

SharePoint Communities Quick Guide

Training for SharePoint Community Members
Prepared by Technical Writing

March 2021

Accessing SharePoint Communities



Railinc has set up a new Office 365 environment to host rail industry SharePoint Communities sites. Because the Railinc Office 365 environment must be accessed separately from your company's Office 365 environment, logging in to this new environment requires some considerations, which are described in this guide.

Choose one of the following:

- [Use Railinc's Single Sign-On \(SSO\)/Launch Pad](#) – provides access to multiple applications and SharePoint Communities sites.
- [Use a Direct Link](#) – provides quick access to a single SharePoint Communities site.

See [Getting Help](#) for information about accessing the SharePoint online help and contacting the Railinc Customer Success Center (CSC).

Access Using SSO/Launch Pad



Railinc's Single Sign-On (SSO)/Launch Pad enables you to access multiple Railinc applications and SharePoint sites.

If your company has its own Office 365 environment, you may need to use one of the following methods to access Railinc SharePoint sites from SSO/Launch Pad:

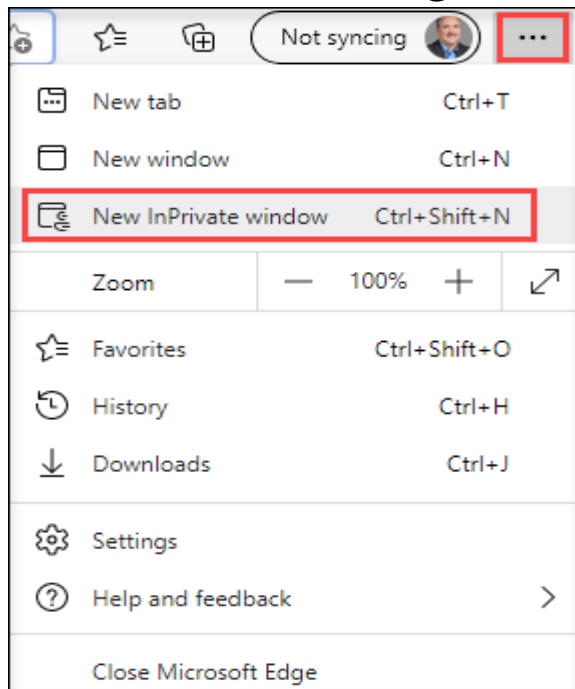
- [Use your browser's incognito or private mode](#)
- [Use a different browser than you use to access your company's environment](#)
- [Set up a separate browser profile for Railinc's SharePoint Communities](#)
- [Log out of your company's environment before accessing the Railinc site](#)

Access Using Incognito or Private Mode

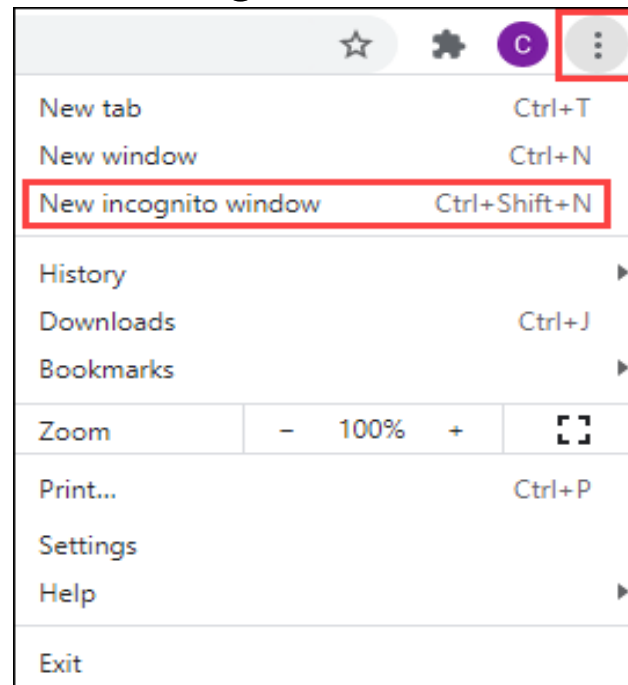


You can access the Railinc Office 365 environment by using your browser's incognito or private mode. Make the selections in your browser as highlighted in red below.

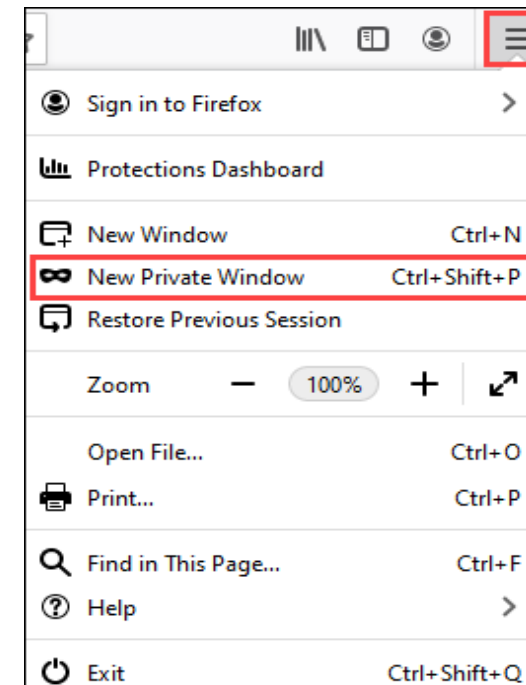
Microsoft Edge



Google Chrome



Mozilla Firefox



Once your browser is open in incognito or private mode, type or paste the Railinc link (<https://www.railinc.com>) in the URL/Search bar and press **Enter**. The [Railinc Home page](https://www.railinc.com) is displayed.

