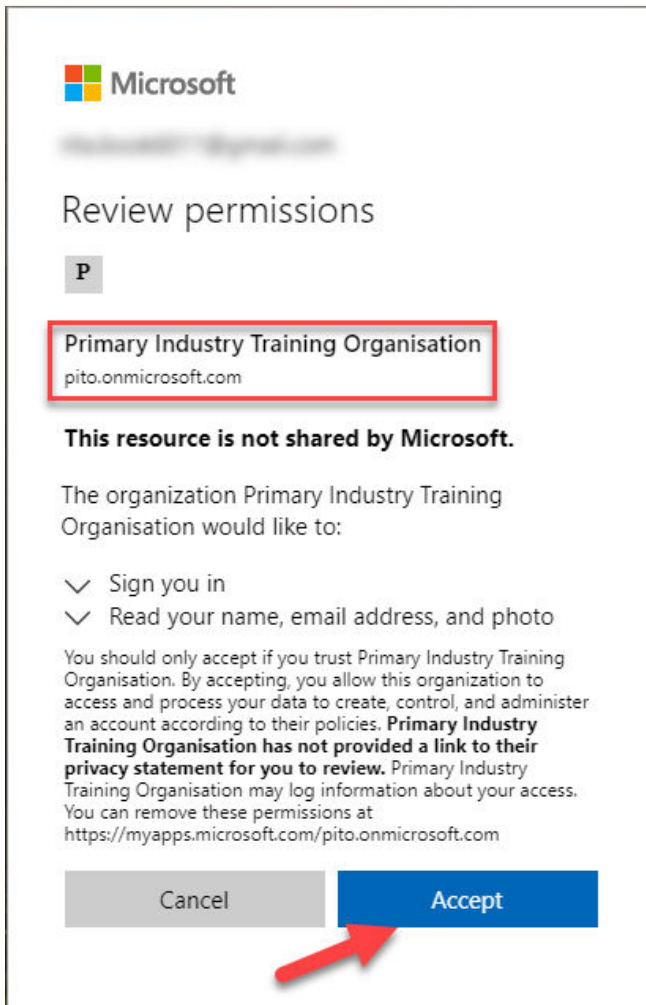
Select the image as requested and it will move onto the next screen.

The next screen will just ask you if you would like to Stay signed in or not in your browser session. For security reasons, we recommend you choose No to this.



The final box to appear is Reviewing the Permissions.





If you are ok with this click on **Accept**. You will get redirected to the **Primary ITO Resource Store**.

Resource Store URL

<https://pito.sharepoint.com/sites/Resources>

Support

For support, please email resource.store@primaryito.ac.nz