1. **Go to the Employee Portal from the main Helena College web page.**
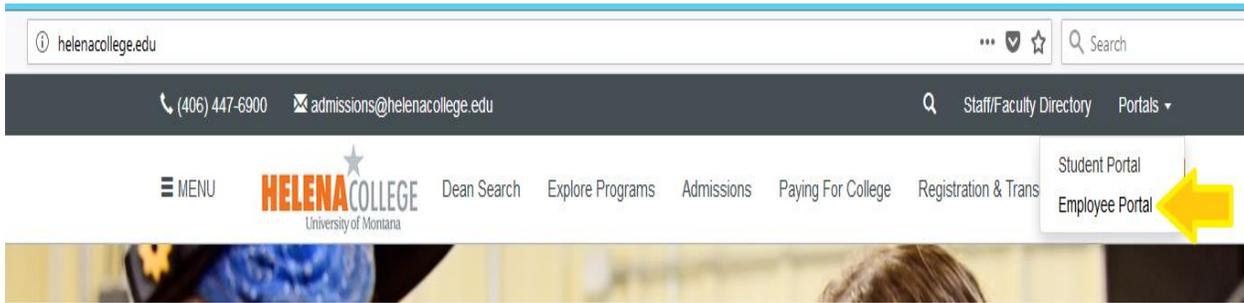
2. **Click the Email icon on the Employee Portal Page.**

Helena College > Employee Resources

Cyberbear   Starfish   MyHC   Moodle   Email

Human Resources   Business Services   Meeting Room Availability   Library   Campus Safety
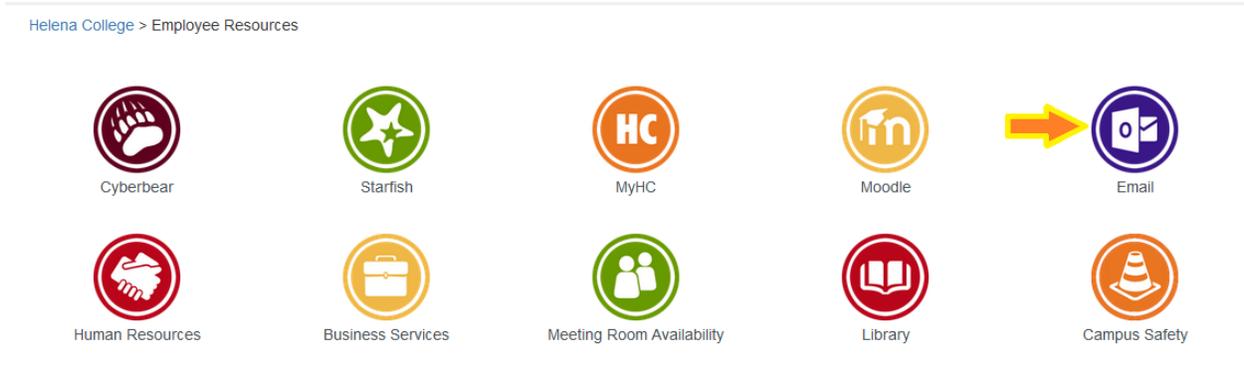
Student Alert for Gov Shut Down
Due to the government shut down, if you have been selected for Verification for your financial aid and are required to obtain tax return transcripts, you may experience issues with the IRS website, if you are able to utilize the IRS Data Retrieval Tool through the FAFSA that is your best option.

3. **Sign in.**

HELENACOLLEGE
UNIVERSITY OF MONTANA

NetID:
hce032885

Password:
•••••••••

☐ Warn me before logging me into other sites.

LOGIN   FORGOT PASSWORD   CLEAR

New User?

