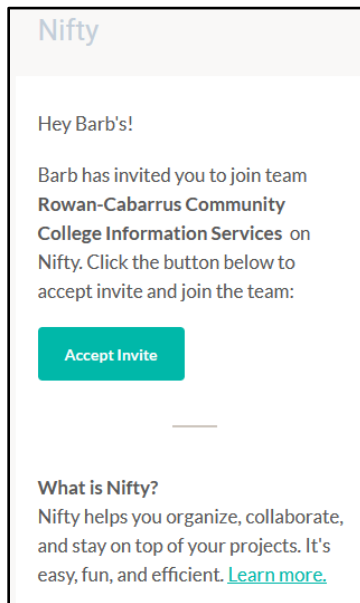


Nifty Login Instructions and Project Invites

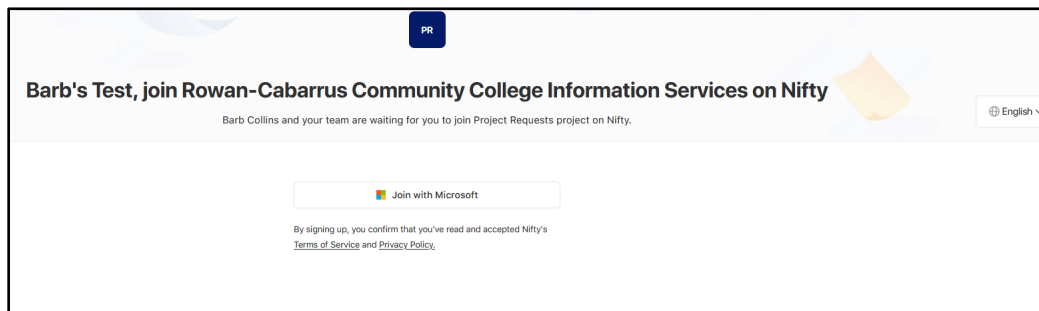
Login Instructions

Information Services utilizes Nifty for project management, including project documentation, communication, “to-do action items,” etc. If this is your first time logging in to Nifty, you will receive an email inviting you to join the Rowan-Cabarrus Community College Information Services workspace (team). This email will be sent to your Rowan-Cabarrus email address.

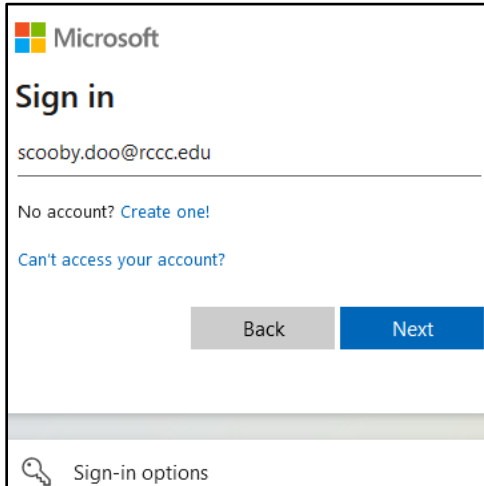
1. Select the “Accept Invite” button.



2. Select the “Join with Microsoft” button.

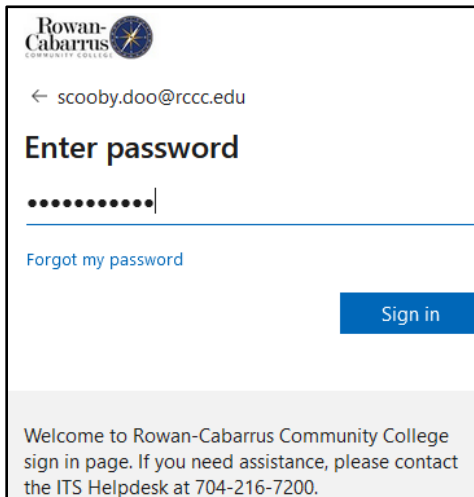


3. Enter your Rowan-Cabarrus email address, then select the “Next” button.



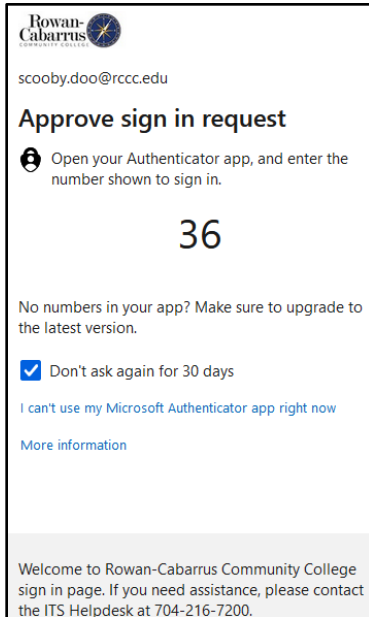
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "scooby.doo@rccc.edu" is entered into the text field. Below the field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. At the very bottom, there is a "Sign-in options" link with a key icon.