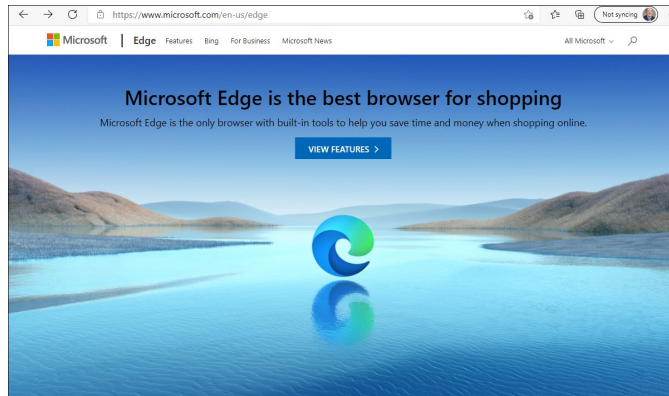
Access Using a Different Browser



If you have access to multiple browsers, you can access the Railinc Office 365 environment using a different browser than the one you use for regular activities. The supported browsers are listed below:

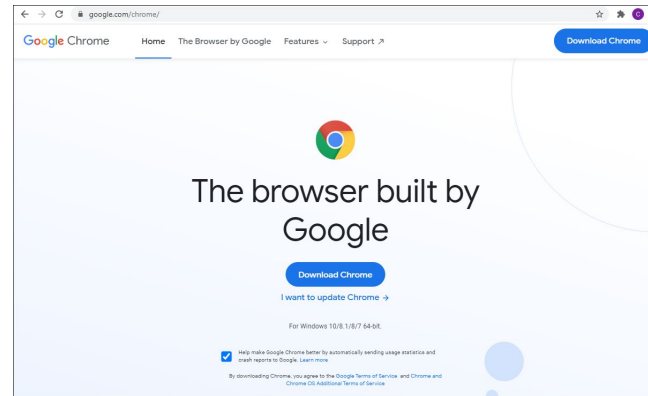
Microsoft Edge

<https://www.microsoft.com/en-us/edge>



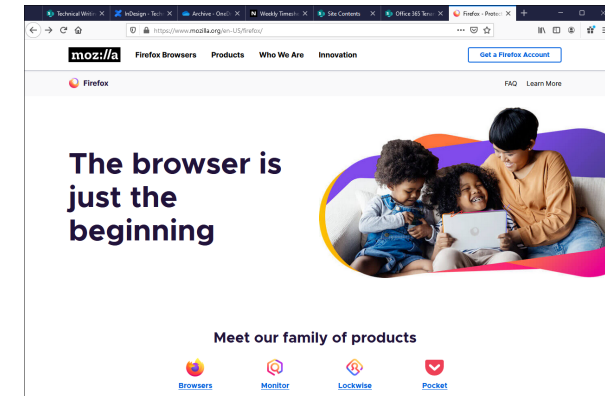
Google Chrome

<https://www.google.com/chrome/>



Mozilla Firefox

<https://www.mozilla.org/en-US/firefox/>



Once the different browser is open, type or paste the Railinc link (<https://www.railinc.com>) in the URL/Search bar and press **Enter**. The [Railinc Home page](https://www.railinc.com) is displayed.

Access by Setting Up a Browser Profile



If you use Railinc's SharePoint Communities frequently, you may want to set up a browser profile to easily access the Railinc Office 365 environment.

Determine which browser you want to use and select one of the links below for instructions.

[Microsoft Edge](#)

[Google Chrome](#)

[Mozilla Firefox](#)

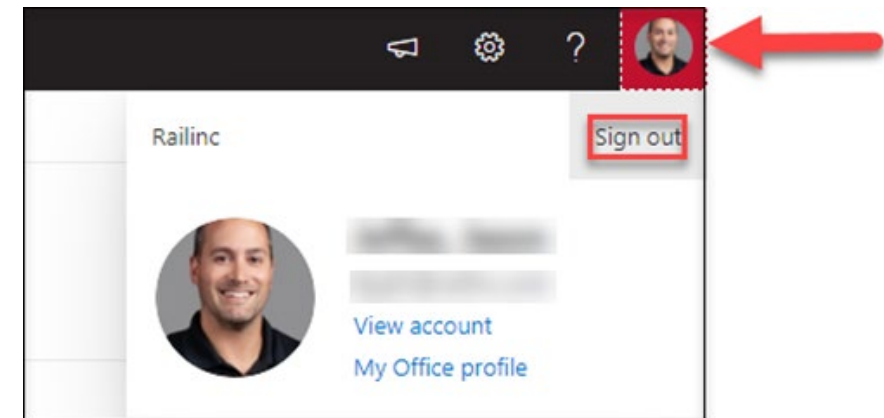
Once your browser is open using a new profile, type or paste the Railinc link (<https://www.railinc.com>) in the URL/Search bar and press **Enter**. The [Railinc Home page](#) is displayed.

