SharePoint Access Instructions

Some links on the Cost Studies website are files hosted in SharePoint, which requires NetID/MFA login. For most users already logged into other Northwestern applications, these files will open automatically. If you're having trouble, follow these step-by-step SharePoint access instructions.

1. Open Microsoft Office 365 (https://www.office.com/login) in your web browser, then sign in using Northwestern credentials if prompted:
    o   Click "Sign In," enter your full Northwestern email address, then click next.
    o   On the following page (Northwestern Online Passport), sign in with your NetID or primary Northwestern email address and password, then complete Duo multi-factor authentication (MFA).
2. After signing in to Office 365, click links on the Cost Studies website to view files.

You may not need to complete these steps every time you access Office 365, depending on your browser's saved preferences (i.e. Duo "remember me for 30 days"/ Office "Stay signed in?" selections).