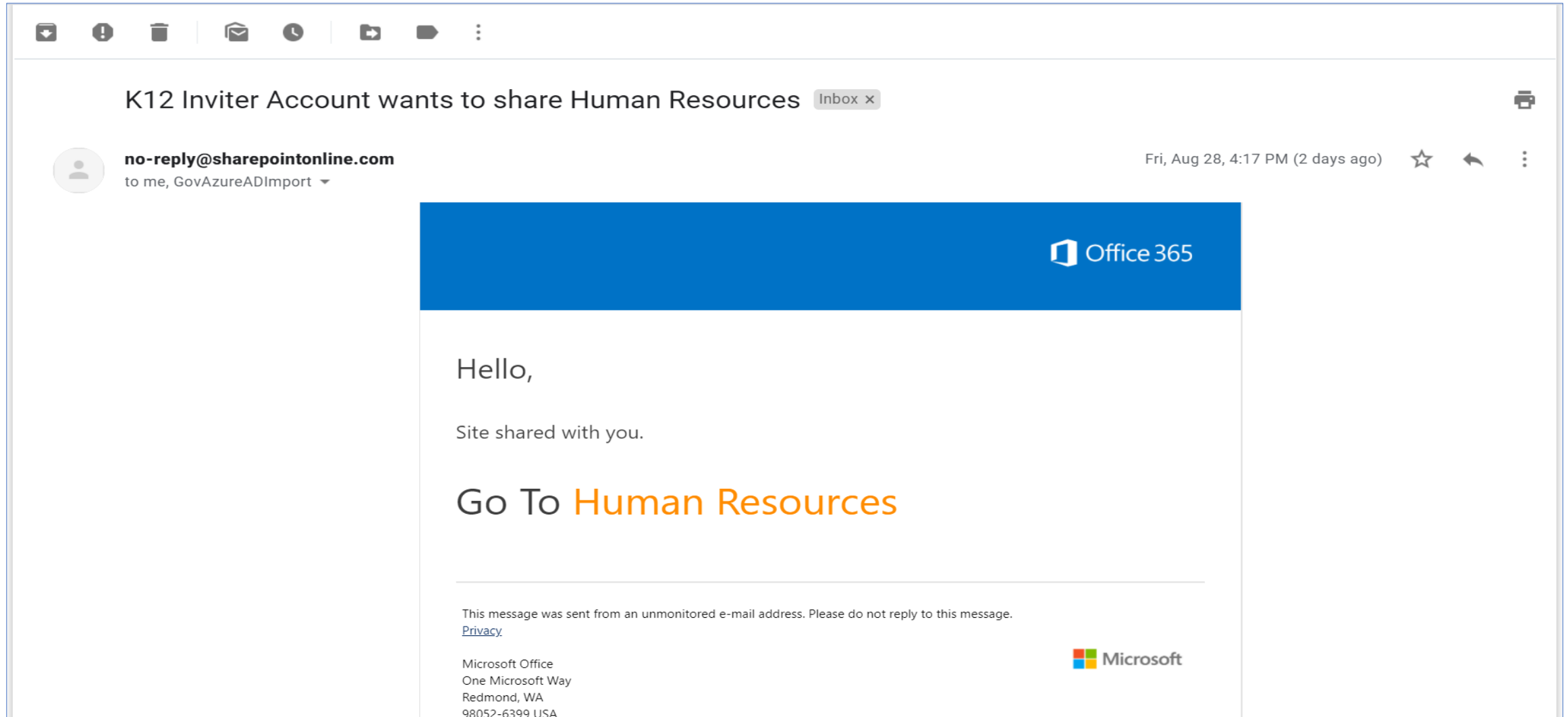






If you are attempting to access Inside Albemarle – Human Resources as a **new employee, temporary/substitute employee,** or **staff of a partner agency** it may be necessary for you to register. When you first register to access the site, you will receive an invitation to the email account you register with. (If you don't see an email from K12 Inviter Account, check your junk mail.)




The screenshot shows an email interface with a toolbar at the top containing icons for download, alert, trash, mail, clock, share, and print. The email subject is "K12 Inviter Account wants to share Human Resources" with an "Inbox x" tag. The sender is "no-reply@sharepointonline.com" with a sub-address "to me, GovAzureADImport". The date and time are "Fri, Aug 28, 4:17 PM (2 days ago)". The email body features a blue header with the "Office 365" logo. The main text reads "Hello," followed by "Site shared with you." and a large orange link "Go To Human Resources". At the bottom, there is a disclaimer: "This message was sent from an unmonitored e-mail address. Please do not reply to this message." with a "Privacy" link. The Microsoft Office address and logo are also present.

K12 Inviter Account wants to share Human Resources Inbox x

 **no-reply@sharepointonline.com**
to me, GovAzureADImport

Fri, Aug 28, 4:17 PM (2 days ago)   




Hello,

Site shared with you.

Go To **Human Resources**

This message was sent from an unmonitored e-mail address. Please do not reply to this message.
[Privacy](#)

Microsoft Office
One Microsoft Way
Redmond, WA
98052-6399 USA



After selecting the Human Resources link in the email, the Inside Albemarle – Human Resources site will attempt to launch. If the email used in the form does not have a Microsoft Account, you will be brought to the screen below. Select the **Create a Microsoft account, it's quick and easy** link at the bottom of this page.

