

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.

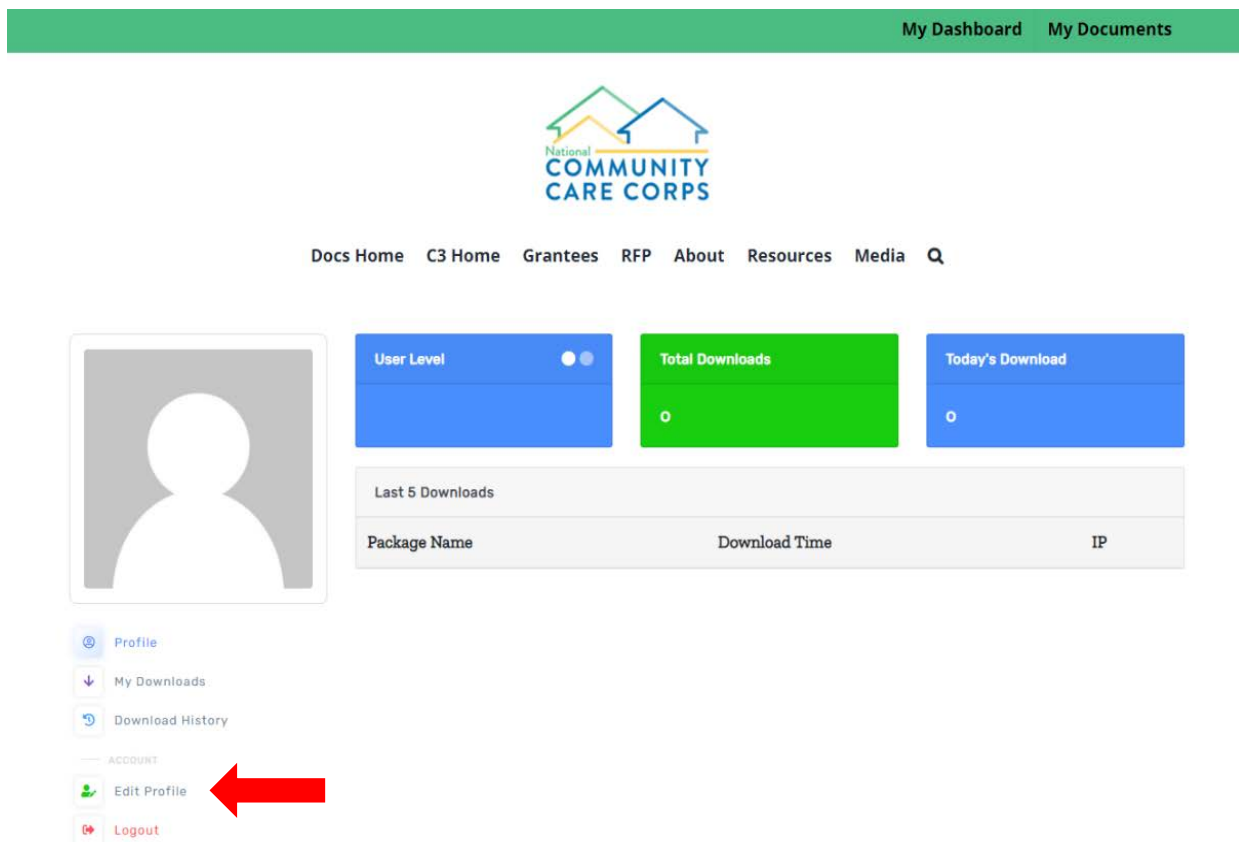
ACCESS

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.



My Dashboard My Documents

National COMMUNITY CARE CORPS

Docs Home C3 Home Grantees RFP About Resources Media Q

User Level ● ●

Total Downloads 0

Today's Download 0

Last 5 Downloads

Package Name	Download Time	IP
--------------	---------------	----

Profile

My Downloads

Download History

ACCOUNT

Edit Profile ←

Logout

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](#) [Q](#)

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.



Downloads Menu

Click on any folder to expand it.
Click on any file to download the document directly from the folder tree.

- Administrative
- Caregiver Resources
- Communication and Marketing
- Financial Reporting
- Kickoff Meeting
- Learning Collaboratives
- My Documents
- Quarterly Reporting
- Surveys



Search by title or scroll through all available downloads

Click on any column header to sort by Title, Category, or Date Updated or begin typing the document name in the search box to search for a specific document. Once you find what you are looking for, click the Download Button to download the document.

