

**shareNET**



**City of Greenville's  
External  
Web Portal**

# shareNET

## Overview

**Welcome to shareNET!** ShareNET is the City of Greenville's external web collaboration portal. ShareNET is built on a web based collaboration and document management platform by Microsoft called Sharepoint. It can be used to host websites that use shared workspaces and documents. This document is intended to provide you with a brief overview of site navigation and content.

**shareNET** is a website that provides a central storage and collaboration space for documents, information, and ideas.

**shareNET** is a tool for collaboration, just like a telephone is a tool for communication, or a meeting is a tool for decision making.

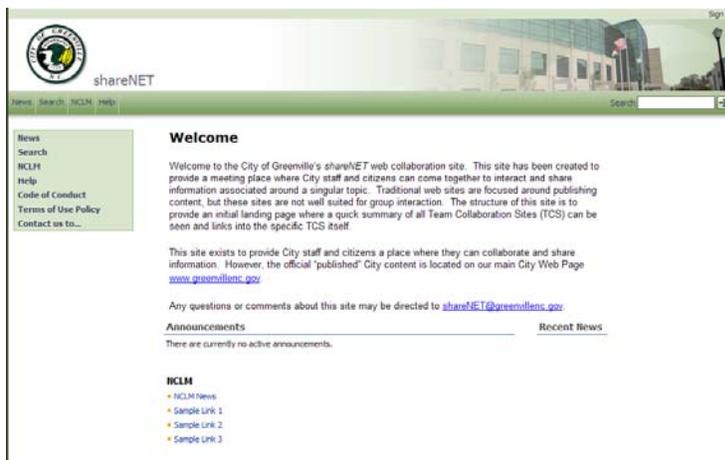
**shareNET** is dynamic and interactive — contributors of the site can share their own ideas and content, as well as, comment on or contribute to other user's items. Visitors will benefit from real-time display of content as changes are made.

## Access

To access shareNET, follow the steps below:

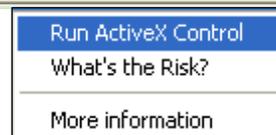
1. Open your internet web browser. (Internet Explorer, Netscape, Mozilla FireFox)
2. Go to [shareNET.greenvillenc.gov](http://shareNET.greenvillenc.gov)
3. The following site will display and you will be logged in as an anonymous/Guest user.

**Note: City of Greenville employees will be automatically connected to shareNET, and should not need to login.**



**Note:** You may receive the following message at the top of your browser window when accessing the site the first time. Click on the message and select to Run ActiveX Control.

This website wants to run the following add-on: 'Name ActiveX Control' from 'Microsoft Corporation'. If you trust the website and the add-on and want to allow it to run, click here...



**Note:** As an anonymous/Guest user, you will see the general information available on the site for all citizens. If you have been granted access as a committee member, please follow the remaining steps to login to the site.

4. To login, select the **Sign In** menu in the top right corner of the site.



5. One of the following login windows will appear. Using the login information you were sent via e-mail, enter the username and password into the appropriate field on the form and then select the Log On or OK button.



- If you are accessing shareNET from a computer outside the City of Greenville network, you need to enter in the domain\username. Non-city employees will use **PUBDOMAIN\username** and the password sent to you via e-mail. **The password is case sensitive.** City employees will use **COGNT\username** and there.
- If you are accessing shareNET from inside the City of Greenville network (as an employee), then you should not have to enter in your username. If you are prompted for your username, then you will need to specify **COGNT\username** and your network password.

6. When you are finished with the site, you should sign out. Using the Welcome menu found in the top right corner, select the Sign Out option.