Accessing by Ending Your Current Session



If you are currently logged into your company's Office 365/SharePoint Online, navigate to your company's SharePoint Online site.

In the top right corner, click on your picture/name, and then click **Sign out**. This signs you out of your current Office 365 session.

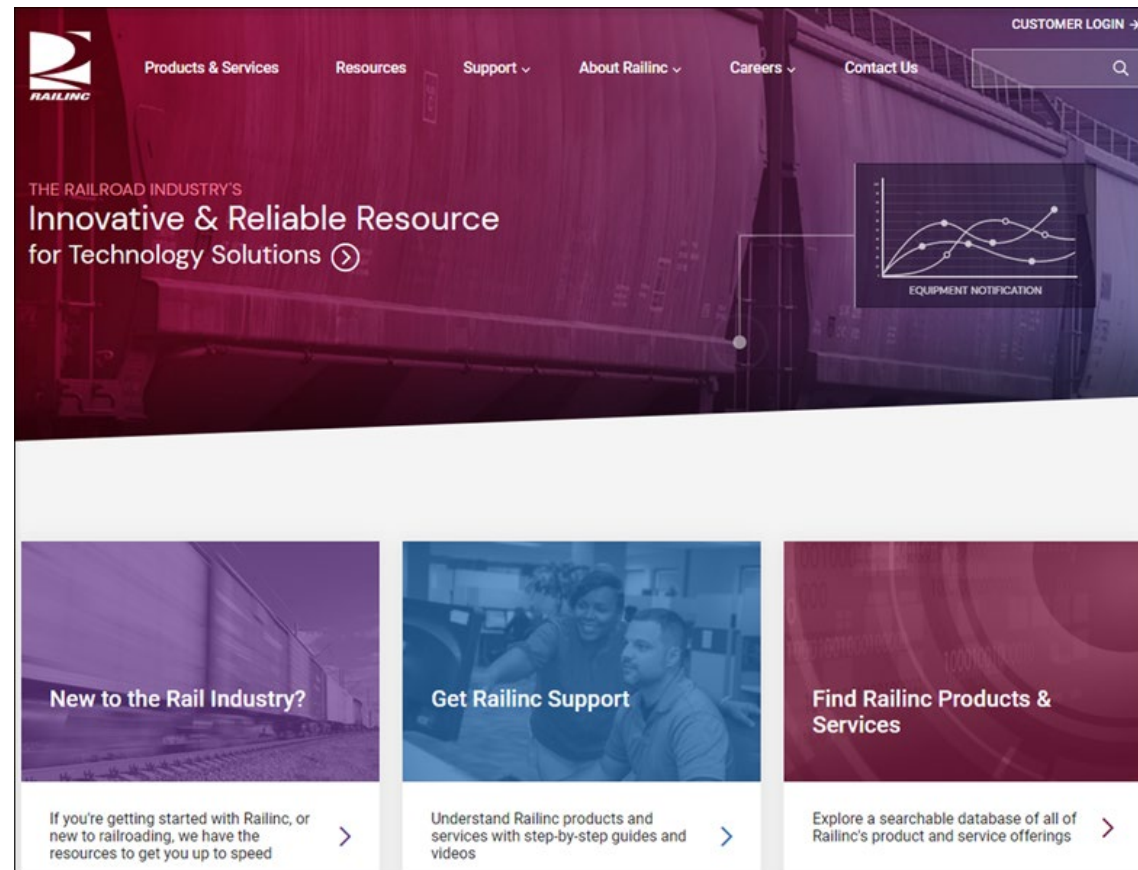


In your browser, type or paste the Railinc link (<https://www.railinc.com>) in the URL/Search bar and press **Enter**. The [Railinc Home page](https://www.railinc.com) is displayed.

Railinc Home Page – Customer Login



From the Railinc Home page, click **Customer Login** at the top right.



The [Account Access screen](#) is displayed.

Complete the Account Access Screen



From the resulting Account Access screen, enter your SSO User ID and password, and click **Sign In**.

