

On the EMPLOYEES page, click on the Partnership Portal button

The screenshot shows a web browser window with multiple tabs open. The address bar displays www.capna.org/menus/employees.html. The website header is blue with a navigation bar containing links: SEARCH, EMPLOYEES, LOCATIONS, and MAKE AN APPOINTMENT. Below the header is a banner with the quote "Helping People Changing Lives." and the Community Action Partnership of North Alabama logo. A horizontal menu bar includes links: Home, About Us, Our Services, News, Employment, Our Staff, Our Partners, and Contact Us. The main content area has a section titled "MORE INFORMATION" with links to Calendar Events and Contact Us. To the right, under the heading "Employees", is a text box stating: "Partnership staff may log in to any of the employee-only sites through the below links. Login information for employees is not affected by the website update. Please use your existing usernames and passwords for all sites." Below this text is the heading "Employee-only sites:" followed by three buttons: PARTNERSHIP PORTAL, EWS TIMESHEET ENTRY, and WEB-BASED TRAINING. A black arrow points to the PARTNERSHIP PORTAL button. The footer is blue and contains contact information for the Central Office (Decatur) and Moulton Office, a language selection dropdown, social media icons, and a copyright notice.

Community Action Partnership of North Alabama

“Helping People Changing Lives.”

SEARCH EMPLOYEES LOCATIONS MAKE AN APPOINTMENT

Home About Us Our Services News Employment Our Staff Our Partners Contact Us

MORE INFORMATION

- Calendar Events
- Contact Us

Employees

Partnership staff may log in to any of the employee-only sites through the below links. Login information for employees is not affected by the website update. Please use your existing usernames and passwords for all sites.

Employee-only sites:

- PARTNERSHIP PORTAL**
- EWS TIMESHEET ENTRY
- WEB-BASED TRAINING

Central Office (Decatur)

1909 Central Parkway SW Decatur, AL 35601
Phone: (256) 355-7843 Fax: (256) 355-7953

Moulton Office

12495 Ala Hwy 157 Moulton, AL 35650
Phone: (256) 974-9026 Fax: (256) 522-0016

Select Language

Privacy Policy Site Map

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Clicking on the Partnership Portal button opens the login to Office 365.
Sign in to your account as usual (e.g. check email, calendar, etc.)