4. Enter your email password, then select the “Sign in” button.

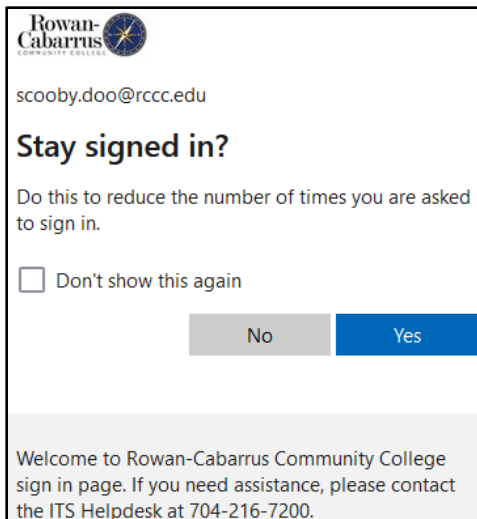


The screenshot shows the Rowan-Cabarrus sign-in page. At the top left is the Rowan-Cabarrus logo. Below it, the email address "scooby.doo@rccc.edu" is displayed with a back arrow. The text "Enter password" is shown above a password field containing ten dots. Below the field is a "Forgot my password" link. A blue "Sign in" button is positioned to the right of the password field. At the bottom of the page, a welcome message reads: "Welcome to Rowan-Cabarrus Community College sign in page. If you need assistance, please contact the ITS Helpdesk at 704-216-7200."

5. A window may display asking you to approve the sign-in request. Enter the number in your Microsoft Authenticator App or the code from the text or email you receive.



6. Select the "No" button.



Once inside the Rowan-Cabarrus Information Services Nifty workspace, you will see a navigation menu on the left that contains the following:

- **Workspace-** Settings, App Center, Control Center, Help, What’s New, etc.
- **My Work-** Tasks, Tasks I’ve Created, Calendar, Files, Notes, and Time.
- **Inbox-** All, Assigned, Mentioned, and Shared messages.
- **Favorites-** Shortcuts to your most frequently visited screens.
- **Projects-** The projects you have been invited to in Nifty.
- **Getting Started-** Getting Started Guide, Help Center, etc.

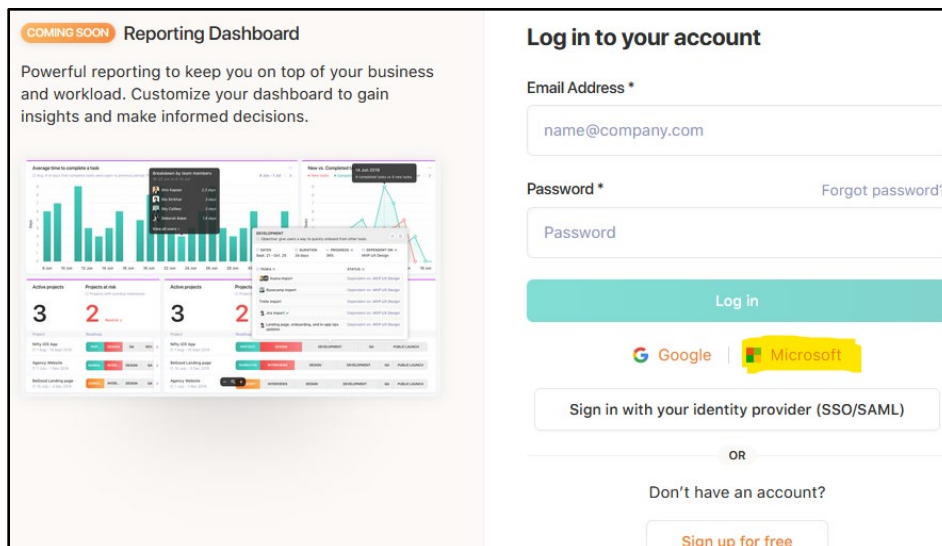
Located at the top on the right:

- **Create button-** Use this to create tasks and notes.

