

**MYNEA**

## **End User's Guide**

OECD NEA

Version : 1.0



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# 1. How To Log in to myNEA

## 1.1 Log in from the NEA network

NEA Users who wish to access the myNEA platform from NEA internal network or via VPN will be automatically signed in. No credentials will be asked.

## 1.2 Log in from Internet

Users who wish to access the myNEA platform from Internet must sign in using multifactor authentication. You can access myNEA workspaces using one of the methods below.

- Log in to the myNEA Hub. The hub is the main landing page of the platform. From it, you can access other resources.
- Direct access to your workspace. If you know the link to your workspace, you can use it and bypass the hub.

In either case, follow the steps below.

- 1- Open your web browser and:
  - a. Enter this address <https://mynea.oecd-nea.org> for myNEA Hub. Or ;
  - b. Enter the address of the workspace for direct access to your workspace.
- 2- On the sign in page, enter your email address as your user name. Type in your NEA password. Click Sign in.



Sign in

Keep me signed in

Sign in

[Sign in using a certificate](#)

- 3- Select the second authentication factor that applies to you.
  - ▶ MyNEA Access Authentication Agent 3.1: for delegates.
  - ▶ SecurID Access Authentication Agent v2.0 Method: for NEA users.




For security reasons, we require additional information to verify your account

[SecurID Access Authentication Agent v2.0 Method](#)

[MyNea Access Authentication Agent 3.1](#)



- 4- Enter the requested code and submit.
  - a. If you are a delegate, a passcode will be emailed to you.



Enter Code

We sent an email containing a verification code.


Access my options after authentication

[Sign In](#)

[Sign in another way](#)

[Sign in with other options](#)

- b. If you are an NEA user, enter the code generated by your RSA SecurID app.



For security reasons, we require additional information to verify your account

Enter your RSA SecurID passcode.

[Submit](#)

**RSA** SECURID ACCESS

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- 5- After signing in, you will see the resources you have access to.

### 1.3 Who should I contact for assistance?

NEA Delegates should reach out to their point of contact at the NEA.  
NEA users should contact NEA Help.



## 2. Website navigation

### 2.1 Follow, Share and Logoff

1. Upon sign in, you can click *Not Following* to add the website to your list of favorites. Only NEA users can follow sites.

☆ Not following

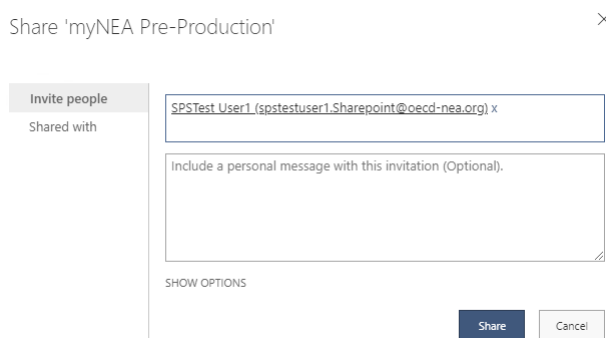
2. When you follow a site, it appears as *Following*.

★ Following

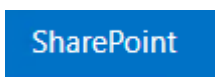
3. Click on your user name in the top right corner to sign out or view your profile.



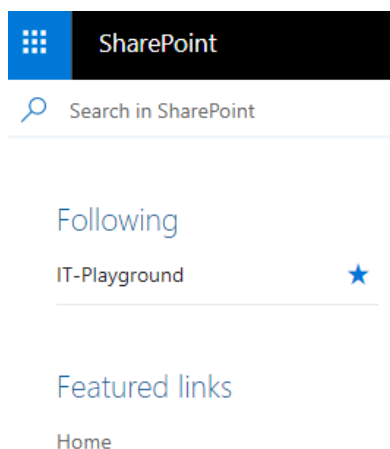
4. The Share button allows you to share the website link with other users. You can only share the website with people who have a user account in myNEA.



