Document Repository

DOCUMENT REPOSITORY

- A password protected, cloud-based storage space of downloadable templates and documents accessible 24/7 by grantees, reviewers, and members of the Leadership Team.
- Only Administrators can upload documents to the Document Repository.
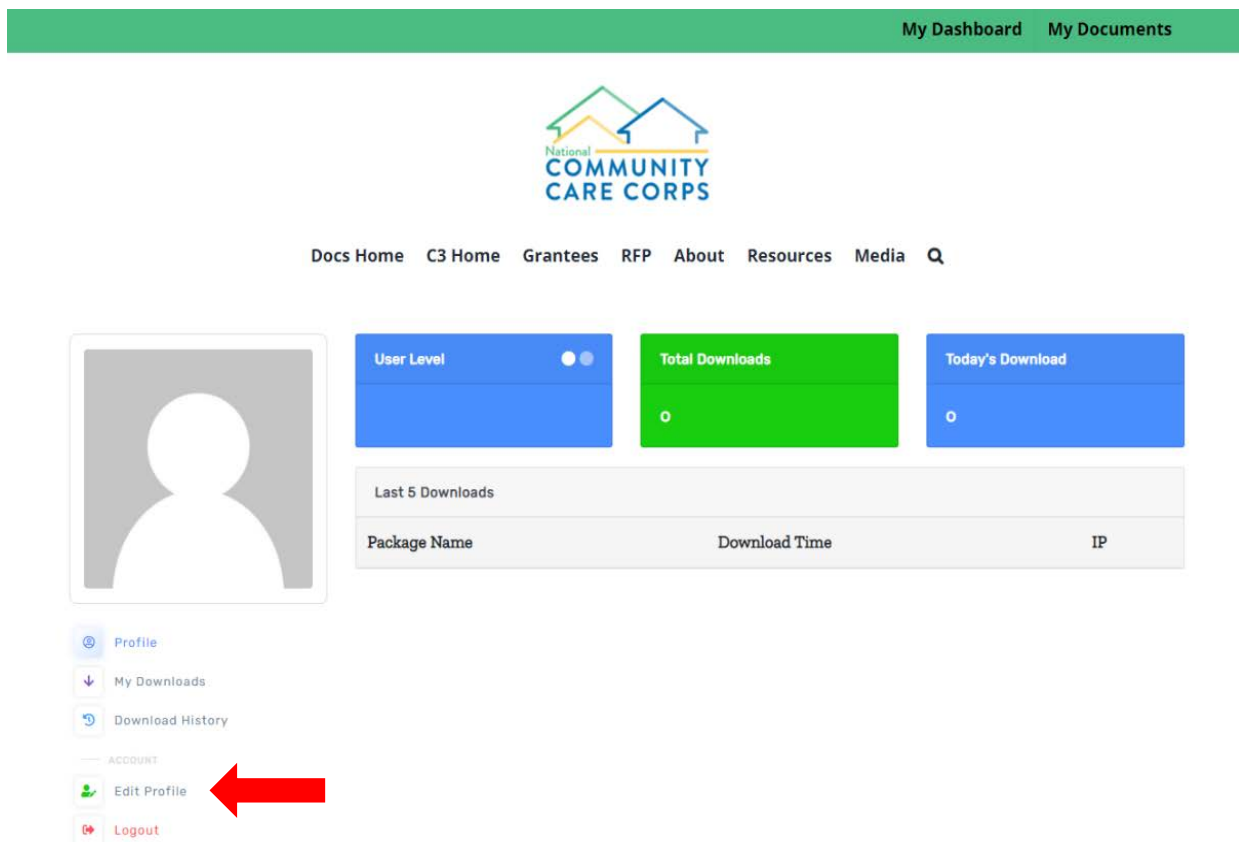- No grantee sensitive information is posted in the Document Repository.

ACCESS

Click this link to access the Community Care Corps Document Repository. This link is also located on the Grantees tab of the Community Care Corps website or you may wish to bookmark this page.

CHANGE YOUR PASSWORD

Access the Document Repository utilizing the Username and Password provided to you in your invitation email.

Once you have logged in using that password, please change your password by clicking Edit Profile at the bottom of the **My Dashboard** page.

Follow the prompts to update your password.
You will receive an email confirming your password has been changed.

🔑 **Update Password**

New Password:

Re-type New Password:

Keep empty if you don't want to change old password

💾 **SAVE CHANGES**

USER GUIDE

	My Dashboard	My Documents

Docs Home   C3 Home   Grantees   RFP   About   Resources   Media   🔍

Docs Home: Takes you to the Document Repository Home Page

In addition to access to the desired Community Care Corps documents, the Document Repository provides quick access to the Community Care Corps website.