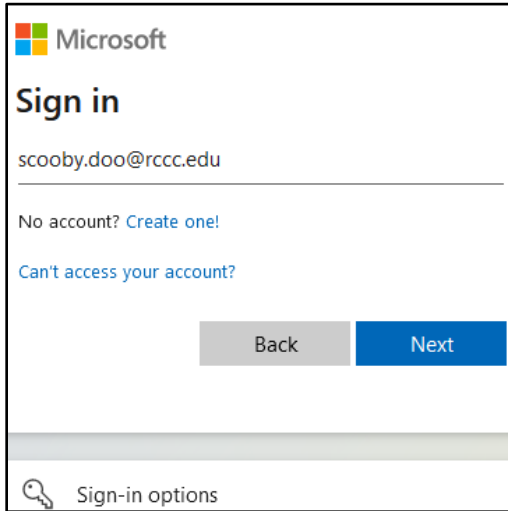
Project Invites

When you are added to a Nifty project, you will receive an email sent to your Rowan-Cabarrus email address. Once you receive this email notification, you can log in to access the project. To log into Rowan-Cabarrus Community College’s Information Services Nifty workspace, follow the steps below:

1. Navigate to <https://rowan-cabarrus-community-college-information-services.nifty.pm/> then select the “Microsoft link” under the Log in button.

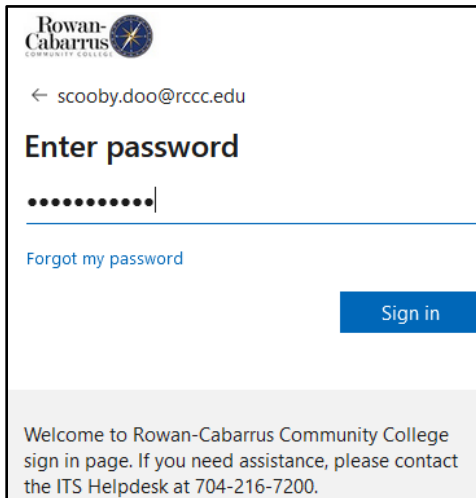


2. Enter your Rowan-Cabarrus email address, then select the “Next” button.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "scooby.doo@rccc.edu" is entered in the text field. Below the text field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. At the very bottom, there is a "Sign-in options" link with a key icon.

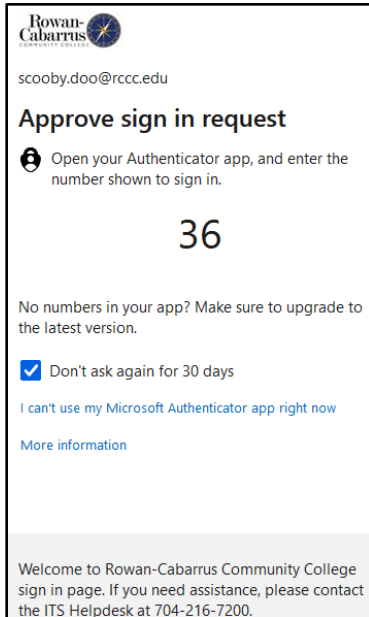
3. Enter your email password, then select the “Sign in” button.



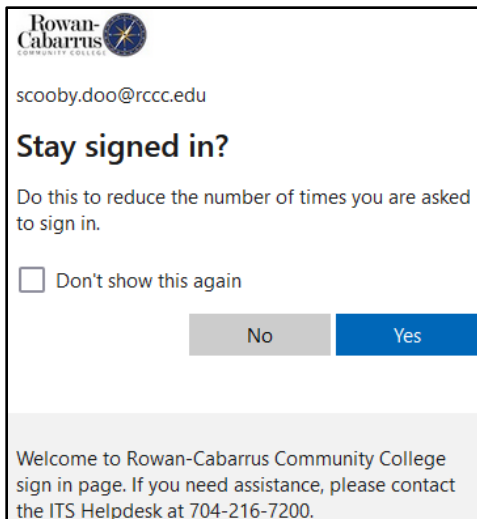
The screenshot shows the Rowan-Cabarrus sign-in page. At the top left is the Rowan-Cabarrus logo. Below it, the email address "scooby.doo@rccc.edu" is displayed with a back arrow. The text "Enter password" is shown above a password field containing ten dots. Below the password field is a link "Forgot my password". At the bottom right of the form is a blue "Sign in" button. At the bottom of the page, there is a welcome message: "Welcome to Rowan-Cabarrus Community College sign in page. If you need assistance, please contact the ITS Helpdesk at 704-216-7200."



4. A window may display asking you to approve the sign-in request. Enter the number in your Microsoft Authenticator App or the code from the text or email you receive.



5. Select the “No” button.





Information Services Knowledge Base

Audience: Internal External

Each Nifty project will contain the following:

- **Dashboard**- Customized widgets containing the project's other modules without having to flip through the project to get caught up.
- **Tasks**- List of action items stored on task lists and assigned to users.
- **Calendar**- A calendar view of all dates assigned in the project.
- **Discussions**- A communication tool for discussions, questions, etc.
- **Files**- A document storage area for sharing files.