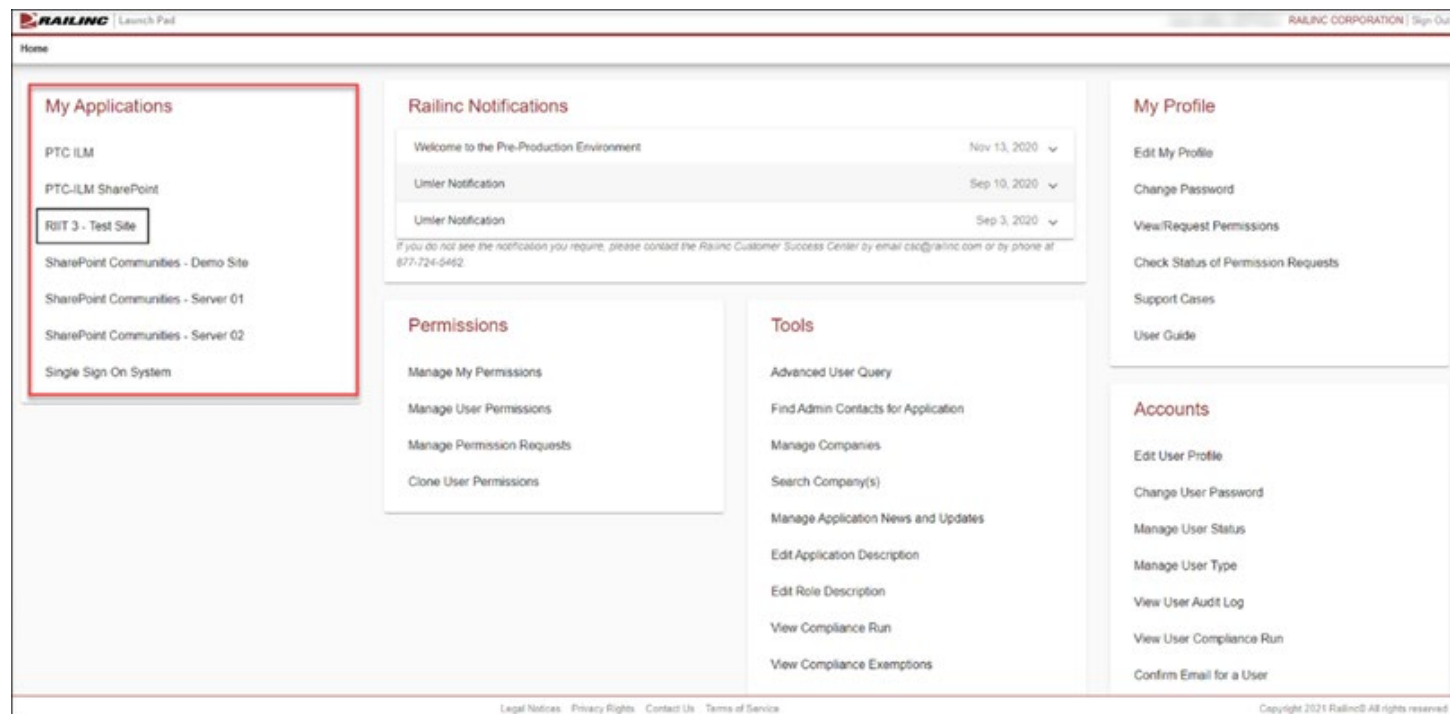
A screenshot of the RAILINC Account Access screen. The page has a white background with a dark red header bar at the top. In the top left of the header is the RAILINC logo, and in the top right is a 'contact us' link. Below the header is a large white box containing the 'ACCOUNT ACCESS' form. The form has a dark red title bar. Inside, there are two input fields: 'User ID:' and 'Password:'. Below these is a dark red 'Sign In' button. Under the button are two blue links: 'Forgot Password?' and 'Forgot User ID?'. Below the form is another white box with the text 'Don't have a Railinc Account?' and a blue link 'Create an account now'. At the bottom of the page is a dark red footer bar containing links for 'legal notices', 'privacy rights', 'terms of service', and 'contact us', followed by the copyright notice 'Copyright © 2021 Railinc. All rights reserved.'

The [Launch Pad](#) is displayed.

Launch Pad – Select a SharePoint Site



Launch Pad is opened. Within Launch Pad, click on one of the SharePoint sites listed in the My Applications section.

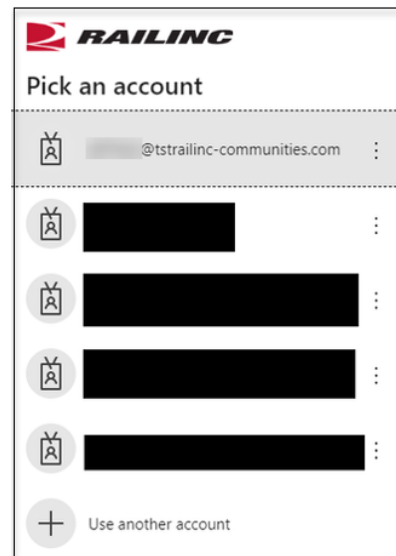


The [Microsoft Login page](#) is displayed.

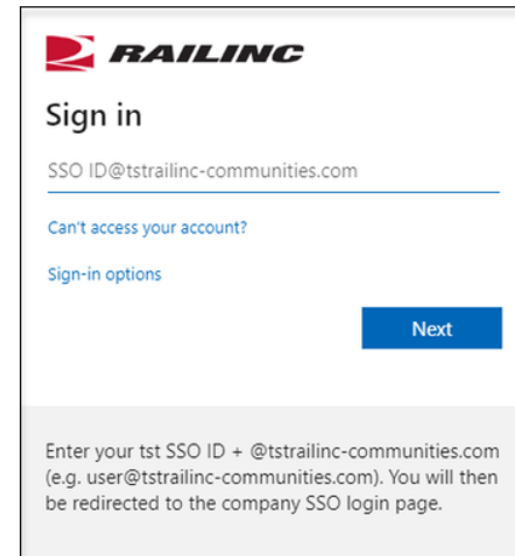
Microsoft Login



On the Microsoft Login page (login.microsoftonline.com), either select an existing account or provide an account. Click **Next** to continue.



or



Enter your account using the format: SSO ID + @railinc-communities.com (e.g., JDOE@railinc-communities.com).