Lookup NetID

Activate NetID

If this is your first time using this service, you are required to activate your NetID. After successful activation you will be able to access Student Email, Moodle, MyHC and Password Manager.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

4. **In the upper left corner of the next page, click the square of nine smaller squares.**
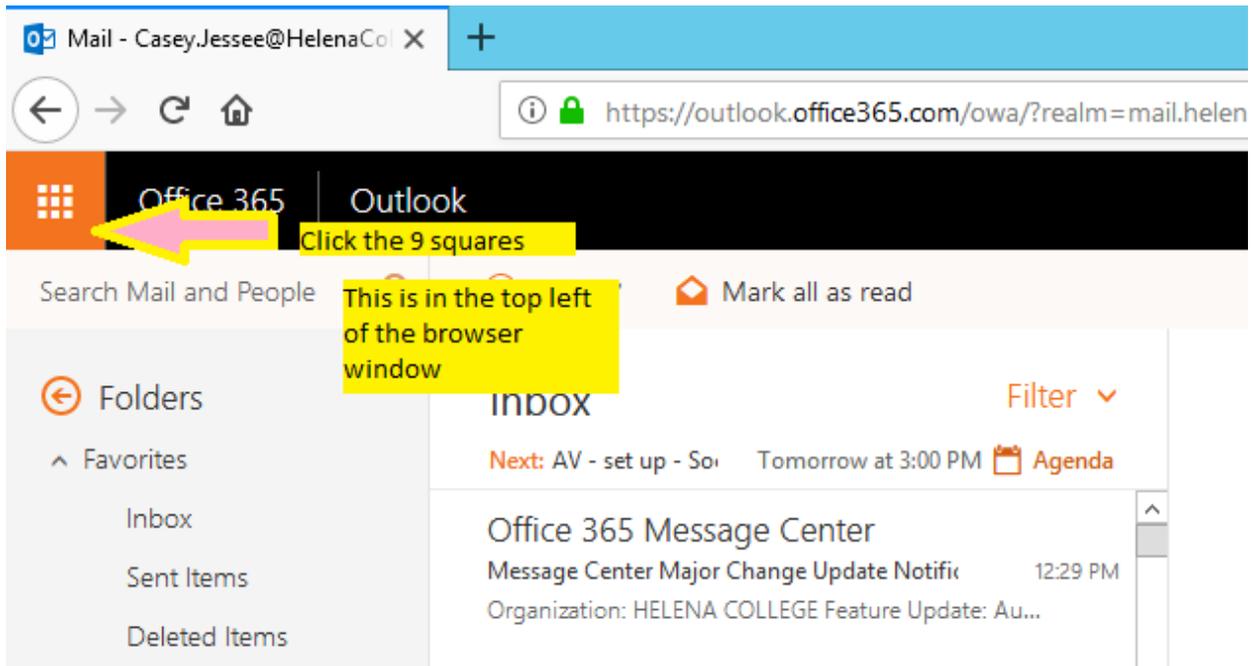
5. **Select OneDrive from this menu.**
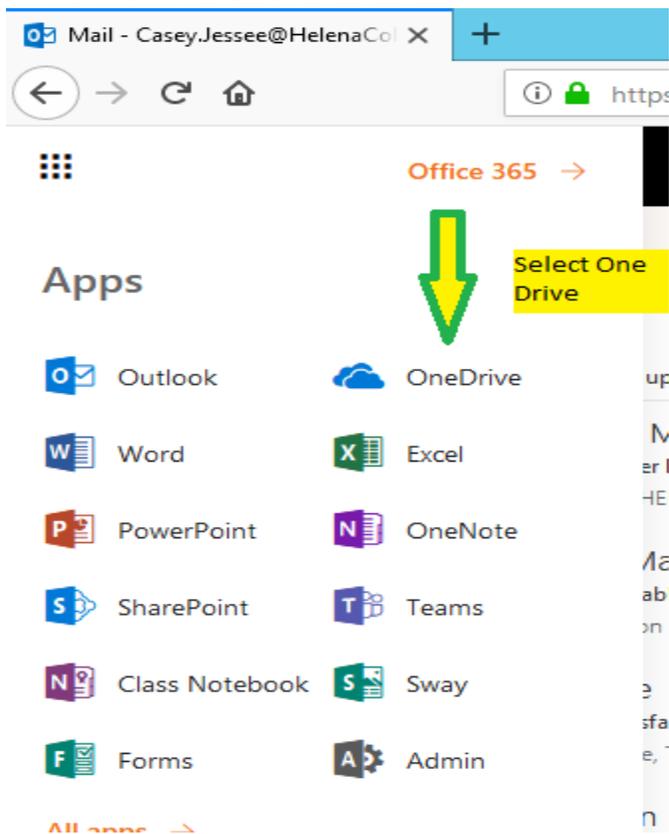
6. In the bottom left of the next screen, click "Get the OneDrive apps option.
