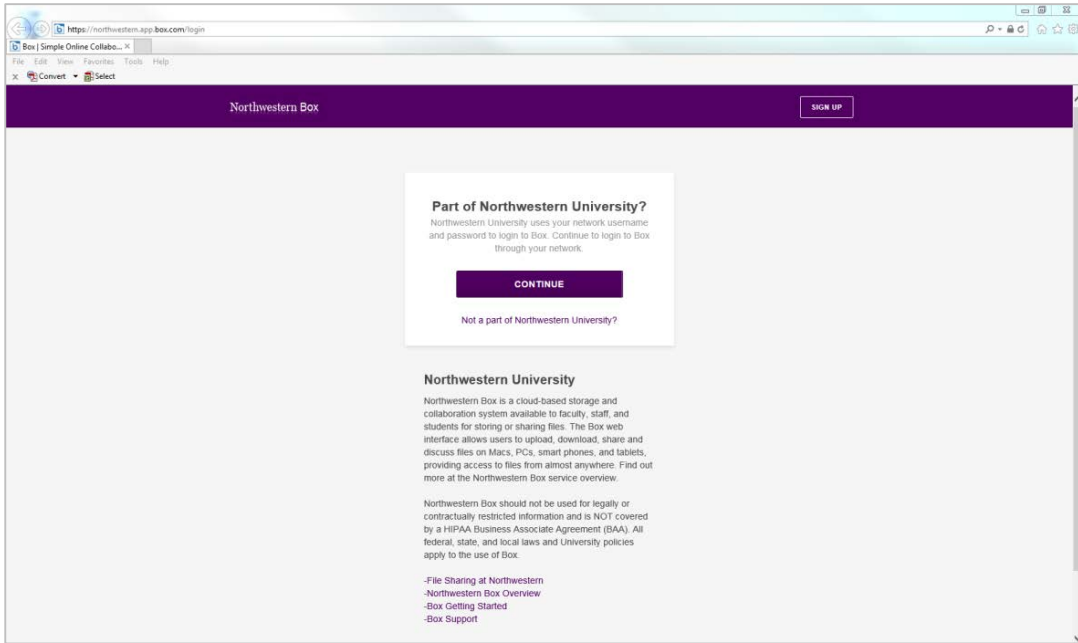
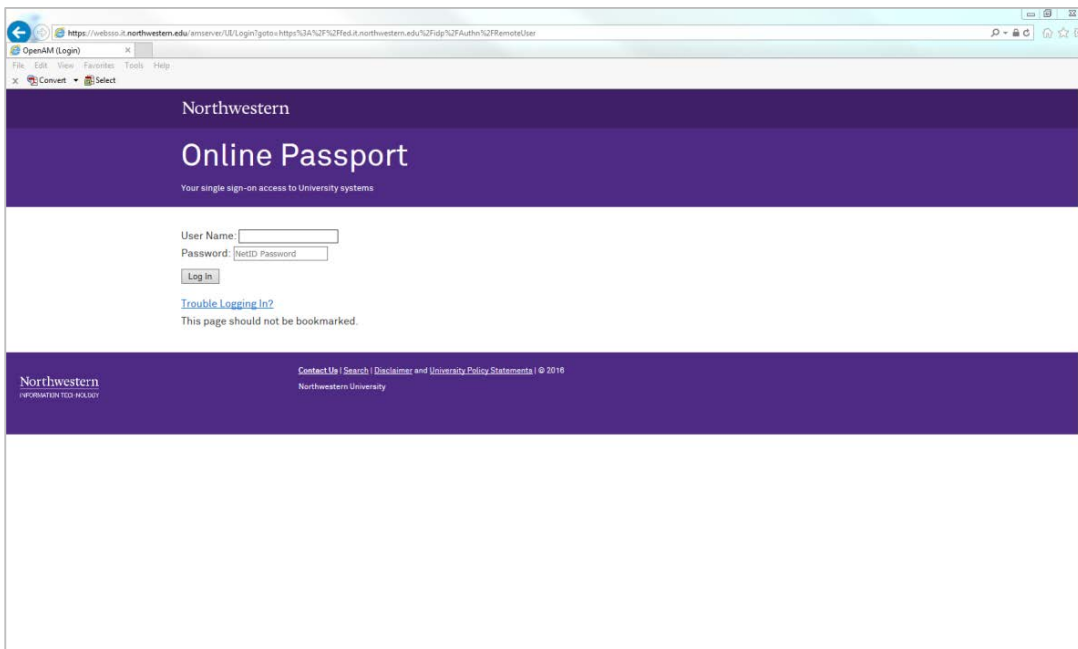