The [Account Access screen](#) is displayed.

Complete the Account Access Screen



In the Account Access screen, enter your Railinc SSO user ID and password.

Click **Sign In** to continue to the [SharePoint Communities page](#) you selected from the Launch Pad.

The screenshot shows a web browser window with the title 'SiteMinder Password Services'. The address bar shows the URL 'https://fedauth.railinc.com/siteminderagent/forms/login'. The page features the RAILINC logo at the top. The main content area is titled 'ACCOUNT ACCESS' and contains two input fields: 'User ID' (with a yellow background) and 'Password' (with masked characters). Below each field is a link: 'Forgot User ID?' and 'Forgot Password?'. A blue 'Sign In' button is positioned below the password field. At the bottom of the form, there is a section titled 'Don't have a Railinc Account?' with a link 'Create an account now'. The footer contains links for 'Legal Notices', 'Privacy Rights', 'Terms of Service', and 'Contact Us', along with the copyright notice 'Copyright © 2021 Railinc. All rights reserved.'

Use Railinc SharePoint Communities

A screenshot of a SharePoint Training Demo site. The browser address bar shows the URL 'railincprd.sharepoint.com/sites/committees/demo01/SitePages/ModernHome02.aspx'. The site header includes the Railinc logo, a search bar, and navigation links like 'Menu', 'AAR Sites', 'Committee Sites', 'CTCO', 'Product Sites', and 'Need Help?'. The main content area is titled 'SharePoint Training Demo' and shows a list of documents. The document list has columns for 'Name', 'Modified', and 'Modified By'. The documents listed are 'Test', 'NA-OPS-001 22Infrastructure Bul...', 'NA-OPS-001 Security Incident Re...', and 'NA-OPS-002 Data Classification.d...'. A left sidebar contains navigation links such as 'Home', 'Notebook', 'Documents', 'Site Pages', 'Application Server Invent...', 'Weekly Operations Calen...', 'Project Info - Versioning', 'Outage Calendar', 'Team Files', and 'Site contents'. The bottom of the page shows 'Team Files' and a 'See all' link.

SharePoint Training Demo - Mod x

Search this site

Menu AAR Sites Committee Sites CTCO Product Sites Need Help?

SharePoint Training Demo

Not following Share

Published 1/11/2021 Edit

Documents See all

New Upload Edit in grid view Sync All Documents

Name	Modified	Modified By
Test	April 19, 2018	Jeffas, Jason (JI)
NA-OPS-001 22Infrastructure Bul...	April 17, 2018	Jeffas, Jason (JI)
NA-OPS-001 Security Incident Re...	April 11, 2018	Jeffas, Jason (JI)
NA-OPS-002 Data Classification.d...	April 11, 2018	Jeffas, Jason (JI)

Team Files See all

Access Using a Direct Link



A direct link or a saved bookmark provides quick access to SharePoint Communities.

You can use a direct link to login by using any of the following methods:

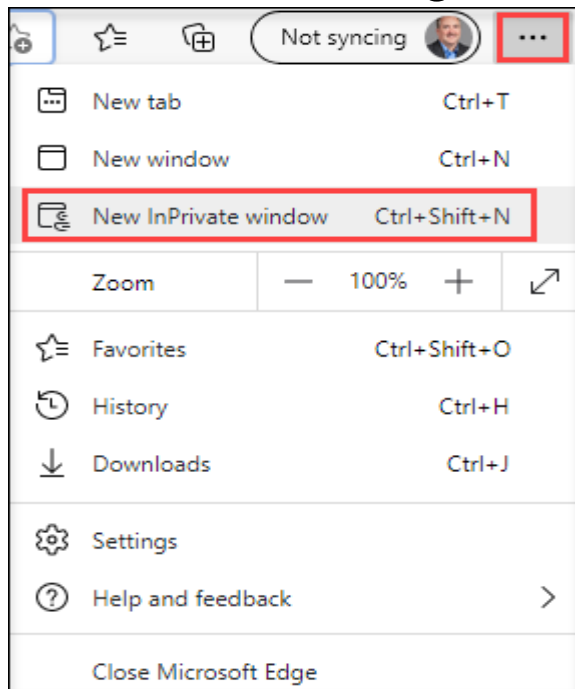
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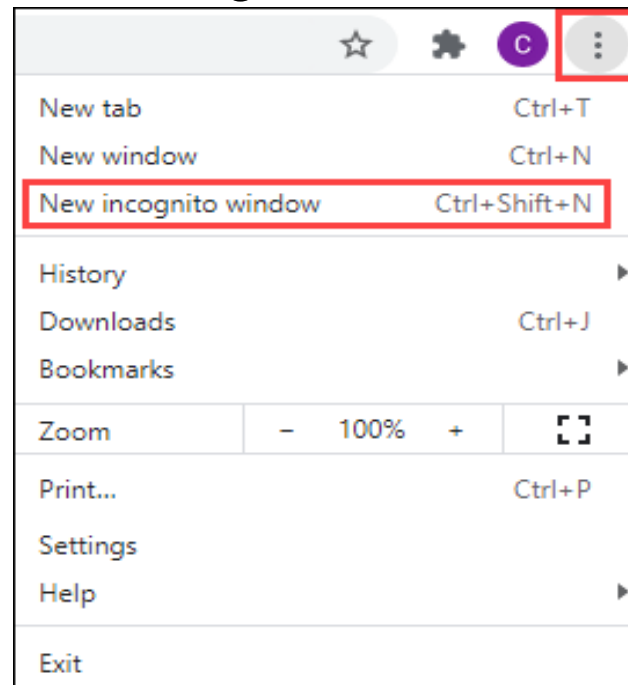