5. To view the websites you are following, click on the SharePoint link on the top left corner.



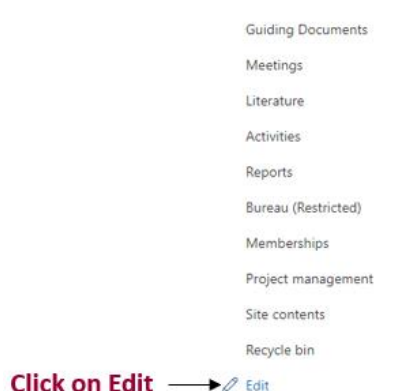
6. They appear under the Following section.



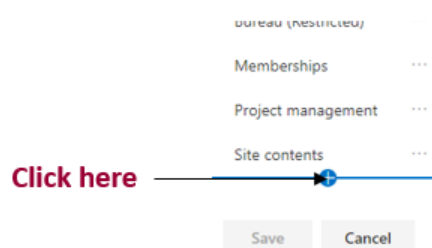


## 2.2 How to add a new link to the menu?

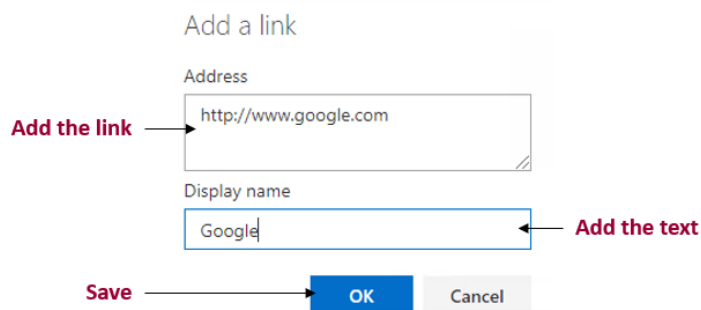
1. Click on *Edit* just at the bottom of the menu



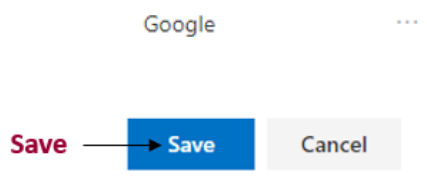
2. Click on the circled + that appears when you mouse over the menu



3. Fill the form with the link and the text to display for the link and click on OK to save the link



4. Click on Save at the bottom of the menu





## 2.3 How to edit a link in the menu?

1. Click on *Edit* just at the bottom of the menu
2. Click on the *three dots* just after the text of the link you want to edit

You can also Move up, Move down, or delete links by clicking on the three dots

Google      ... ← **Click here**

3. Click on *Edit*
4. The same form as the one to add a link appears, update the values you want to change
5. Click on *OK*
6. Click on *Save* at the bottom of the menu





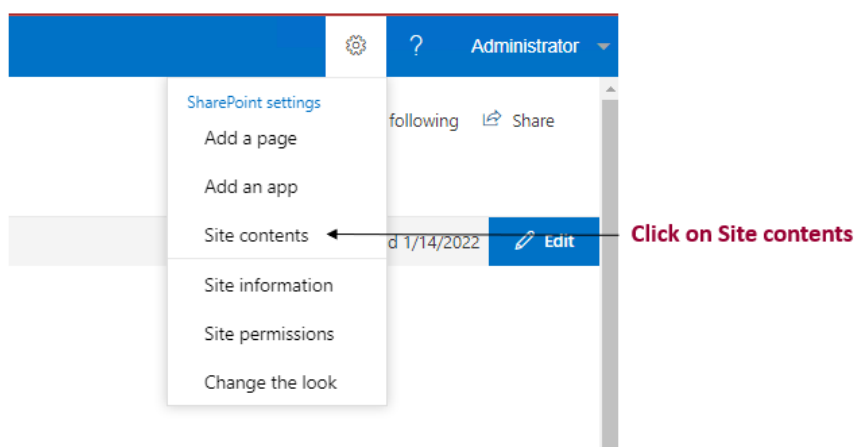
## 3. Document Libraries

### 3.1 Overview

Multiple document libraries are available in each working group website. Please reach out to your workspace administrator for more details about the type of documents to store in each library.