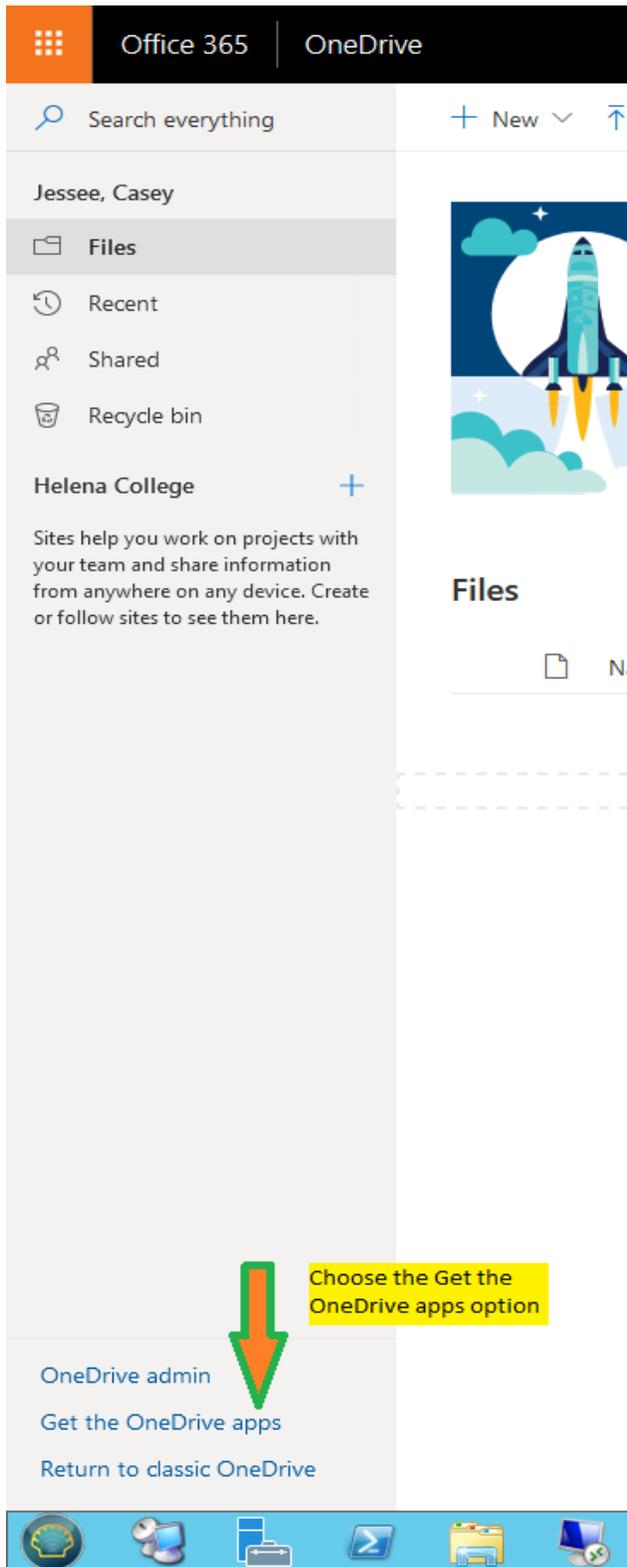
7. Click the Download button.
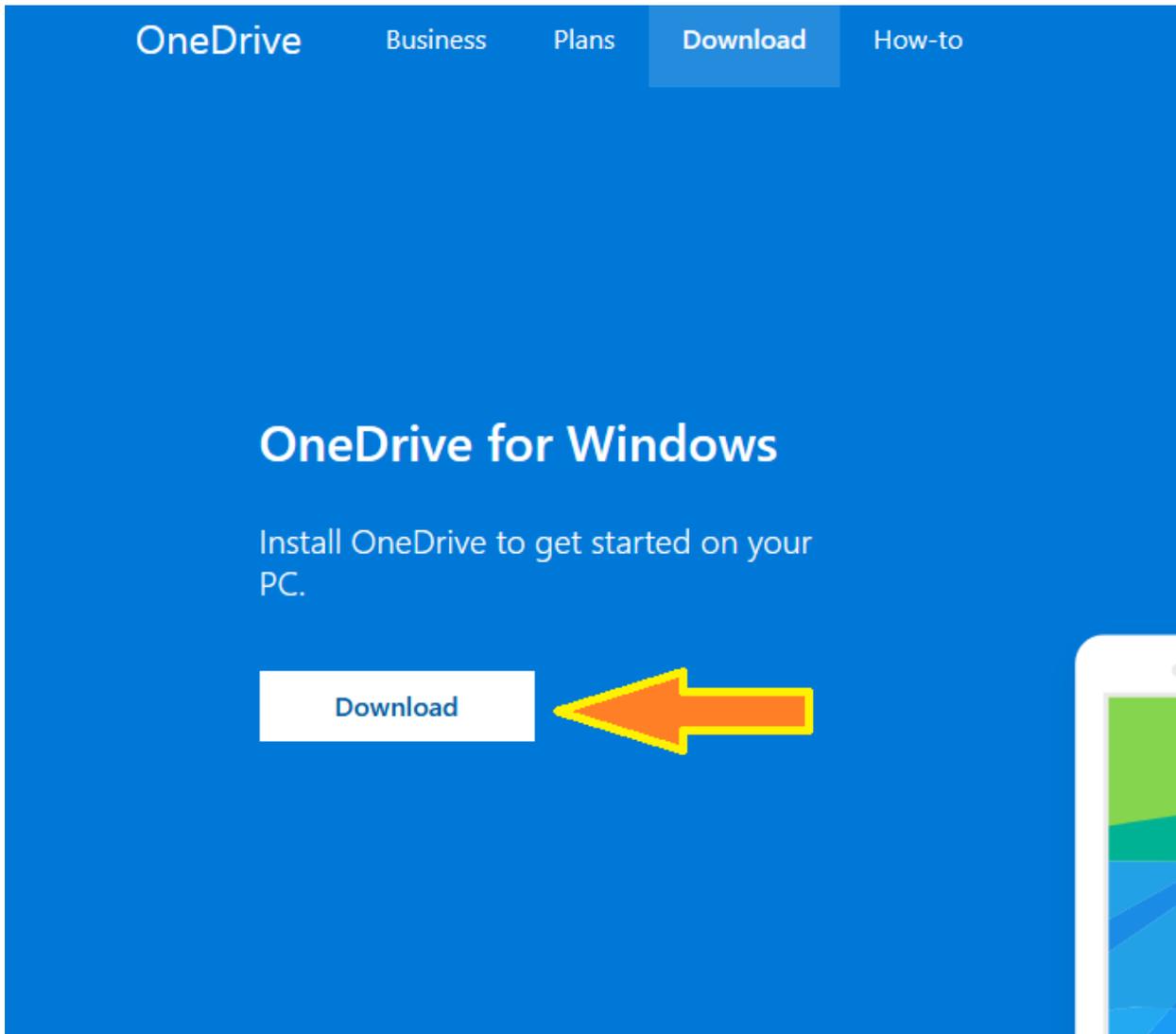
8. After download and installation, the OneDrive icon can be found in the task bar.
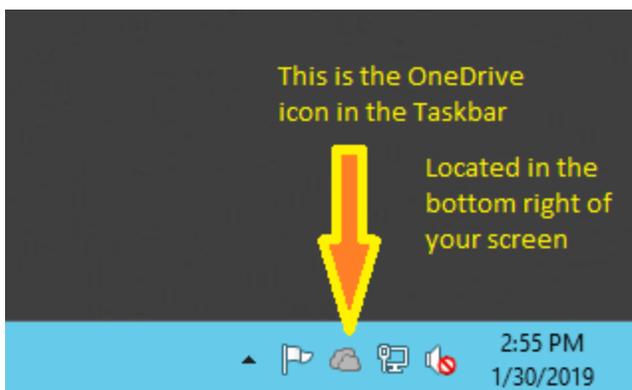
9. Click Sign in.

