

Click to view the [Learning Opportunities Calendar](#)

The SharePoint calendar shows courses offered in the Pinellas County Learning Catalog. NEW: Instead of a 3-month calendar, you can view courses for any month of the year. This calendar link is for employees only; Consortium members should consult their learning contact. ***If you need help logging into SharePoint, please see the instructions below.***

SharePoint Log In Instructions

Internet Explorer is the recommended browser to use for all SharePoint sites.

Step 1: Sign in with your Office 365 Cloud ID, and click Next.

OFFICE 365 CLOUD ID

LoginID@AgencyPrefix.pinellas.gov

Example: **utlop01 @bcc.pinellas.gov**

Enter your Office 365 Cloud ID in the sign in field. Not sure what it is? Replace the **ORANGE** section above with the Login ID used to log into your computer or laptop and your Agency Prefix (see table below). *Remember: Use your computer login, not your OPUS login.*

Agency Prefixes include aty, bcc, bts, clerk, pao, tax, and soe.

Examples:

Utilities: utlop01 @bcc.pinellas.gov	BCC: bcc123456@bcc.pinellas.gov
Planning: plndf00@bcc.pinellas.gov	County Attorney: atykb01 @aty.pinellas.gov
Human Resources: hrd123456@bcc.pinellas.gov	Human Resources: prsm100@bcc.pinellas.gov
BTS: missp00@bts.pinellas.gov	BTS: bts123456@bts.pinellas.gov
Clerk: clk12345@clerk.pinellas.gov	Property Appraiser: jdoe@pao.pinellas.gov
Tax Collector: jdoe@tax.pinellas.gov	Supervisor of Elections: jdoe@soe.pinellas.gov

Step 2: Select Active Directory.



Sign in with one of these accounts



Step 3: Enter your password (if prompted).

You may be redirected to an internal login window to enter your computer password and click Sign In.



Sign in with your organizational account