### 3.2 How to access the document libraries?

1. To access the contents of the document library, simply click on it.
2. If you have permissions to view the settings of a document library, Click on the parameters icon on the top left of your screen
3. Click on *Site contents*



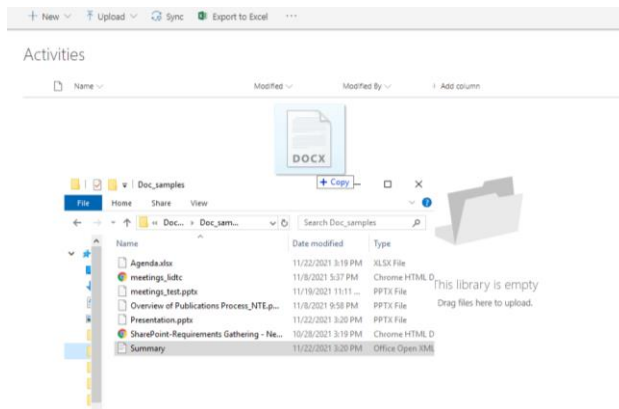
4. Hover your mouse on the right side of the document library's name, then click on the three vertical dots to show more actions. Select Settings.

Name	Type
Activities	Document library
Bureau	Document library
Documents	Document library
Guiding Documents	Document library
Literature	Document library
Meetings	Document library
Reports	Document library

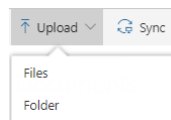


### 3.3 How to add documents to a document library?

1. Open the document library in which you want to add a document
2. Drag and Drop the document from your computer.



3. Alternatively, you can click Upload and choose the file or folder you wish to upload.



### 3.4 How to get the link of a document?

Instead of sharing documents via email, you can copy a link to a document or folder, then share the link with other users. These users must have permissions to view the document.

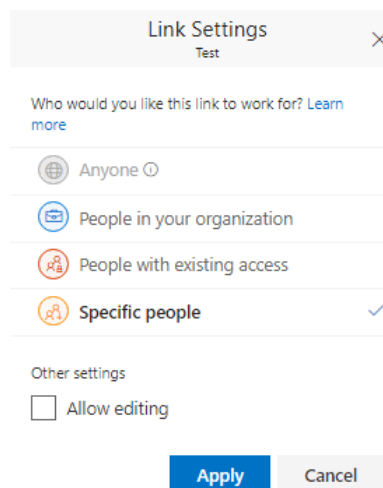
1. Select the document/folder by checking the checkbox at the beginning of the line or by clicking on the line. Do not click on the document name as this will open the document.
2. Click on *Copy Link* on the menu
3. Click on Copy on the displayed alert



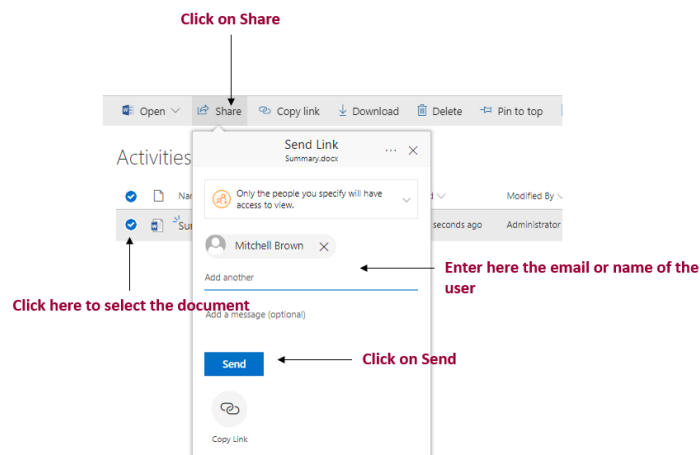


### 3.5 How to share a document with specific users?

1. Select the document/folder by checking the checkbox at the beginning of the line or by clicking on the line. Do not click on the document name as this will open the document.
2. Click on *Share* on the menu
3. Add the user by typing their name. Optionally, you can add a custom message.
4. If you need to allow users to edit the document, click on the drop-down menu “Only the people you specify will have access to view”, check the box *Allow Editing* then click Apply.