10. Sign in with your work email address.
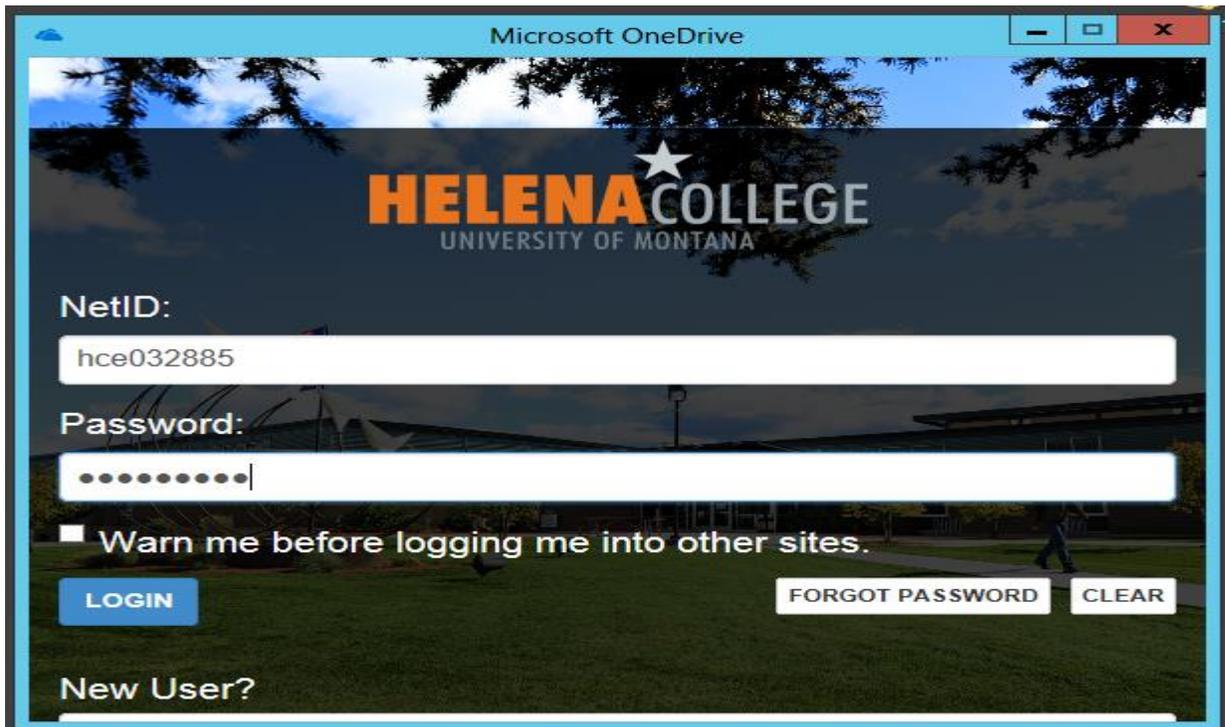