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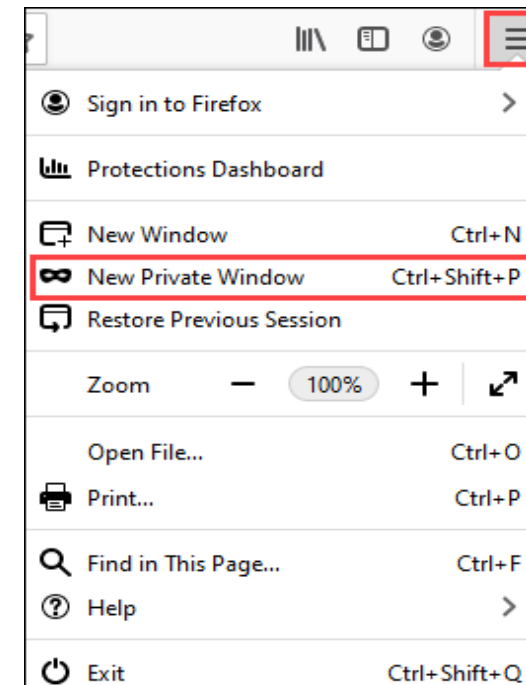
Microsoft Edge



Google Chrome



Mozilla Firefox



Once your browser is open in incognito or private mode, type or paste the Railinc SharePoint Communities link (<https://railncprd.sharepoint.com>) or a saved bookmark in the URL/Search bar and press **Enter**. The [Sign In screen](#) is displayed.

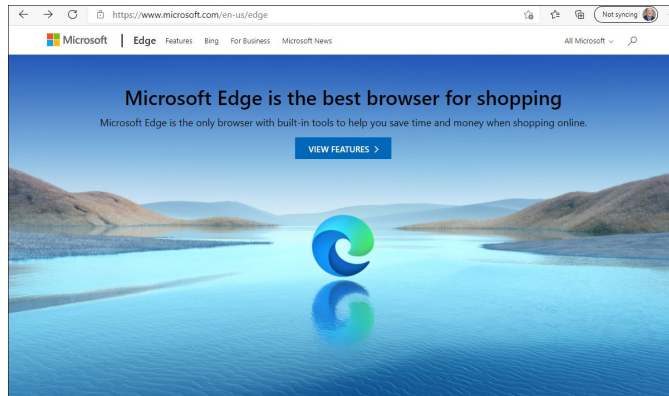
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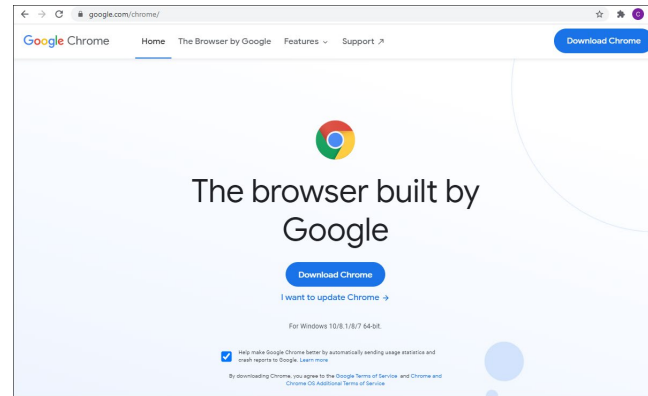
Microsoft Edge