Display downloads per page

Search:

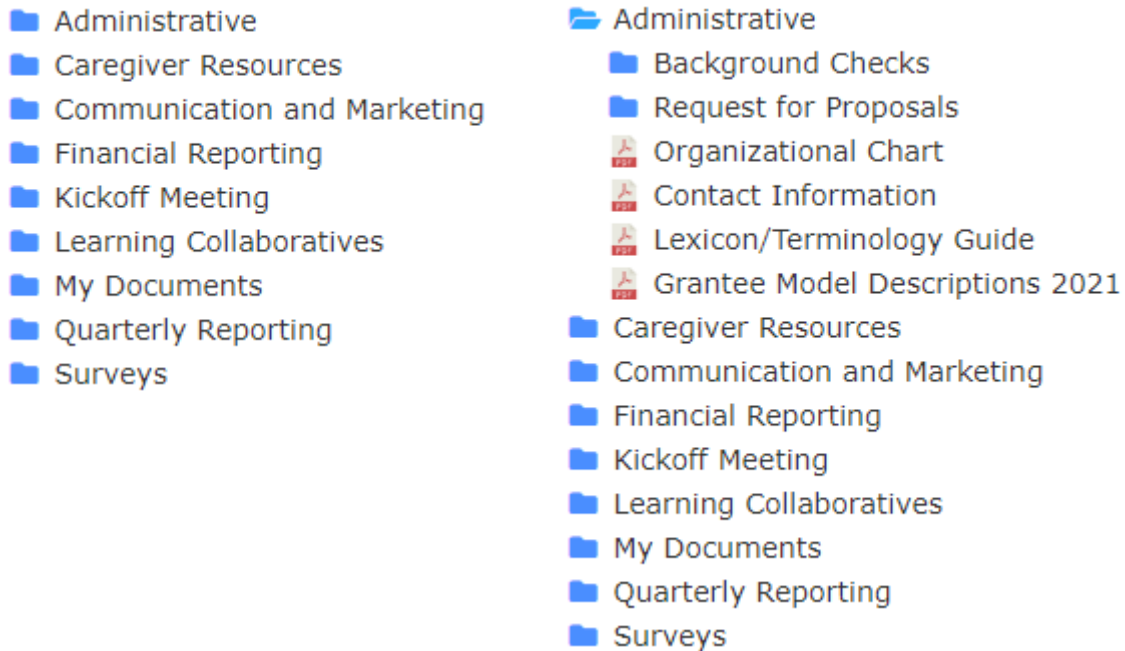
Title	Description	Categories	Update Date	Download
4.27.2021 Community Care Corps Press Release 1 file(s) download		Press Release	September 30, 2021	DOWNLOAD
5.10.2021 Community Care Corps Press Release 1 file(s) download		Press Release	September 30, 2021	DOWNLOAD



3. Using the Downloads Menu

Click the name of the folder you wish to open.

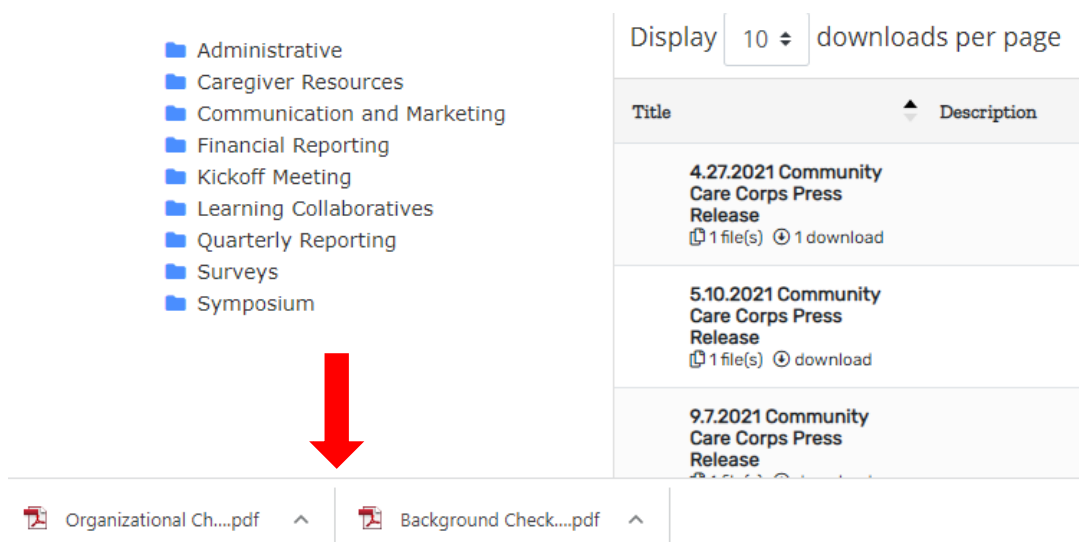
If there are subfolders or documents within that folder, they will be displayed.



