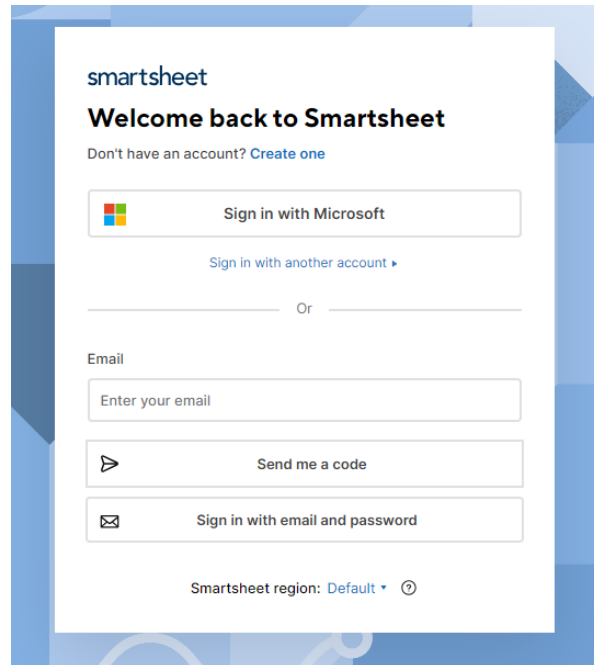


## Smartsheet Account Setup

This document will guide you through the process of setting up your Smartsheet account in order to view and edit your sort request forms that have been submitted for sorts at the FCR. **All University employees have Free Collaborator access to Smartsheet using their Active Directory credentials.**

**Step 1.** Go to <https://smartsheet.rochester.edu/> and choose “Sign in with Microsoft”



**Step 1a.** Your browser may automatically sign you in to Smartsheet using your Active Credentials if they have been previously saved in the browser. In that case you will be automatically redirected to confirm your email address.

### TO CONFIRM YOUR ADDRESS

- click the “Link My Account” button that you were re-directed to
- check your inbox for an email from Smartsheet
- click the “Link My Account” button in the email
- skip to step 4

**smartsheet**

To start using your Smartsheet account, click the button to confirm your email address:

[Link My Account](#)

**The Smartsheet Team**

Trouble with the button above? Copy and paste this link into your browser:  
<https://app.smartsheet.com/b/home?x=M721Hd4a1fv/MGQw1%2FIT0b4iplnQDQ1MYIDoCpNddk3PpwsbDncYMOmNkhDvjHI%2BCa9WkE3XsxbILPQ4zq3n3Vm%2F7ekFHWGzYrW3%2FRLLs%3D&iss=AZUREAD>

P.S. If you experience problems, please contact us at [www.smartsheet.com/oethelp](http://www.smartsheet.com/oethelp).

**smartsheet**

A request was made to enable **Azure AD / Office 365** authentication on your Smartsheet account. If you made this request and wish to use your Microsoft identity to log in to Smartsheet, click the button below or copy and paste the link into your browser's navigation bar to confirm this change. If you didn't make this request, please let us know by filing a report at <https://www.smartsheet.com/legal/abuse> or contacting us at [abuse@smartsheet.com](mailto:abuse@smartsheet.com).

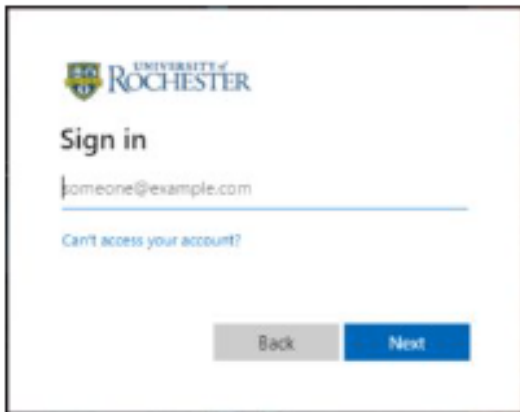
[Link My Account](#)

**The Smartsheet Team**

Trouble with the button above? Copy and paste this link into your browser:  
<https://app.smartsheet.com/b/home?x=MhLnhUrU4cQ7%2F5m5dl06P7bYdoEGJbVAre8k%2BaKdMW%2B2wLgRX4%2FXCpezQa%2BVJHkJydCBkQJNVNv584BpldRb6lDsp59gKc8rcF6qvIK7uRU%3D&iss=AZUREAD>

P.S. If you experience problems, please contact us at [www.smartsheet.com/oethelp](http://www.smartsheet.com/oethelp).

**Step 2.** Enter your full UR/URMC email address.



**\*\*Please Note:** If your email address contains the name of a school affiliated with the University of Rochester (Simon, Warner, Eastman, etc.), please replace the school name with “ur” in your email address.

Example:  
username@simon.rochester.edu (Incorrect)  
username@ur.rochester.edu (Correct)

**Step 3.** You will be re-directed to log in with your University Active Directory credentials





**Step 4.** You should now be able to access [Smartsheet](#) and your personalized [PPMS Sort Portal](#)

If you still cannot access the PPMS Sort Portal, please contact [Meghann O'Brien](#) for assistance.

- From this portal you can
  - o access the sort forms links for each of the sorters
    - simply click the desired sorter name under Sort Forms
  - o view and submit edits to all the sort forms you have submitted via Smartsheet
    - click the Sort Request Link under Sort History

 **PPMS Sort Portal** ☆

#### Sort Forms

-  Agnes Stonewick
-  Link Hogthrob
-  Statler
-  Waldorf

#### Sort History

-  Sort Requests