<https://www.microsoft.com/en-us/edge>



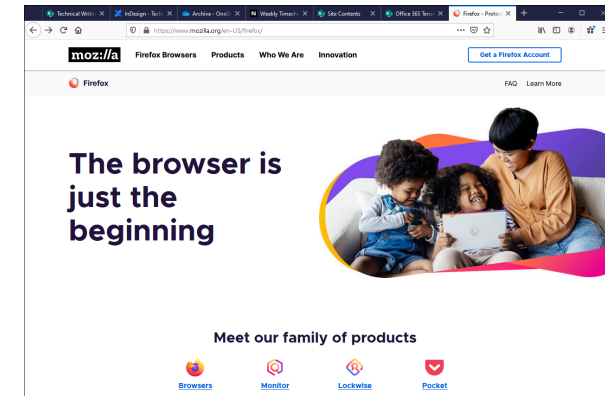
Google Chrome

<https://www.google.com/chrome/>



Mozilla Firefox

<https://www.mozilla.org/en-US/firefox/>



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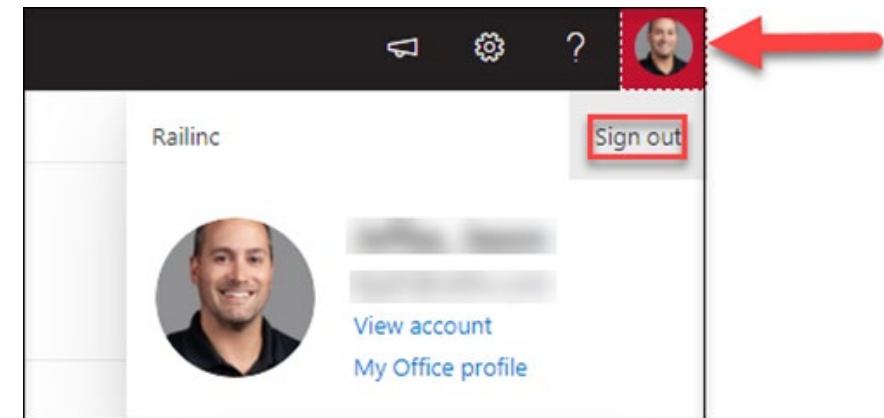
Once your browser is open using a new profile, type or paste the Railinc SharePoint Communities link (<https://railincprd.sharepoint.com>) or a saved bookmark in the URL/Search bar and press **Enter**. The [Sign In screen](#) is displayed.

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In the top right corner, click on your picture/name, and then click **Sign out**. This signs you out of your current Office 365 session.



In your browser, type or paste the Railinc SharePoint Communities link (<https://railincprd.sharepoint.com>) or a saved bookmark in the URL/Search bar and press **Enter**. The [Sign In screen](#) is displayed.

Complete the Sign In Screen



Enter your account using the format:
SSO ID + @railinc-communities.com
(e.g., JDOE@railinc-communities.com).

Click **Next** to continue to the
[Account Access screen](#).

A screenshot of a web browser window showing the RAILINC sign-in page. The browser's address bar displays 'https://login.microsoftonline.com/29c...'. The page features the RAILINC logo at the top, followed by the heading 'Sign in'. Below this is a text input field containing 'SSO ID@railinc-communities.com', with a red arrow pointing to it. Underneath the input field is a link that says 'Can't access your account?'. A blue 'Next' button is highlighted with a red rectangular border. At the bottom of the main content area, there is a grey box with the text: 'Enter your SSO ID + @railinc-communities.com (e.g. user@railinc-communities.com). You will then be redirected to the company SSO login page.' Below this is a white box with a key icon and the text 'Sign-in options'. At the very bottom of the page, there are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu icon.

