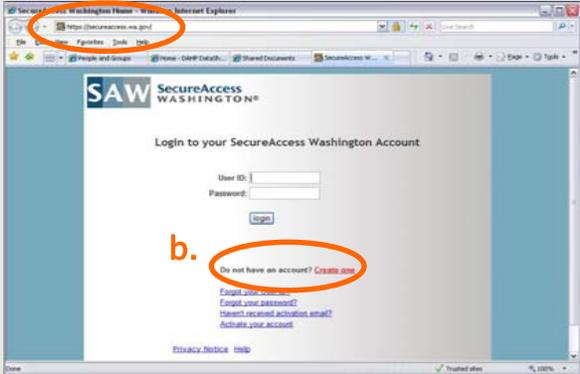
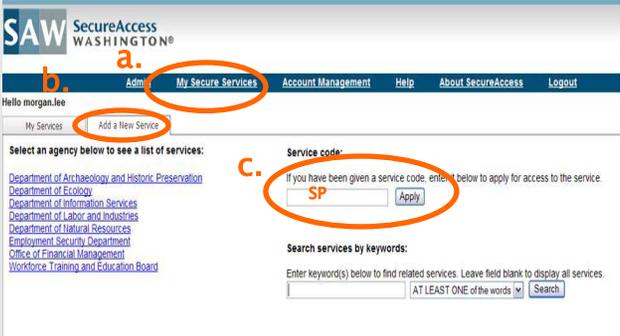


DAHP PUBLIC DataSharing SharePoint Navigation

Introduction

Microsoft SharePoint is a web collaboration tool that allows DAHP's clients to download DAHP's GIS data. Below is a short tutorial that will take you through the entire authorization and data download process.

Tutorial Time to Complete = 5 minutes

Steps	Actions	Notes
1. Setup a SAW Account	<p>a. Go to https://secureaccess.wa.gov.</p> <p>b. Click Do not have an account? Create One to complete the registration.</p>	<p>a. </p>
2. Gain Access to DAHP SharePoint	<p>a. After registering and logging into SAW, Click My Secure Services.</p> <p>b. Select the Add a New Service tab.</p> <p>c. Type SP into the Service Code field.</p> <p>d. Click Apply.</p> <p>e. Click Register, on the Register Status Page.</p>	<p>a. </p> <p>b. </p> <p>c. </p>

DAHP PUBLIC DataSharing SharePoint Navigation

3. Access DAHP SharePoint

- a. Verify DIS SharePoint Service Offering reads **Active**. (If this service reads **Pending**, click **Remove** and repeat step 2 until the **User Status** changes to **Active**.)
- b. Open a new web browser and [Click here](https://sharepointext.dis.wa.gov/dahp/DAHPPublicDataDownload/default.aspx).
<https://sharepointext.dis.wa.gov/dahp/DAHPPublicDataDownload/default.aspx>
- c. On the Error Page, click **Request Access**.
- d. In the message box, type **your name** and **organization** and then click **Send Request**. (You will receive a return email once the DAHP SharePoint site administrator has granted your request for access. Please be advised that this is not instantaneous.)

The image displays four sequential screenshots from the SecureAccess Washington (SAW) portal. The top screenshot shows a table of services with the following columns: Service, Agency, Description, User Status, and Action. The 'DIS SharePoint Service Offering' is listed with a status of 'Active' and a 'Remove' button circled in orange, labeled 'a.'. The second screenshot shows a browser window with an 'Error: Access Denied' message and the URL 'https://sharepointext.dis.wa.gov/dahp/DAHPPublicDataDownload/default.aspx' circled in orange, labeled 'b.'. The third screenshot shows the error page with a 'Request access' button circled in orange, labeled 'c.'. The bottom screenshot shows the 'Request Access' form with a text input field and a 'Send Request' button circled in orange, labeled 'd.'.

DAHP PUBLIC DataSharing SharePoint Navigation

4. Downloading DAHP Data

- a. Once access is granted, you will receive an email from DoNotReply@dis.wa.gov. Click on the first link listed in the email or [click here](https://sharepointtext.dis.wa.gov/dahp/DAHPPublicDataDownload/default.aspx). (This is the same URL as step 3.)
- b. Click on your folder name within the Quick Launch bar.
- c. Click on the blue highlighted text.
- d. Select **Save** in the file download box.
- e. Rename the file extension to **.ZIP** after saving.

The image is a composite of several screenshots illustrating the process of downloading DAHP data.
1. **Gmail Inbox:** Shows an email from DoNotReply@dis.wa.gov with the subject "Welcome to the SharePoint group: Viewers - Public DataShare for site: DAHP Public DataSharing". A link to <https://sharepointtext.dis.wa.gov/dahp/DAHPPublicDataDownload/default.aspx> is circled in orange and labeled 'a.'.
2. **SharePoint Site:** Shows the DAHP Public DataSharing site. The "Public Data" folder in the Quick Launch bar is circled in orange and labeled 'b.'. The "Public_Statewide" file in the list is highlighted in blue and labeled 'c.'.
3. **File Download Dialog:** A dialog box titled "File Download" asks "Do you want to save this file?". The "Save" button is circled in orange and labeled 'd.'.
4. **File Explorer:** Shows the downloaded file in a folder. The file name is "Public_Statewide" and the extension is ".zip". The file name is circled in orange and labeled 'e.'.
5. **Department of Archaeology & Historic Preservation Logo:** Located at the bottom right of the composite image.

DAHP PUBLIC DataSharing SharePoint Navigation

5. Sign out

- a. Click the down arrow  next to your username in the upper right hand corner.
- b. Choose **Sign Out**.

