

GWAAR Partner Resources – External SharePoint Site

Requesting Access Instructions

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Madison Office:
1414 MacArthur Road, Suite A
Madison, WI 53714
ph. 608.243.5670
fax. 866.813.0974
gwaar.org

**Tribal Technical
Assistance Center:**
GLITC, Inc.
P.O. Box 9
Lac du Flambeau, WI 54538
ph. 800.472.7207
fax. 715.588.7900

GWAAR Partner Resources External SharePoint Site Access and Usage Instructions

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GWAAR Partner Resources External SharePoint Site Access and Usage Instructions

Requesting Access

You **MUST** complete the registration form to gain access to the GWAAR Partner Resources External SharePoint site.



[GWAAR Partner Resources Registration Form link](#)

Once your registration form has been submitted. A member of GWAAR will review your request to confirm the access you asked for. If there are questions or issues regarding your registration a member of GWAAR will contact, you or the Aging Director/Supervisor for your region.

Next, you will receive a confirmation email with instructions on how to access the GWAAR Partner Resources External SharePoint site.

Who can request access?

GWAAR Aging Unit Staff

- the official designated county, tribal or non-profit Aging Unit for the GWAAR region (i.e. the Aging contract is received from GWAAR)

GWAAR Aging Unit Sub-providers

- a contracted organization to a GWAAR Aging Unit to provide specific aging services

Other

- an individual not employed by either a GWAAR Aging Unit or a sub-provider of a GWAAR Aging Unit (i.e. GLITC staff, ADRC staff, BADR staff, Dane or Milwaukee AAA staff)

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What types of access are available?

Site Access:

Aging Programs Site

- Access to all GWAAR Aging Program information, forms, and resource materials. Includes Caregiver, Data Management, Health Promotion, Nutrition, Supplemental Services and Transportation. Also has access to the ACE Meetings and Aging Plans pages.

Fiscal Resources site

- Access to all GWAAR fiscal information, forms, webinars and training materials. Also has access to the ACE Meetings and Aging Plans pages.



Aging Directors – it is recommended that you select access to both Aging Programs and Fiscal Resources sites.

General Access

- Access for users who are not a member of Aging or Fiscal but would like access to general shared information from GWAAR. Do not select this if you have already selected either Aging or Fiscal access.
(i.e. GWAAR Board Member, Elder Benefit Specialist, Elder Abuse)

Aging Plan Collaborative Access:

Aging Unit's Aging Plan folder

- Collaborate on files/documents in real time/live with GWAAR Consultants and other Aging Unit staff.
- Access to your Aging Unit's working documents folder (not to simply see the final posted plan).
- Prior to gaining access, users requesting access must be approved by the Aging Unit Director/Supervisor.

Recommended for:



- Aging Unit Director/Supervisor
- Other Aging staff assisting with the plan
- Fiscal staff assisting with the budget

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Information needed to complete the Registration

User Information:

- First Name and Last Name
- Primary Phone Number
- Organization Email Address
- Primary Role within the Organization
- Title(s) or Position(s) held within the Organization

Organization Information:

- Aging Unit or GWAAR Region overseeing – for Aging Units and Sub-Providers
- Official Name of Aging Unit or Organization