

## Instructions for Accessing Course Materials in SSI's SharePoint

All students must have access to SharePoint 2010 to be able to access course materials. Below are the steps to effect this process:

1. Clear the cache by following these steps:
  - a. Open the browser (Internet Explorer)
  - b. Press the Ctrl, Shift and Delete keys on the keyboard. The Delete Browsing History window will display.

The image shows a screenshot of the 'Delete Browsing History' dialog box in Internet Explorer. The dialog box is titled 'Delete Browsing History' and contains several options with checkboxes. Three instructional callouts in blue boxes with red arrows point to specific elements:

- 1. Uncheck this option if checked**: Points to the 'Preserve Favorites website data' checkbox, which is currently unchecked.
- 2. As a minimum, these two options MUST be checked**: Points to the 'Temporary Internet files' and 'Cookies' checkboxes, both of which are checked.
- 3. Click the Delete button**: Points to the 'Delete' button at the bottom right of the dialog box.

The dialog box also includes a link for 'About deleting browsing history' and a 'Cancel' button.

c. Close the Browser.

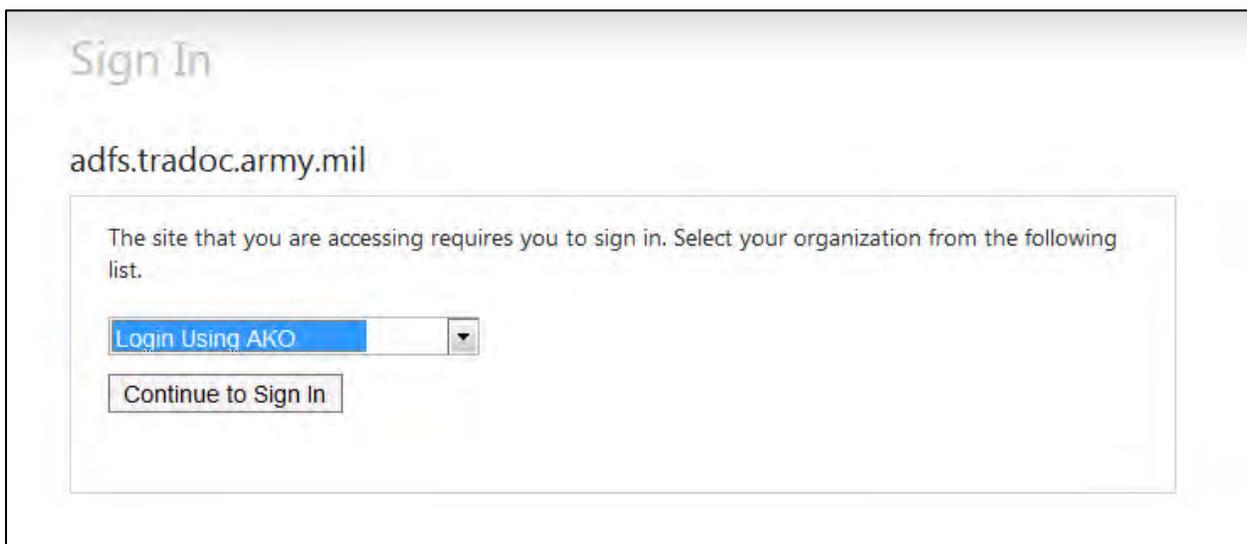
2. Grant access to SharePoint by following these steps:

**NOTE:** Before continuing to the next step, ensure your Common Access Card (CAC) is inserted in the card reader.

a. Open a new Browser window and type the URL <https://ako.ssi.tradoc.army.mil>



b. Next, at the sign in page, click the down-arrow and select **Login Using AKO**, then click the **Continue to Sign In** button.



c. The **Windows Security** window will popup. Click the **OK** button to confirm your certificate. The SharePoint SSI Home page will be displayed. You now have access to view course content via a Blackboard course or the Learning Resource Center (LRC).

**NOTE:** If you do not see the SharePoint SSI Home page, or if an error message popped up, you must do Step 1 above again. And before you do Step 2, you must first login to AKO.