The McCormick Staff Training Hub Reference Library is a resource where staff can find a wide breadth of general information, fillable forms, useful articles, and internal training session presentations, all in one location. These materials can be quickly and easily found through the Northwestern Box. To sign up for the Northwestern Box and gain access to the Training Hub Reference Library, simply follow the instructions below:

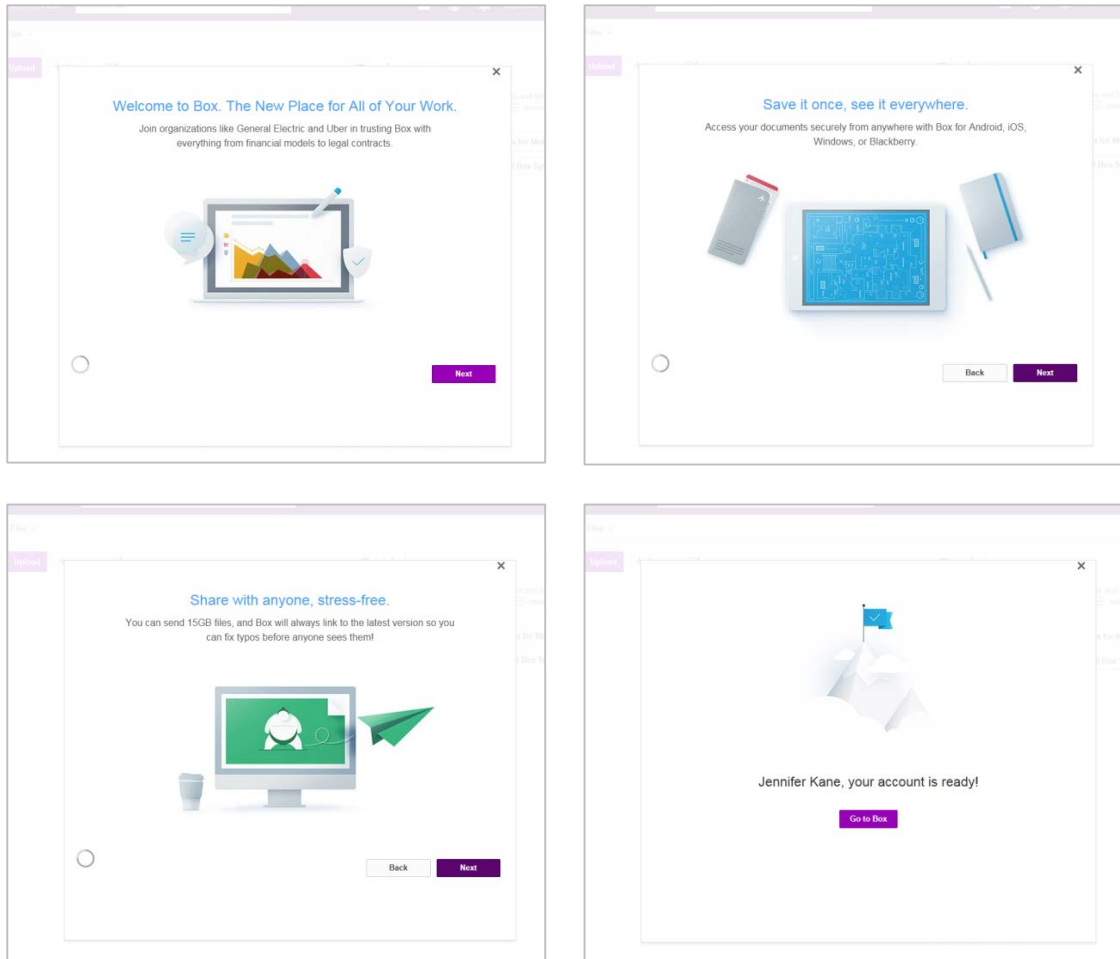
1. Go to <http://box.northwestern.edu>
2. The following screen will appear. Click “Continue.”