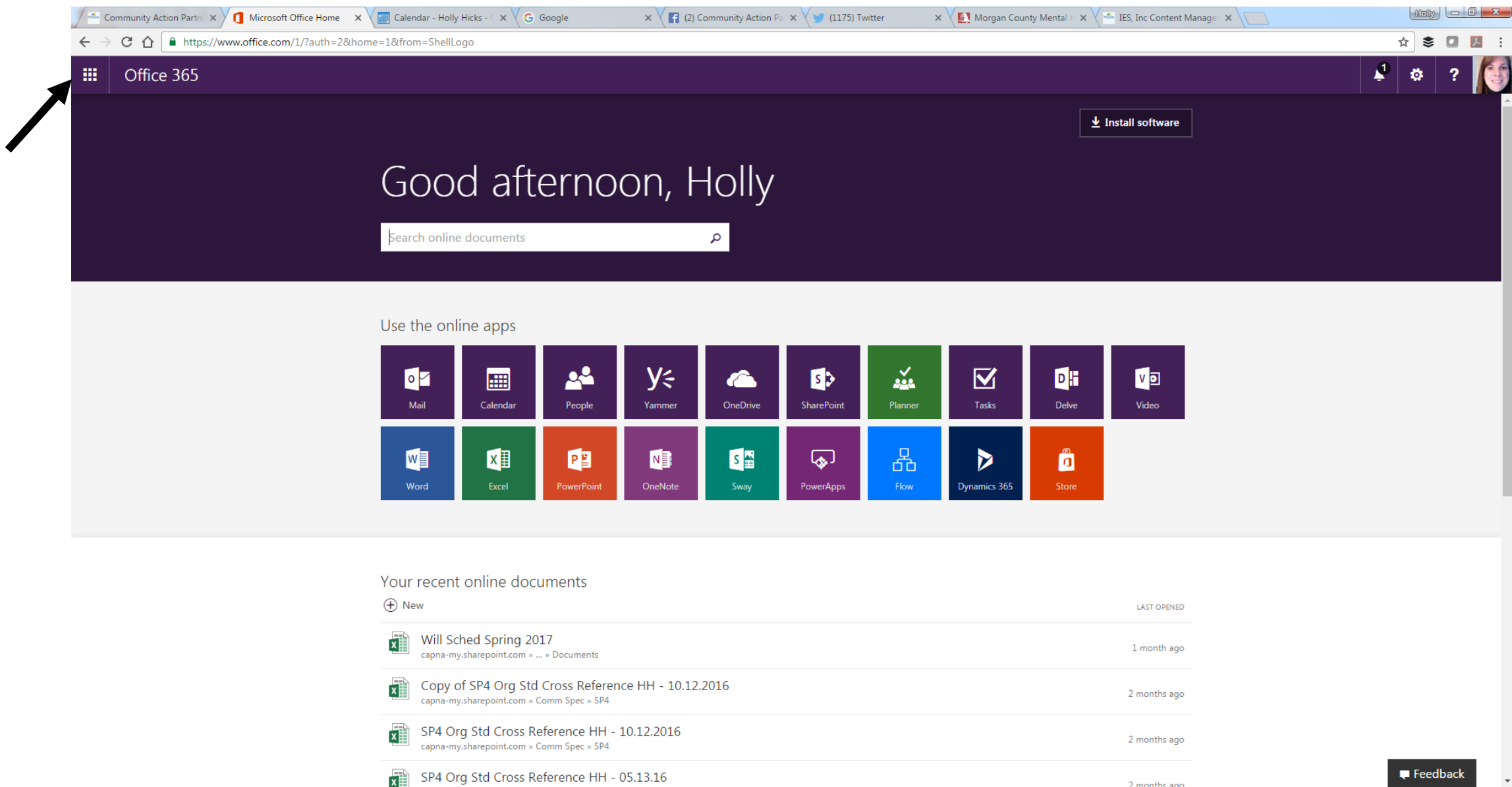
The screenshot shows a web browser window with multiple tabs open, including 'Community Action', 'Sign in to your account', 'Mail - Holly Hicks', 'Calendar - Holly Hicks', 'Google', '(2) Community Action', '(1175) Twitter', 'Morgan County', 'IES, Inc Content', 'SharePoint', and '[ORGANIZATION]'. The address bar shows the URL: <https://login.microsoftonline.com/login.srf?wa=wsignin1.0&trpsnv=4&ct=1480446822&rver=6.7.6640.0&wp=MCMBl&wreply=https%3a%2f%2fportal.office.com%2fdefault.aspx%3ftarget%3d%252fdefault.aspx%253fwa%253dws>.

The main content area features a large background image of a highway with palm trees and a building. Overlaid on the left is a grid of blue squares with the word 'Connect' in various languages: 'Łączyć', 'Conecte', '連接', 'Ligue', 'Connect', 'تواصل', 'Verbinden', 'つなぐ', 'Yhdistä', 'povezati', and 'להתחבר'. Below this grid is a small video thumbnail showing a man sitting at a desk.





On the right side, the 'community Action' logo is visible, with the text 'Holly Hicks' and 'holly.hicks@capna.org' below it. A password field is shown with a yellow background and a masked password '.....'. Below the password field is a checkbox labeled 'Keep me signed in'. A blue 'Sign in' button is highlighted with a black arrow, and a grey 'Back' button is next to it. Below the buttons is a link that says 'Can't access your account?'. At the bottom right, the Microsoft logo and copyright information '© 2016 Microsoft' are visible, along with links for 'Terms of use' and 'Privacy & Cookies'.

Waiting for cache...

Once logged in to the Portal, if a specific program comes up (email, calendar), click on the 9-box grid in the upper left corner.



The screenshot displays the Microsoft Office 365 portal interface. At the top, a navigation bar includes the Office 365 logo (a 9-box grid) and the text "Office 365". A black arrow points to this grid icon. To the right of the logo is a search bar and a user profile picture. Below the navigation bar, the main content area features a large greeting "Good afternoon, Holly" and a search bar labeled "Search online documents". Below this, a section titled "Use the online apps" displays a grid of application icons: Mail, Calendar, People, Yammer, OneDrive, SharePoint, Planner, Tasks, Delve, Video, Word, Excel, PowerPoint, OneNote, Sway, PowerApps, Flow, Dynamics 365, and Store. At the bottom, a section titled "Your recent online documents" lists four documents with their names, locations, and last opened dates. A "Feedback" button is located in the bottom right corner.