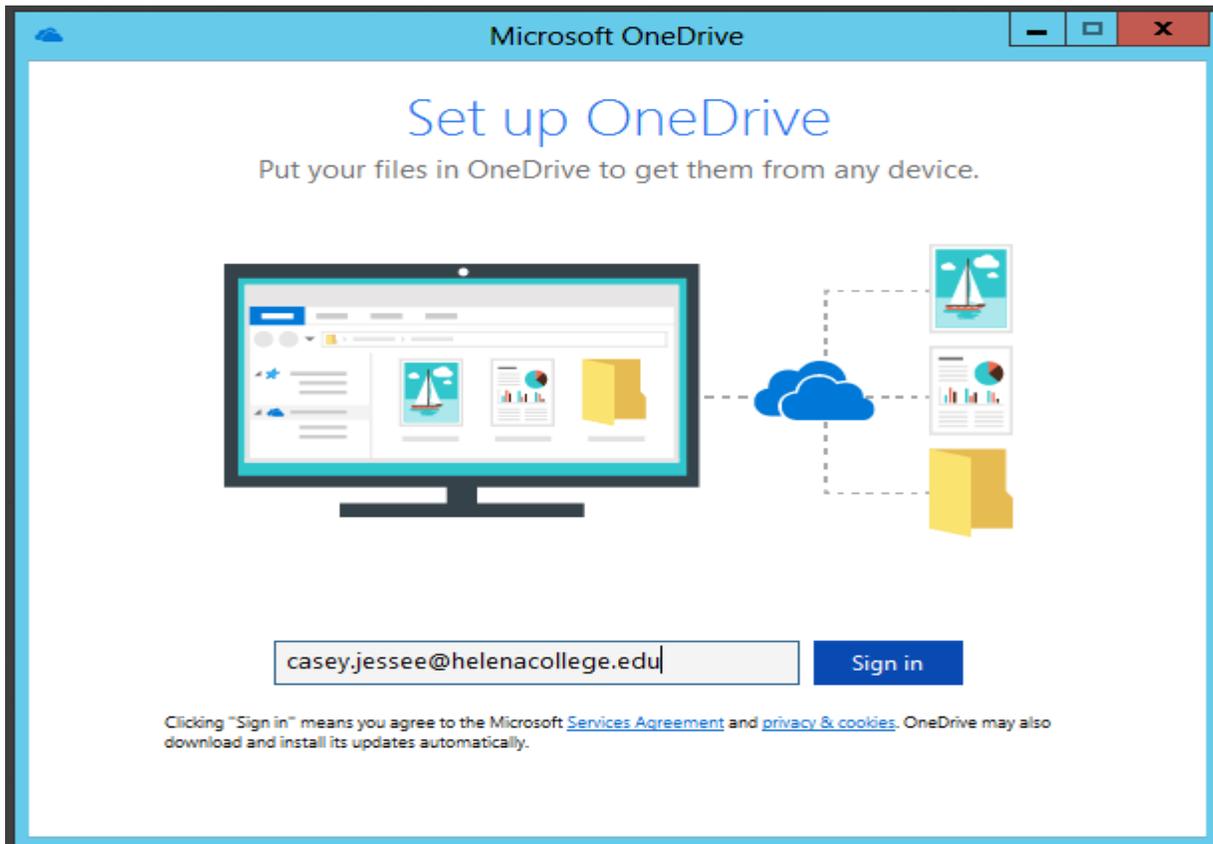
11. Leave the default options and click Next.
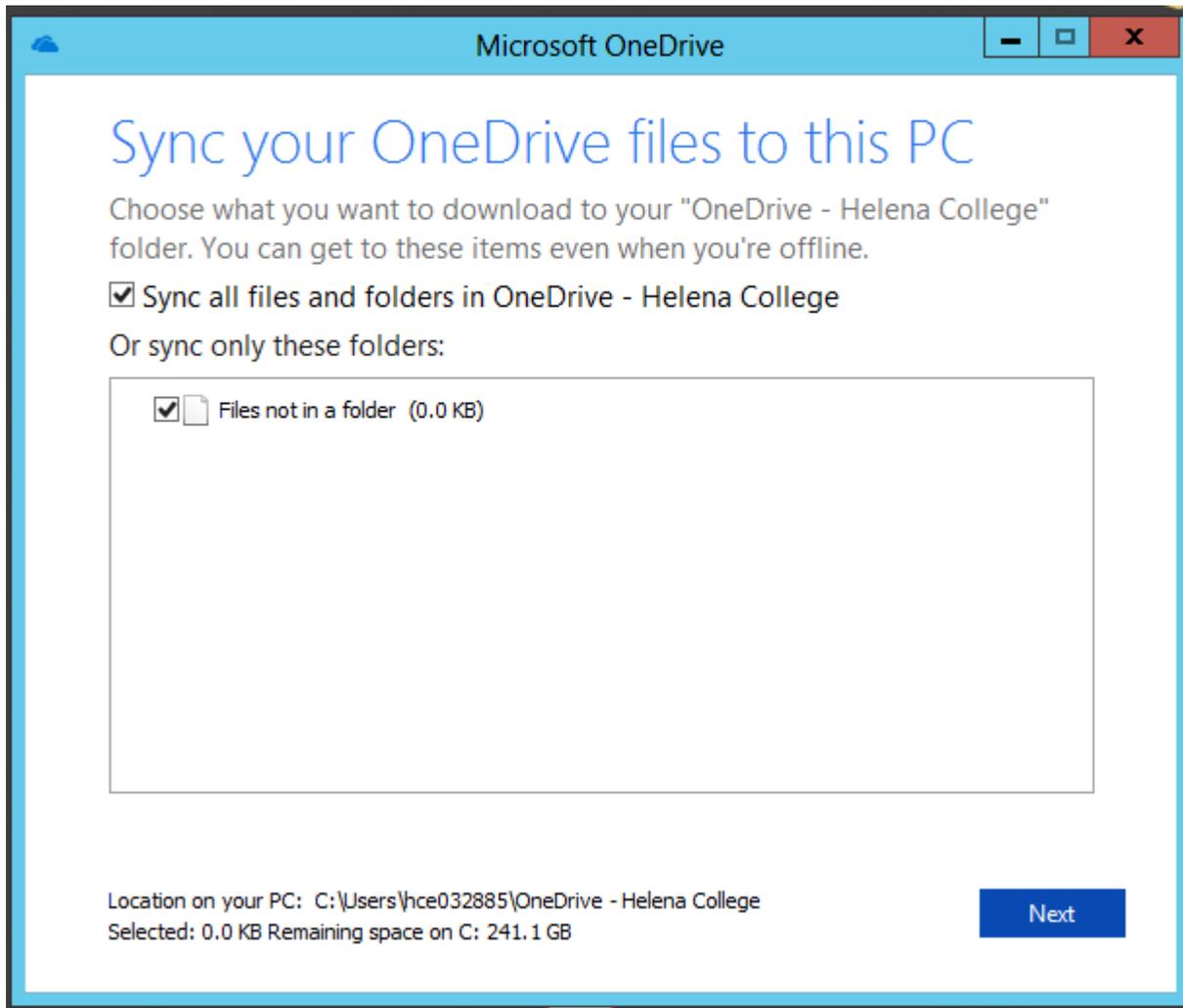