4. Downloading a document.

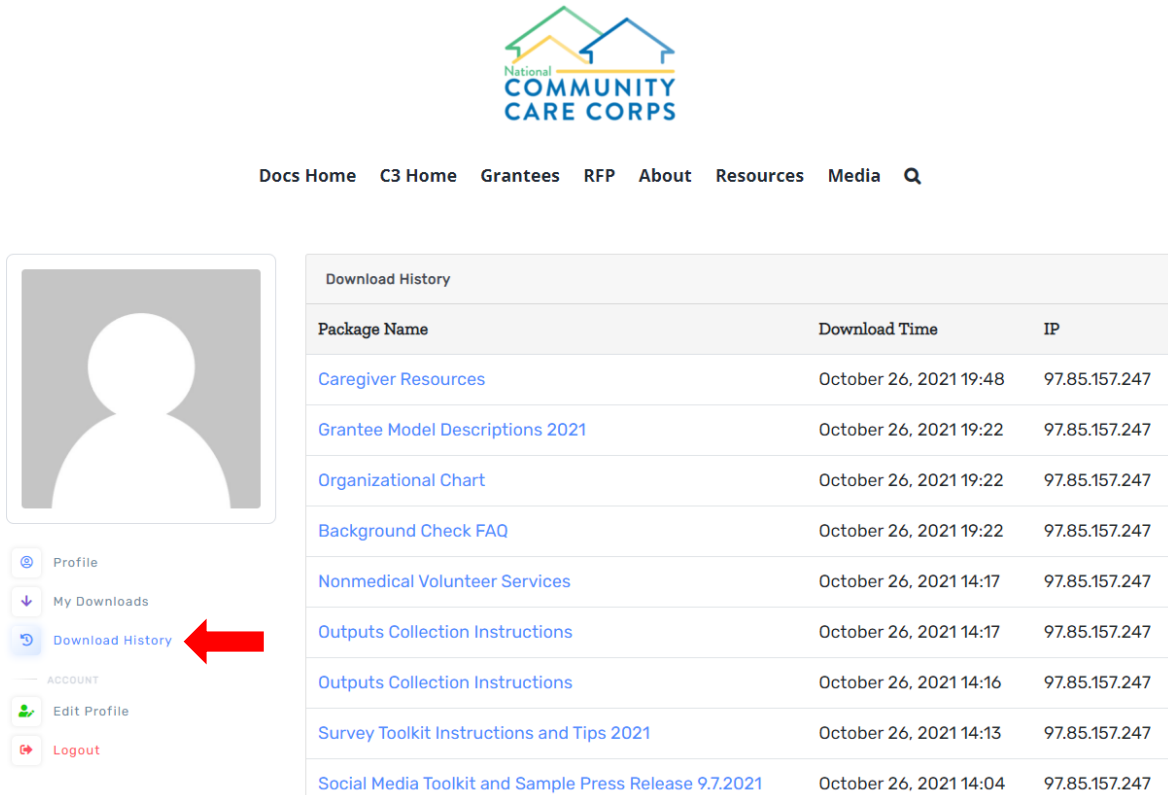
Click the name of the document you wish to download.

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**.



National
**COMMUNITY
CARE CORPS**

Docs Home C3 Home Grantees RFP About Resources Media **Q**

Download History		
Package Name	Download Time	IP
Caregiver Resources	October 26, 2021 19:48	97.85.157.247
Grantee Model Descriptions 2021	October 26, 2021 19:22	97.85.157.247
Organizational Chart	October 26, 2021 19:22	97.85.157.247
Background Check FAQ	October 26, 2021 19:22	97.85.157.247
Nonmedical Volunteer Services	October 26, 2021 14:17	97.85.157.247
Outputs Collection Instructions	October 26, 2021 14:17	97.85.157.247
Outputs Collection Instructions	October 26, 2021 14:16	97.85.157.247
Survey Toolkit Instructions and Tips 2021	October 26, 2021 14:13	97.85.157.247
Social Media Toolkit and Sample Press Release 9.7.2021	October 26, 2021 14:04	97.85.157.247

Profile
My Downloads
Download History
ACCOUNT
Edit Profile
Logout

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.