Your recent online documents		LAST OPENED
	Will Sched Spring 2017 capna-my.sharepoint.com » ... » Documents	1 month ago
	Copy of SP4 Org Std Cross Reference HH - 10.12.2016 capna-my.sharepoint.com » Comm Spec » SP4	2 months ago
	SP4 Org Std Cross Reference HH - 10.12.2016 capna-my.sharepoint.com » Comm Spec » SP4	2 months ago
	SP4 Org Std Cross Reference HH - 05.13.16	2 months ago

Click on the SharePoint icon to access documents via the intranet.

The screenshot shows the Microsoft Office 365 dashboard. At the top, there's a navigation bar with the Office 365 logo and a user profile. Below this, a large banner says "Good afternoon, Holly" with a search bar for "Search online documents". A section titled "Use the online apps" displays a grid of application icons. The SharePoint icon, which is a purple square with a white 'S' and a document icon, is circled in yellow. A black arrow points to this icon from the left. Other icons in the grid include Mail, Calendar, People, Yammer, OneDrive, Planner, Tasks, Delve, Video, Word, Excel, PowerPoint, OneNote, Sway, PowerApps, Flow, Dynamics 365, and Store. Below the app grid, there's a section titled "Your recent online documents" with a "New" button. It lists four documents, all with Excel icons:

Document Name	Last Opened
Will Sched Spring 2017 capna-my.sharepoint.com » ... » Documents	1 month ago
Copy of SP4 Org Std Cross Reference HH - 10.12.2016 capna-my.sharepoint.com » Comm Spec » SP4	2 months ago
SP4 Org Std Cross Reference HH - 10.12.2016 capna-my.sharepoint.com » Comm Spec » SP4	2 months ago
SP4 Org Std Cross Reference HH - 05.13.16	2 months ago

A "Feedback" button is located in the bottom right corner.

Each program has its own colored category.
Facilities – dark red
Information Technology - purple

The screenshot displays a SharePoint site interface with a dark purple header bar containing the 'Office 365' and 'SharePoint' logos. Below the header, a search bar and a 'Create site' button are visible. The main content area is divided into two primary sections: 'Frequent' and 'Suggested'.

Frequent Section:

- HS (Head Start):** A red header bar with a star icon. Below it, a list of recent views: 'ERSEA Definitions Policy IT 16 on 11/15/2016', 'Attendance and Da... Policy IT 16 on 11/15/2016', and 'How to cope with parent in prison on 11/14/2016'.
- EmPowered Staff. You can do IT! (Video Channel):** A black header bar with a star icon. Below it, a list of recent views: 'Intro to the Vide...Empowered IT! on 11/14/2016', 'How to Create a Signatur... Partnership Portal is popular', and 'Correcting Audio for Skype Calls is popular'.
- HR (Human Resources):** A purple header bar with a star icon. Below it, a list of recent views: 'Personnel Action Form on 11/21/2016', 'HR Policy and Procedures Manual on 11/15/2016', and 'Standards of Conduct on 9/19/2016'.

Suggested Section:

- F (Fiscal):** A red header bar with a star icon. Below it, a list of recent views: 'Purchase Order Form is popular'.
- H (Housing):** A green header bar with a star icon. Below it, a message: 'There's no recent activity on this site.'
- SS (Senior Services):** A blue header bar with a star icon. Below it, a list of recent views: 'Carrie Waynick modified Volunteer list on 11/22/2016'.
- F (Facilities):** A dark red header bar with a star icon. Below it, a list of recent views: 'Dwayne Blackmon modified Fort Payne H S P... on 11/15/2016'.
- United Way Campaign 2016 (Video Channel):** An orange header bar with a star icon. Below it, a list of recent views: 'Mike's UW 2016 Message is popular'.
- Community Video Channel:** A blue header bar with a star icon. Below it, a list of recent views: 'Salvation Army is popular'.
- IT (Information Technology):** A purple header bar with a star icon. Below it, a list of recent views: 'Community Action Partnership of North...'.
- CA (Community Action Partnership of North...):** A blue header bar with a star icon. Below it, a list of recent views: 'Community Action Partnership of North...'.

