Procedure to login to the AMS SharePoint (Financial Reporting) System

1. Open Internet Explorer
2. Type “sharepoint.ams.ubc.ca”

Input “SharePoint\AAA” where “AAA” is the username.
Click “Financial Reports”. 
Click “Select a Value”, then “Group Name” to select an entity for generating report.

Click “View Report”.
Click “Welcome AAA” where “AAA” is the username, and then sign out to logout the system.