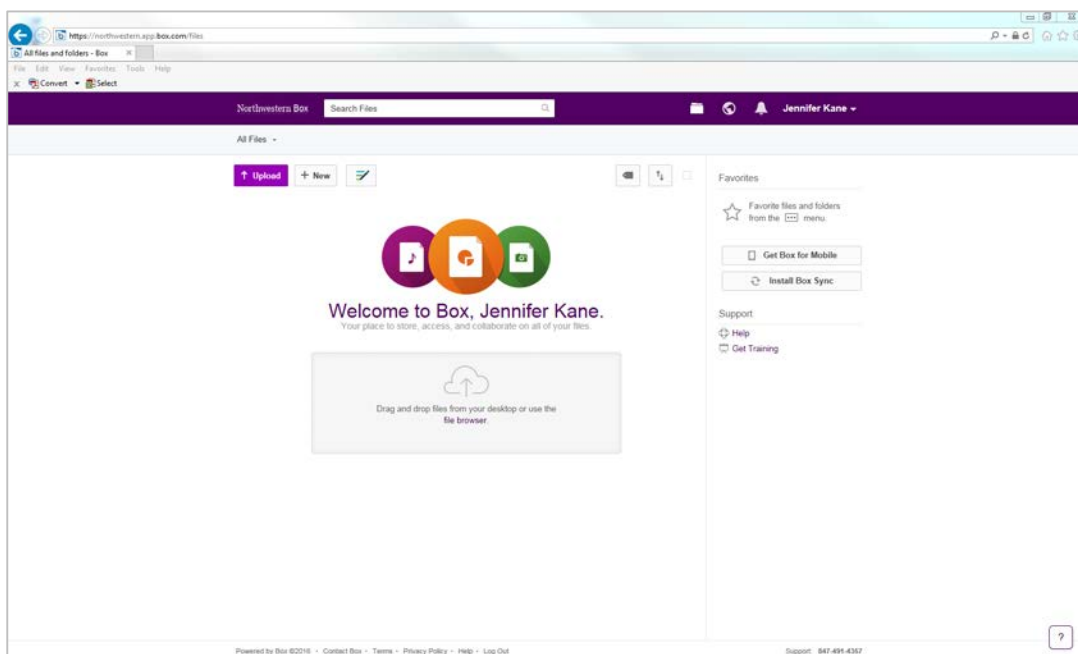
3. Log in with your regular Net ID and password if necessary. If you are already logged in, skip to step 4.



4. When logging in for the first time, a welcome message will pop up. Click “Next” through the introduction screens and then click “Go to Box.”



5. After you click through the introduction screens, you should see a personalized version of this welcome screen.



6. Now that you have completed the Northwestern Box registration process, notify your BA so they can send you an invitation to the McCormick Staff Training Hub Reference Library. If you are not in an academic department, contact Jennifer Kane at jennifer.kane1@northwestern.edu or Jackson Lee at jackson.lee@northwestern.edu for an invitation.
7. When your BA sends the invitation, you will receive an email notification that you have been added to a collaboration folder on the Northwestern Box. Click on the “View Folder” link within the email.

Alternatively, you can go to <http://box.northwestern.edu> and log into your Northwestern Box account where you will see the McCormick Staff Training Hub Reference Library collaboration folder now available in your Files.

8. Enjoy perusing all the McCormick Staff Training Hub Reference Library has to offer!
9. Optional: If you would like the files to sync automatically with your desktop computer, follow the instructions for installing Box Sync on the Box website: <https://support.box.com/hc/en-us/articles/200874358-How-Do-I-Install-or-Uninstall-Box-Sync-4-0->