

IRIS User Guide: How Access ESF Claim folder (Portal Users)



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

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SharePoint Document Storage

SICAP Programme Implementers are required to upload relevant documents to the SICAP Sharepoint library. Access to this library is limited to authorised users who need to review and approve these documents to meet SICAP or ESF requirements. Users who do not have an IRIS user account can log into the Pobal Portal to access documents relating to the ESF Claim stored in the SICAP SharePoint library. Local Authority Chief Officers and LGAS/ESF auditors can request a user account for the Pobal Portal by emailing iris@pobal.ie. Pobal issue login credentials for the Pobal Portal and authorise access to the ESF Claim folder in the SharePoint library.

How to Access the Portal

Click on the link to access the Portal - <https://online.pobal.ie/sites/SICAPDocs2018/default.aspx> or open your internet browser and insert the link address (above).

The following screen will appear, insert your **Username** and **password** (issued to you by Pobal) under the **Portal Users Sign In** and click on the 'Sign In' icon. The SICAP Users Sign In is only for users who have an IRIS user account.



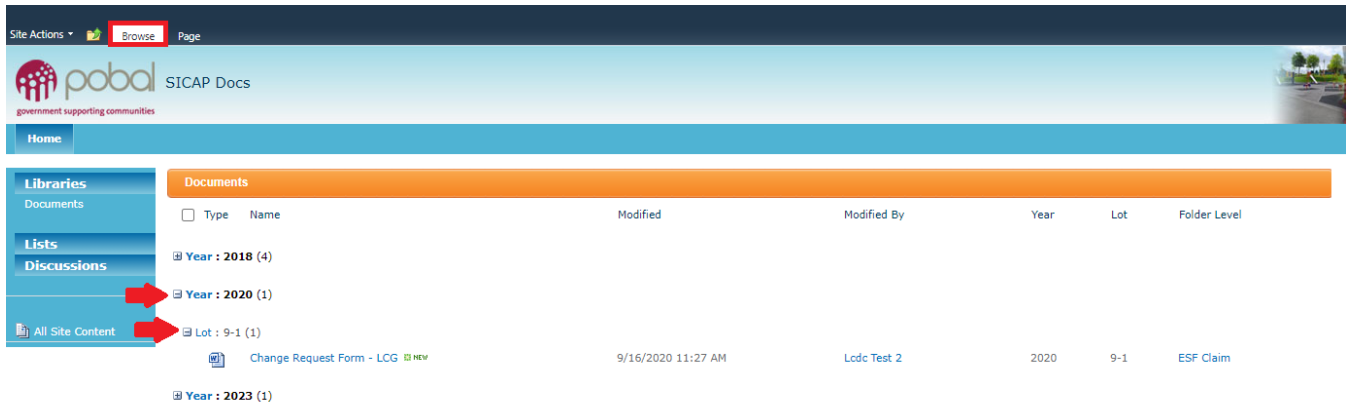
Change Password

The system will require you to change your password the first time you login. Follow the on-screen instructions. Please keep your login credentials safe and do not share with anyone. If you forget your password, click on the **Forgot Password** icon and follow the on-screen instructions. You will receive an email with a link to set a new password.

SharePoint Library

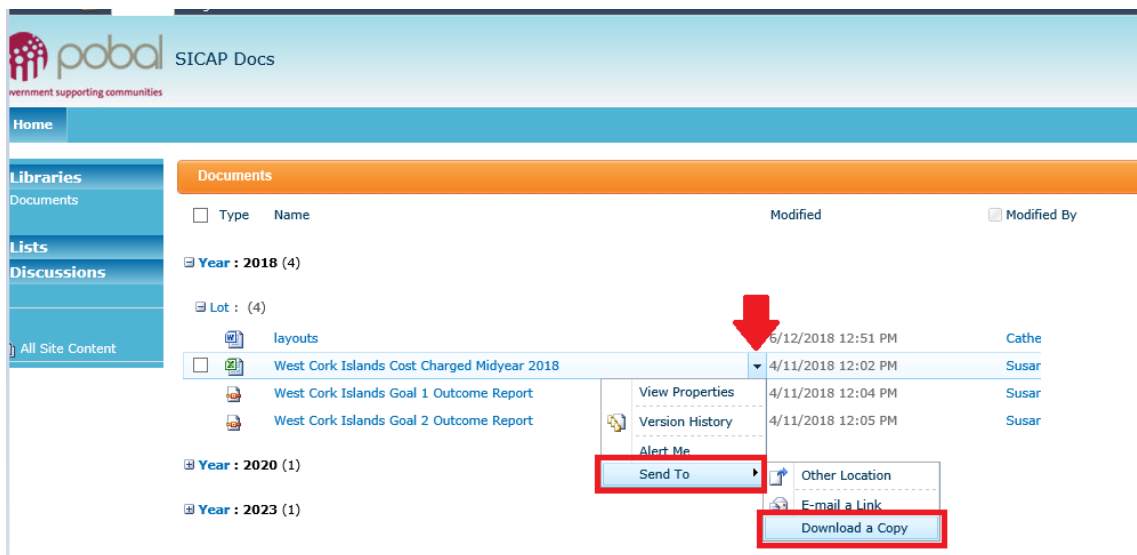
Once you have successfully logged in the SICAP Docs SharePoint library screen will open. Ensure that you have the **Browse** tab open as shown below. To view documents that have been uploaded, click on the + icon to expand the Year and Lot headings. If no documents are listed then the Programme Implementer has still to upload the relevant documents for the selected Year/Lot.

NOTE: Click on SICAP Docs link (in the header) to return to this page if you navigate to the wrong section at any time.



Open/Download a Document

To open and view a document, hover over the document name and click on the dropdown arrow to the right. Select **Send To** and then **Download a Copy**.



Once you have completed your review you can close the document without saving. If the document is required for upload to eCohesion you can save it to your PC.

Please email iris@pobal.ie if you require further support.