C3 Home: Directs you to the Home Page of the Community Care Corps website and will take you OUT of the Document Repository.

Grantees: Directs you to the Grantee Page of the Community Care Corps website and will take you OUT of the Document Repository.

RFP: Directs you to the RFP Page of the Community Care Corps website and will take you OUT of the Document Repository.

About: Directs you to the About Page of the Community Care Corps website and will take you OUT of the Document Repository.

Resources: Directs you to the Resources Page of the Community Care Corps website and will take you OUT of the Document Repository.

Media: Directs you to the Media Page of the Community Care Corps website and will take you OUT of the Document Repository.

To Locate a Document in the Repository:

1. Click My Documents in the upper right corner.

2. You may choose documents from the **Download Menu** to the left or **search by document title** using the search bar.

3. **Using the Downloads Menu**
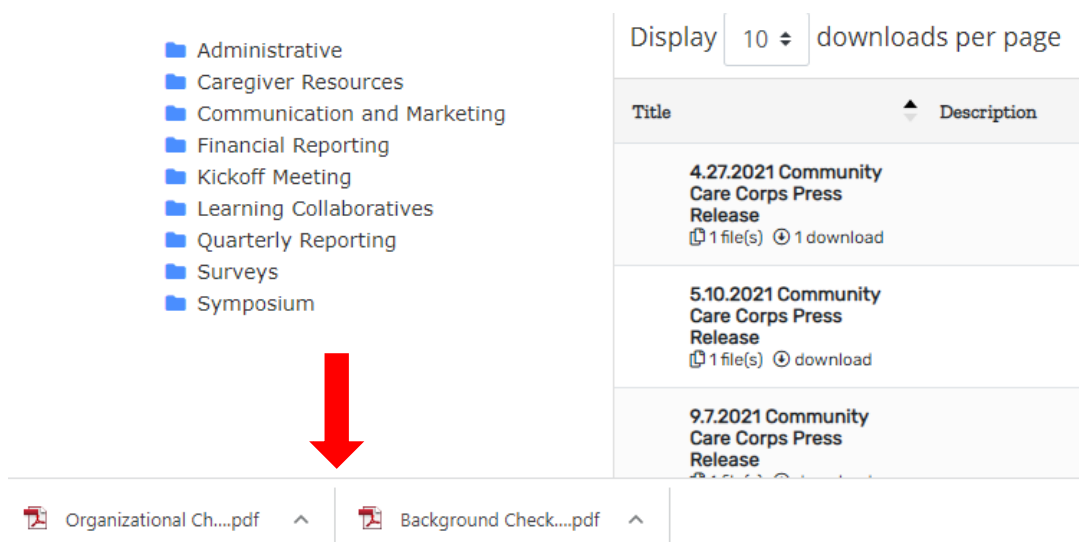   Click the name of the folder you wish to open.
    If there are subfolders or documents within that folder, they will be displayed.
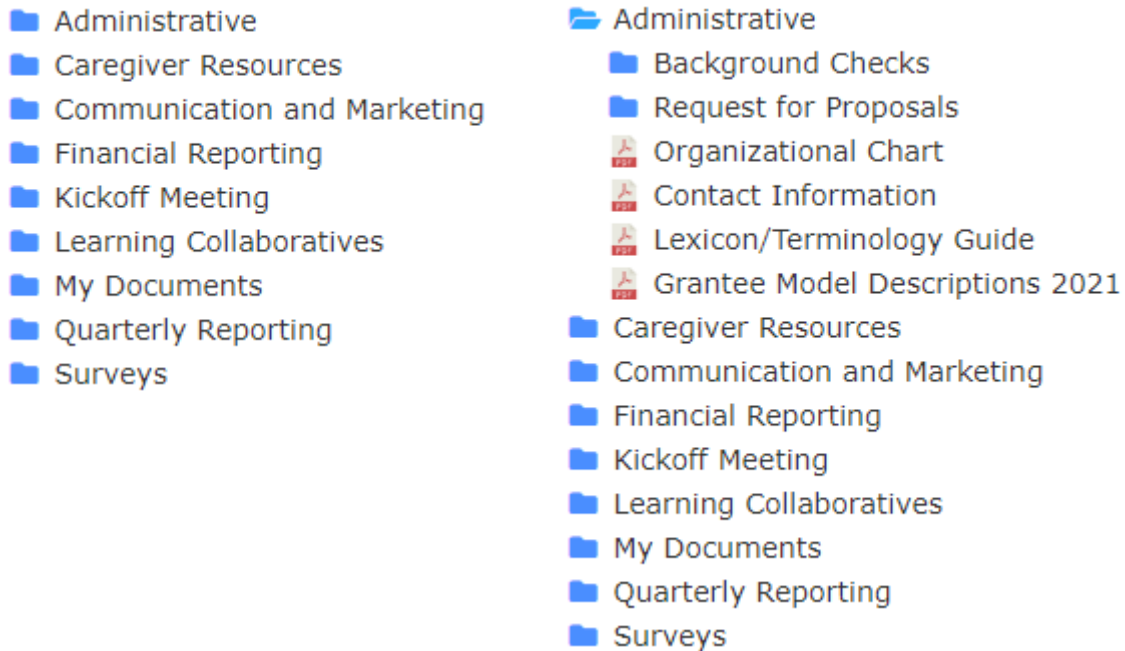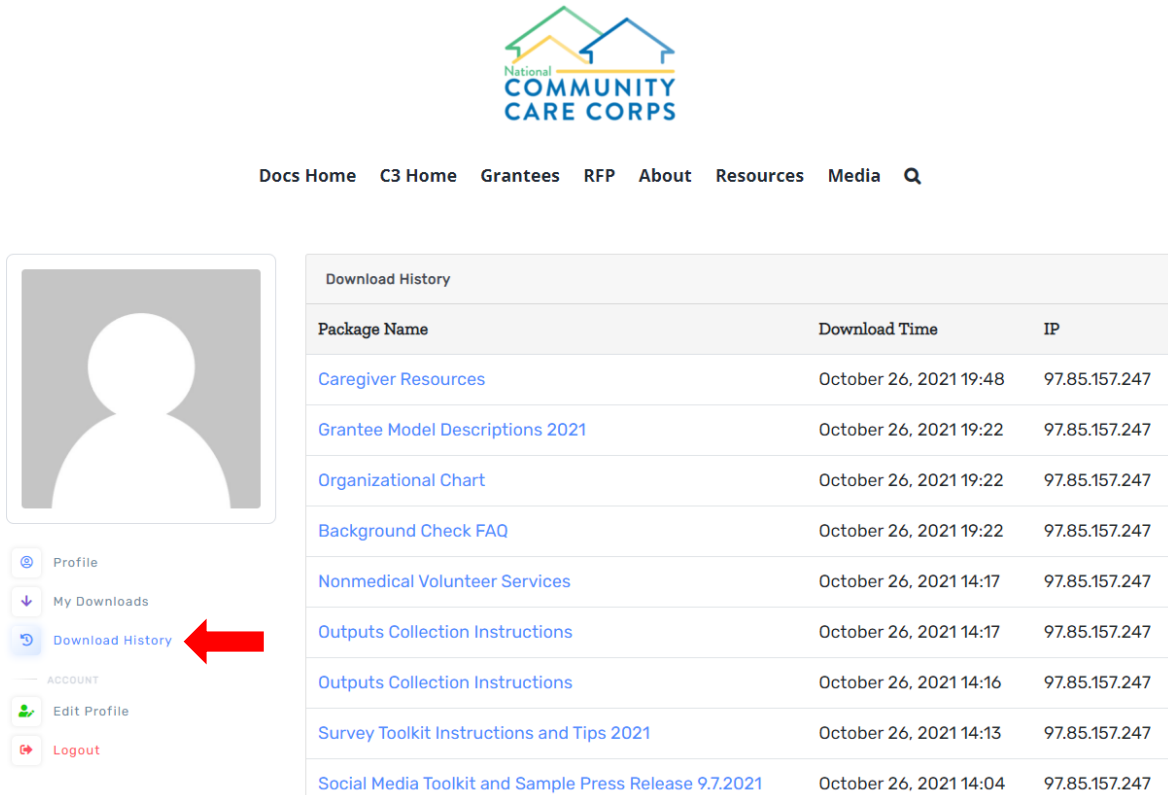

4. **Downloading a document.**
    Click the name of the document you wish to download.
    It will automatically appear in the download bar at the bottom of your screen. You may then drag it to your desktop or directly to a file.

5. **Download History**
   On the **My Dashboard** page, you may view past downloads you have requested by clicking **Download History**.

6. **Logging out.**
   To log out, click **My Dashboard** in the upper right corner of the screen then click **Logout** in the bottom left corner. See the image under **Change Password.**
   Or click **Docs Home** to return to the main page and click **Logout**.

For technical assistance using the Document Repository, please contact Sara Paige at spaige@oasisnet.org.