Using OneDrive at UTA for Field Supervisor Logs

1. There are three main methods of accessing OneDrive at UTA:
   a. via your computer and Microsoft Portal:
      ii. Log in using your UTA email address and NetID password.
      iii. Select OneDrive from the list of applications.
   b. via your computer and direct link: https://mavsuta-my.sharepoint.com/ (bookmark this)
   c. via the Excel app on your iPad (skip to step 8 on page 4).

2. Log into OneDrive using your UTA email address and NetID password.

3. If you are asked to “Stay signed in?” you can respond “Yes” if you do not have any other Microsoft accounts. If you do, respond with “No”.

4. One OneDrive loads, you will see the following interface:
5. In order to access the “Field Supervisor Log”, you will need to select the “Shared with me” option in the menu on the left.
6. Click on the correct file and it will open in the browser.

7. Click on the “Edit Workbook” link at the top of the workbook and select “Edit in Browser”. Add the needed information to the worksheet and close the tab/browser when you have finished. Changes will be saved automatically every few seconds.
8. On your iPad, find and launch the Excel app. The first time you launch the app, you will be asked to review several start-up screens and may need to add your UTA-issued email account to the app. When you select the “Open” option from the left-hand menu, you should see your email address listed under University of Texas at Arlington.

9. Select the “Shared” option from the left-hand menu. You should have an item shared to you from Angela Watson labeled “Field Supervisor Log”. Select this item and it will open.
10. Once the document opens, you will need to select “Edit” at the right end of the yellow bar to be able to edit the document.

11. After you are finished adding to the document, you select the arrow-in-circle in the upper left to exit the document.