5. Click on Send to send the link of the document

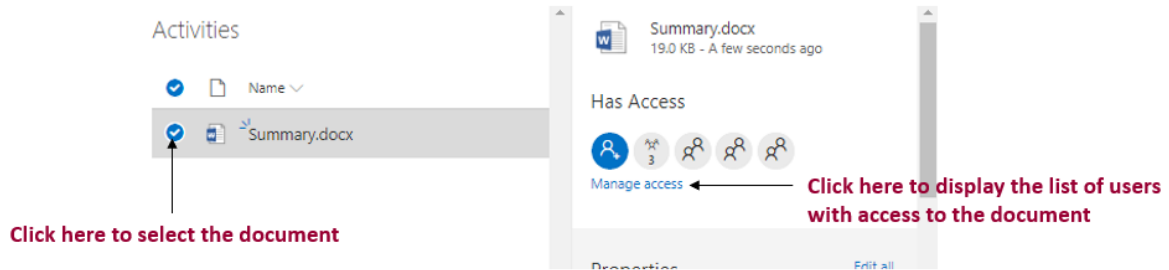


6. The selected user(s) will receive a link to view the document

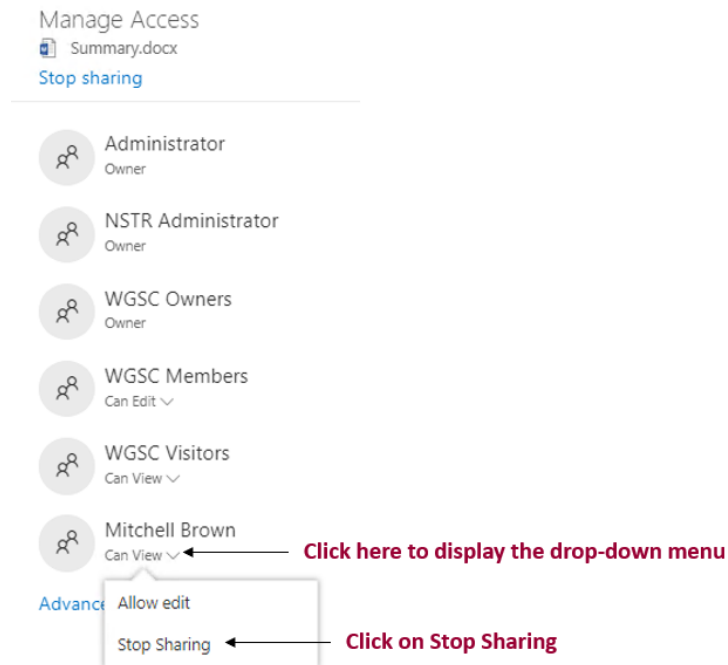


### 3.6 How to stop sharing a document with specific users?

1. Select the document/folder by checking the checkbox at the beginning of the line or by clicking on the line. Do not click on the document name as this will open the document.
2. Click on *Manage access* on the newly displayed left panel