12. Click Open my OneDrive – Helena College folder.
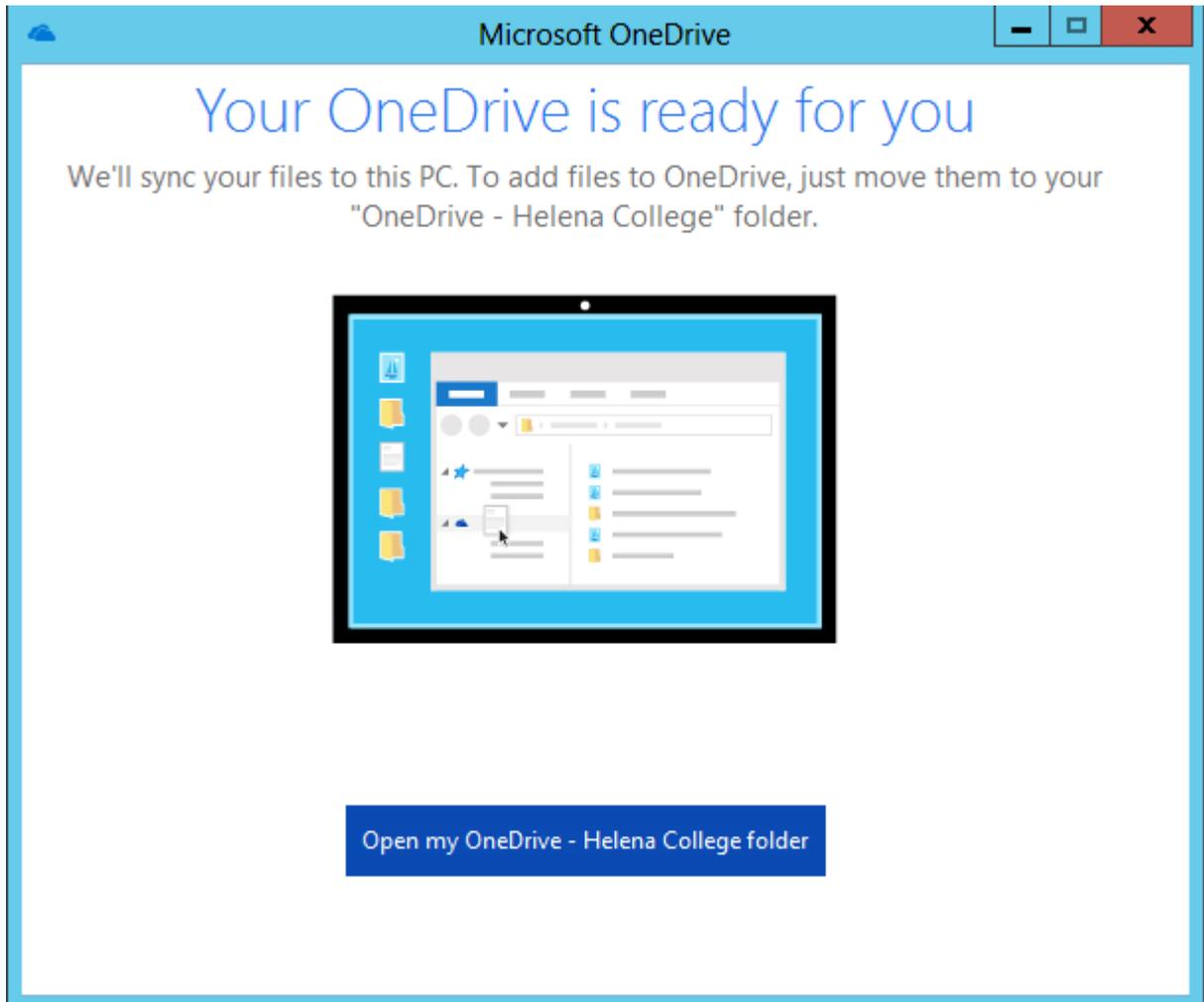
13. OneDrive will now be found in File Explorer similarly to how Work Folders works.