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow County of Albemarle to use your basic profile (name and email address) in accordance with their privacy statement. County of Albemarle has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

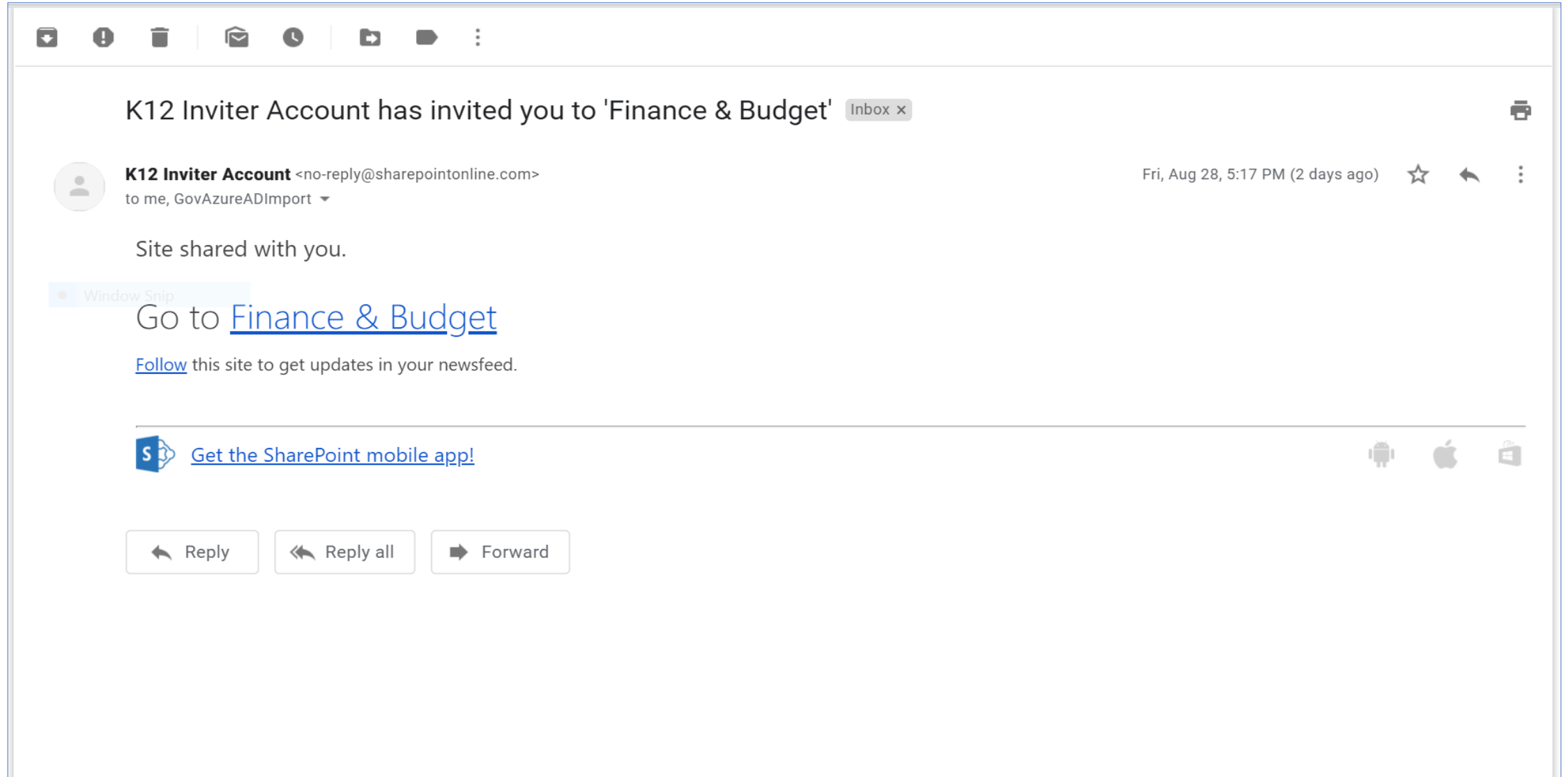


Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

After creating a new account, you will be taken to the new Inside Albemarle – Human Resources site. Subsequently, you will also be invited to the new Inside Albemarle – Finance & Budget site. The account previously set up should provide you with access to this site as well.



The screenshot shows an email interface with a toolbar at the top containing icons for download, warning, delete, mail, clock, share, and a menu. The email header shows the subject "K12 Inviter Account has invited you to 'Finance & Budget'" with an "Inbox x" tag and a printer icon. The sender is "K12 Inviter Account <no-reply@sharepointonline.com>" with a recipient list "to me, GovAzureADImport". The date and time are "Fri, Aug 28, 5:17 PM (2 days ago)" with icons for star, reply, and more options. The main body text says "Site shared with you." followed by a "Window Snip" label and a link "Go to [Finance & Budget](#)". Below this is a "Follow" link with the text "this site to get updates in your newsfeed." A horizontal line separates this from a promotional banner for the SharePoint mobile app, which includes the SharePoint logo, the text "Get the SharePoint mobile app!", and icons for Android, Apple, and Windows. At the bottom, there are three buttons: "Reply", "Reply all", and "Forward".

K12 Inviter Account has invited you to 'Finance & Budget' Inbox x

K12 Inviter Account <no-reply@sharepointonline.com>
to me, GovAzureADImport


Fri, Aug 28, 5:17 PM (2 days ago)

Site shared with you.

Window Snip

Go to [Finance & Budget](#)

[Follow](#) this site to get updates in your newsfeed.

 [Get the SharePoint mobile app!](#)

Reply Reply all Forward