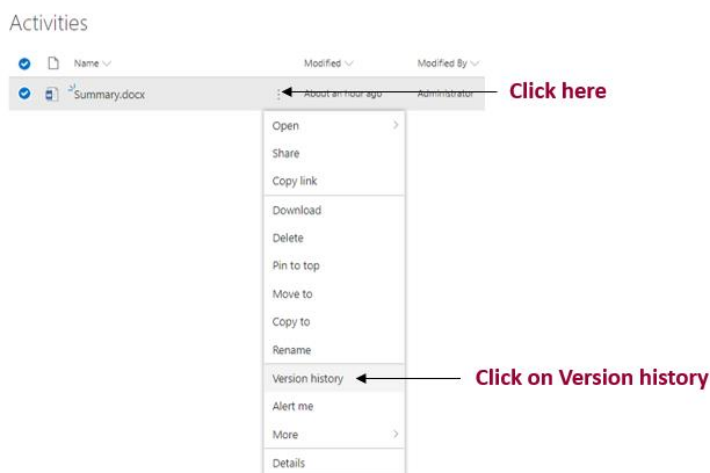
3. Click on the arrow just after the access right the user has then click on *Stop Sharing*



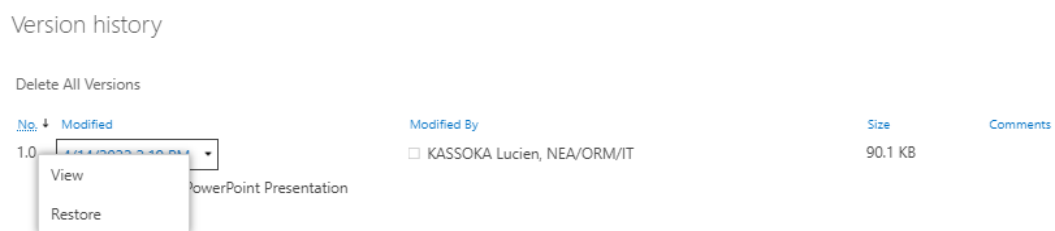


### 3.7 How to check the versions of a document?

1. Select the document/folder by checking the checkbox at the beginning of the line or by clicking on the line. Do not click on the document name as this will open the document.
2. Click on the three vertical dots after the document name.
3. Click on Version history



From there, you can restore a previous version of the document. To do so, click on the date, then click *Restore*.



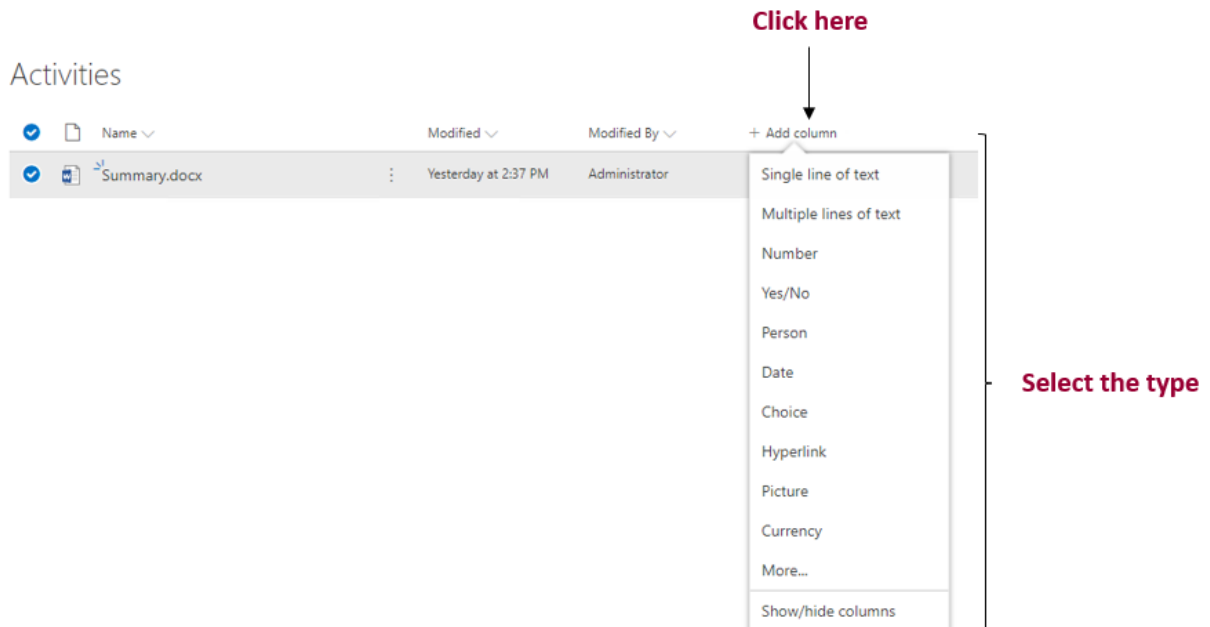


### 3.8 How to add metadata to a document library?

If you want to add a new information about documents, the best way to achieve it is to add a new column to the document library

