

ShareSync

How do I access workshop materials in ShareSync?

- Sharesync.com | Install and App available
- The following is a key for session document abbreviations used:

Abbrev.	Name
cl	Check List
ws	Workshop
tt	Table Topic
wb	Workbook
lca	Leadership Call to Action
lcd	PowerPoint Presentation
mnrtrb	Mentor Briefing
mgrb	Manager Briefing

How do Program materials get uploaded to ShareSync?

WUI Vice President of Learning and Development Amy Gonzales MUST approve all workshop material updates and enhancements. Once approved and reformatted, Debra Hollinrake will post on the server.

To be sure the most current, up-to-date material is used, please download the latest version prior to each workshop per the Admin Process before sending to printer. (This also includes workshop Power Point presentations.)