Alfresco: Getting Started
Accessing and using your dashboard

In this program, you’ll learn about your personal dashboard and how to access sites in Alfresco.

To start, open your web browser and go to the Alfresco login page at: collab.royalcollege.ca/share

Enter your User ID and Password.

This is your dashboard.

Your dashboard gives you a glimpse of what’s happening in the Alfresco sites you belong to.
At the top of the page you'll find the application toolbar. This will be visible to you no matter what site you’re on.

To return to your dashboard from another site, just click on the link My Dashboard.

From My Profile, you can change your password and upload a photo.

From the Sites link, you can access your favorite sites or create new ones.

To search for your colleagues who are also using Alfresco, click on the People link.

This is a dashlet. Your personal dashboard includes several dashlets that let you track information.

You can add or remove dashlets as you like. Just click on Customize Dashboard on the top right corner.

There are five dashlets that will automatically appear.
Getting Started gives you a link to more resources about using Alfresco. You can also access your profile and customize your dashboard from here.

The My Sites dashlet gives you a shortcut to access all your Alfresco sites.

For a quick look at the latest updates that have been made to your sites, check My Site Activities.

To see all the tasks that have been assigned to you, check the My Tasks dashlet. It also displays new invitations to join other sites.

You can also visit other Alfresco sites by clicking the arrow next to the Sites button in the application tool bar.

To access a site, select the Sites link then click Search for Sites.
Click the Search button for a list of sites you can view with a brief description of each.

A site is a collaborative area where people can share, edit and comment on content and files.

Sites can be public or private. Only people who have been granted access to a private site can view the content that is posted.

If a site is marked public, all Royal College members and employees can see it.

Click on the site name and that site will appear.

Remember, when you wish to return to your personal dashboard, click on My Dashboard.

When you have completed your session, log out at the top right corner.

To learn more about Alfresco, visit royalcollege.ca/alfresco.

If you need help using Alfresco, please contact your Site Manager.

You can also send an email to membership@royalcollege.ca.