# IST 531 – Video 7 – Accessing the College of Business Intranet

A brief video outlining how to access the CoB Intranet. Upbeat and fun to counteract material.

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| Visual | Audio |
| Opening Credits | Music from Ben’s Music -TBD – Appropriately upbeat |
| Aaron on Camera in the Home Office | Have you sent an email asking for a document that you know exists somewhere that you were probably told to “find on the intranet”? Or, have you ever sent an email to Aaron asking for that one reimbursement form or process only to have Aaron never respond to you? |
| Aaron on Camera in the Home Office | You probably need access to the intranet! This video is going to show you how to quickly go to the intranet and verify that you have access. At the end, make sure you check that you have access to the intranet. Access to the intranet is YOUR KEY to a world of documentation and process – and your go-to when you need to find something or figure out which office staff does what. Ready to go? Let’s dive in! |
| Screen Capture navigating the COB intranet | Description of the College of Business Intranet – specifically how it’s a “secret club” and you need access |
| Screen Capture of intranet email from the start of term | URL overview process- outlining that you access the intranet using a URL but need to be on the access list |
| Screen capture working from the COB website in google to the actual site | Walkthrough of how to access the intranet from Google to the COB homepage to the Staff and faculty page to the COB intranet itself. |
| On Camera | College of Business Website is only available to staff, faculty and student assistants |
| Screen Capture | There is a list of folks that have access to the College of Business Intranet – you have to be on the list to get in. |
| On Camera | Alright, that’s all I have for you, please double check that you have access right now- if you don’t reach out to me (Aaron) or whoever took my spot when I became a lion tamer.  If you have any questions, don’t hesitate to reach out! |
| Closing Credits | Music from Ben’s Music -TBD – Appropriately upbeat – Giving connection for questions |