Complete the Account Access Screen

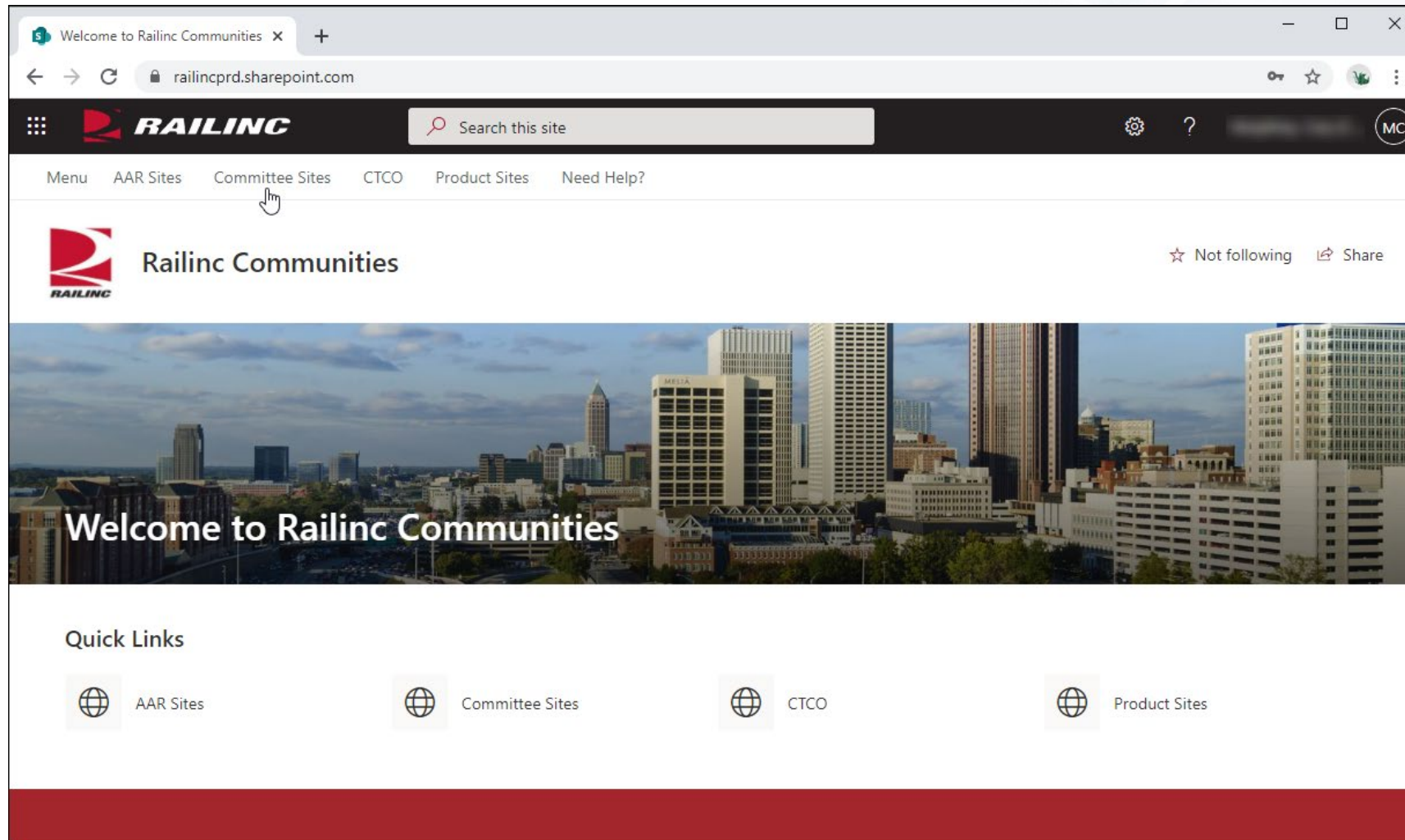


In the Account Access screen, enter your Railinc SSO user ID and password.

Click **Sign In** to continue to the [SharePoint Communities page](#).

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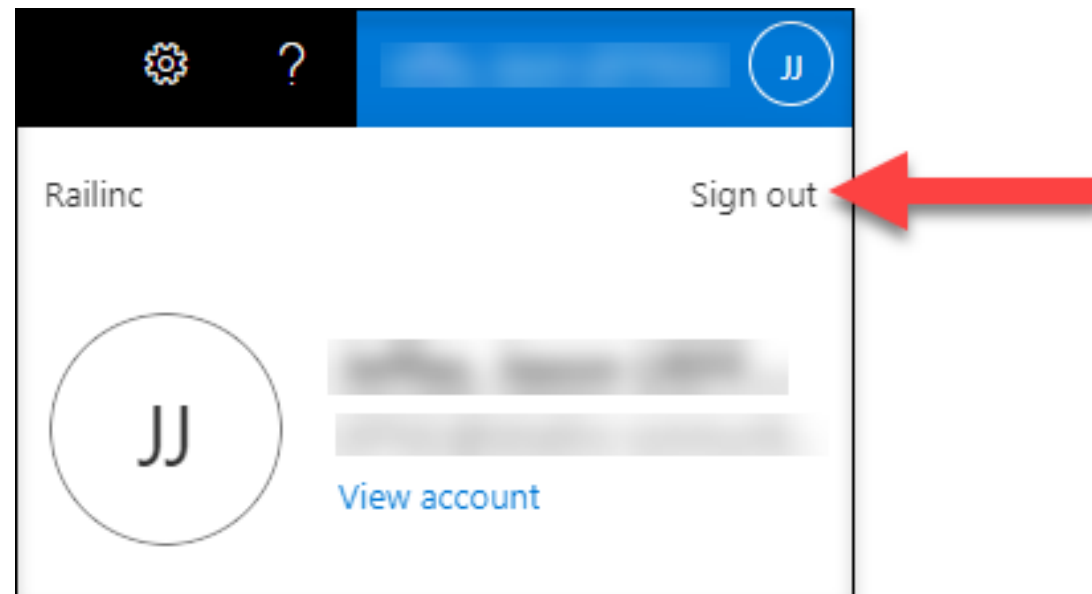
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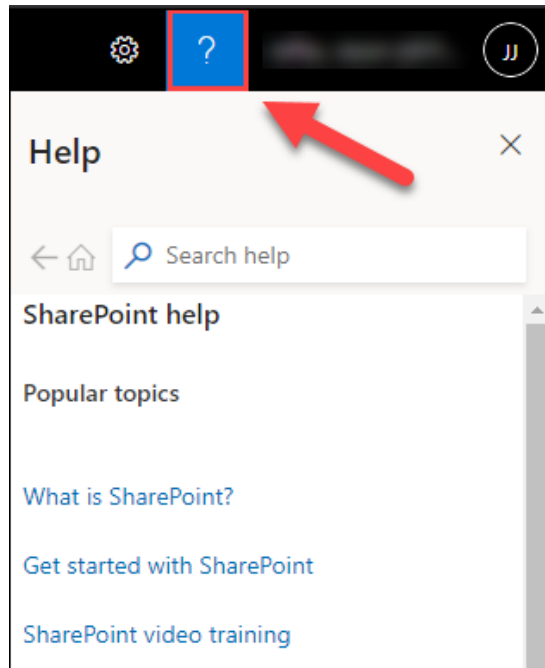
Sign Out



When you are finished, click on your username/name at the top right, and click **Sign out**.



Getting Help



To access the SharePoint online help, click on the question mark icon (?) at the top right of your screen.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you have any questions, issues, or concerns.

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