# ACCESSING YOUR UW EMAIL ACCOUNT AND SHAREPOINT PAGES

UNIVERSITY OF WORCESTER GUIDANCE FOR EXTERNAL EXAMINERS

## UNIVERSITY OF WORCESTER EXTERNAL EXAMINER SHAREPOINT SITES

The University of Worcester has a SharePoint site designed to help External Examiners (EE) access the information they need throughout the Academic Year.

It includes various information, such as:

- The EE Handbook, Frequently Asked Questions and Document Templates
- Guidance for systems such as Access ACloud
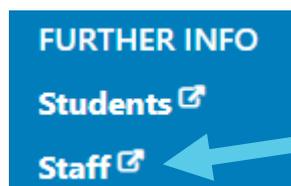- Individual areas set up for each EE with access to student's work for scrutiny.

The link to the UW External Examiners page is:

https://uniworcac.sharepoint.com/teams/uwd-0085/SitePages/ProjectHome.aspx

**IMPORTANT:** In order to access these pages, you will need to be signed into your **University of Worcester email address account**.

## TO ACCESS YOUR UNIVERSITY OF WORCESTER ACCOUNT

1. Visit our website: www.worcester.ac.uk
2. Scroll down to the very bottom, where you will find a link to the UW Staff pages:

**FURTHER INFO**

Students ⬈

Staff ⬈

3. This will take you to the UW staff intranet pages, and you can sign into your account by clicking 'Sign In', in the top, right-hand corner:

Sign in ⬈

**IMPORTANT:** If you have any trouble or need help accessing your account, please contact our **IT ServiceDesk on 01905 857500.**

## ACCESSING UW EMAILS VIA WEBMAIL

Once you are logged into the UW staff intranet, you will see a box on the top, left-hand side that will take you to your Webmail account when you click it:

**Webmail**
University Webmail for Staff ✉

So long as you are logged in, this will allow you to access your UW email account.

## ACCESSING THE UW EE SHAREPOINT SITES

When logged in to the UW staff intranet, scroll down and find the **Applications** list on the left-hand side.

Click on the SharePoint link:

Sharepoint

In the search box at the top, search for **UW External Examiners**, to bring up the page to click and navigate to.

Alternatively, following the link provided above should work for you, once you are signed in.

Visit External Examiner Information for guidance documents, the EE Handbook, and other information about your role and responsibilities.

## SCHOOL SPECIFIC SHAREPOINT PAGES

Additionally, you will also be provided a link by your Course Team to your own, bespoke External Examiner site, for the duration of your time with us.

You can navigate to these via the School that you are an EE for, from the main page of the EE SharePoint site.

Here you will be able to find folders and links with bespoke information for you, on the course or modules that you examine.

## FURTHER INFORMATION

If you need any further information, or have any questions or queries, please contact us at AcademicQualityTeam@worc.ac.uk, or Briony.Wheeler@worc.ac.uk.