Two yellow circles highlight the 'Facilities' and 'Information Technology' categories in the 'Suggested' section. The 'Facilities' category is highlighted by a circle around its header bar and the first view below it. The 'Information Technology' category is highlighted by a circle around its header bar and the first view below it.

At the bottom right of the page, there is a 'Feedback' button.

Clicking on Facilities will open a new tab with the
Facilities Services Portal.
The New Workorder box is on the left.

Community Actio X Mail - Holly Hicks X Microsoft Office X SharePoint X Facilities Services X Calendar - Holly X Google X (2) Community A X (1212) Twitter X Morgan County X IES, Inc Content X

https://capna.sharepoint.com/facilities/SitePages/Facilities%20Services%20Portal.aspx

Facilities
Facilities Services Portal

Search this site

New Workorder Search Knowledgebase Survey

Announcements

Title

There are no items to show in this view of the "Announcements" list.

Portal Docs

Name

Facilities Work ...
Order System
Instructions

Portal Links

URL

There are no items to show in this view of the "Portal Links" list.

My Workorders

Edit	ID	Title	Priority	Status	Due Date	Assigned To	Equipment
	153	Exchange 3 folding tables with newer, lighter models	(2) Normal	Resolved		Patrick Turner	
	195	Leaky Door/Roof	(2) Normal	Resolved		Patrick Turner	
	374	Move classroom furniture for summer floor waxing	(2) Normal	Resolved		Patrick Turner	
	430	Playground Shade	(2) Normal	Resolved		Patrick Turner	
	483	Modular/Shed Contents Removal	(2) Normal	Resolved		Patrick Turner	
	530	Sink Removal	(2) Normal	Resolved		Patrick Turner	
	540	Office Desk Removal	(2) Normal	Resolved		Patrick Turner	
	612	Interior Door Lock for HRS	(2) Normal	Resolved		Patrick Turner	
	1836	Install Vent Dampers	(2) Normal	Resolved		Aron Boldog	

If the Technology Work Order site is not listed under
'Frequent' or 'Suggested',
type Technology Work Order into the search bar and hit 'enter.'
Workorders are submitted through the IT Case box on the left.

The screenshot shows a web browser window with multiple tabs open. The active tab is the 'Information Technology Portal' at the URL <https://capna.sharepoint.com/infotech/SitePages/Portal.aspx>. The portal header includes the 'Information Technology Portal' logo and a search bar. Below the header, there are three main navigation boxes: 'IT Case' (circled in yellow), 'Knowledge Base', and 'Survey'. The 'IT Case' box contains an icon of a person at a computer. Below these boxes, there is a section titled 'My Cases' which displays a table of open and closed cases. To the right of the portal, there are sections for 'Live Support Contacts', 'IT Announcements', 'Useful Documents', and 'Useful Links'.

IT SUPPORT PORTAL

Information Technology Portal

Search this site

IT Case Knowledge Base Survey

My Cases

ID	Title	Priority	Case Status	Due Date	Requester
153	Re-rout phone line	...	(2) Normal Closed		<input type="checkbox"/> Holly Hicks
154	Copier Move	...	(2) Normal Closed		<input type="checkbox"/> Holly Hicks
157	Re-rout Classroom Camera	...	(2) Normal Closed		<input type="checkbox"/> Holly Hicks
160	iCloud for Windows	...	(2) Normal Closed		<input type="checkbox"/> Holly Hicks
420	Adobe Update	...	(2) Normal Closed		<input type="checkbox"/> Holly Hicks
579	iTunes Update	...	(2) Normal Closed		<input type="checkbox"/> Holly Hicks
593	Formata Font Download	...	(2) Normal Unassigned		<input type="checkbox"/> Holly Hicks
678	Quick Time	...	(2) Normal Unassigned		<input type="checkbox"/> Holly Hicks

Live Support Contacts

Contact Live Support

IT Announcements

Title

There are no items to show in this view of the "IT Announcements" list.

Useful Documents

Name	
Child Plus Setup Instructions	...
IT Work Order Instructions	...

Useful Links

URL	
Office 365 End User Video Training	...
Getting Started with Office 365	...
Share Documents in Office 365	...
Use email and more in Office 365	...
Communicate with Lync in Office 365	...
Use Office and Office web apps in Office 365	...
End User Training Resources for Office 365	...