In this example, we are going to add a Choice column

1. Open the document library
2. Click on Add column and select the type of column you want to add, let's assume we want a Choice column



3. Fill up the form displayed in the newly displayed left panel
4. Click on Save

Create a column

[Learn more about column creation.](#)

Name \*

Status ← **Name of the column**

Description

Type

Choice ← **Type of column (automatically filled, but can be changed)**

Choices \*

Can be shared  
Cannot be shared ← **Choices you want**

Can add values manually ⓘ

Default value

None

Use calculated value ⓘ

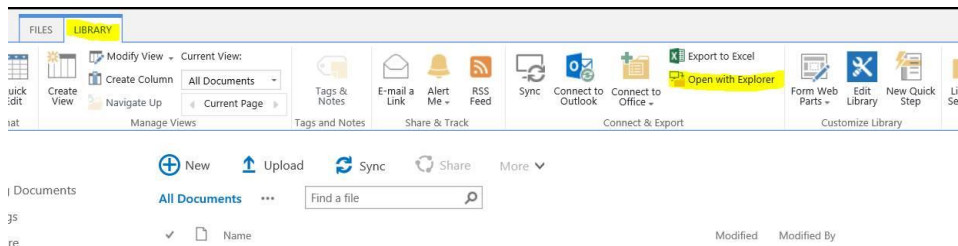
**Click on Save** → **Save** Cancel

### 3.9 How to copy/move files to a document library?

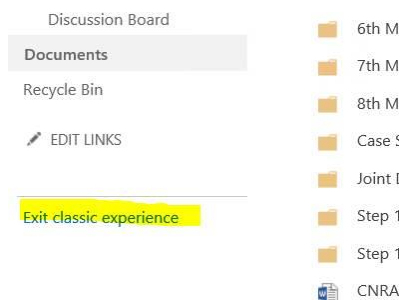
By default, you can copy or move files within a document library by clicking *Copy to* or *Move to*. When you attempt to move a file to another document library, you cannot see other document libraries available in your website.

This feature is not natively available in the current version of SharePoint. A workaround is outlined in the steps below.

1. Open Internet Explorer and navigate to the document library that contain the documents you would like to copy.
2. At the bottom of the screen, click *Return to Classic SharePoint*.
3. Select the Library tab and click on *Open with Explorer*.



4. This will open the folder in File Explorer. Drag and drop the documents or folders to the destination folder. Delete them from the original location if necessary.
5. Click *Exit Classic Experience* to return to the modern SharePoint experience. Close Internet Explorer.



## 4. Meetings

### 4.1 Overview

The Meetings feature allows you to organize all documents related to a meeting. After you create a meeting, you can populate the meeting page with the meeting schedule using the existing template. A document library is automatically created with the same name as the meeting. You can find it under Meetings' Document Library. It's recommended to upload your meeting documents, and to attach them to the meeting page by adding a link to the actual document stored in the meeting's document library.

### 4.2 How to create a meeting?


1. In the Meetings page, click *Create a new meeting*
2. Click on the list *Meeting Request*




3. Fill out the form with the title, date, time, Administrators, and Members. Click Save. Avoid special characters in the meeting title.

**Title \***  
Enter text here

---

**Start Date \***  
Enter a date 

---

12:00 AM 

---

**Administrators \***  
Enter a name or email address

---

**Members \***  
Enter a name or email address

---

**Observers \***  
Enter a name or email address

---

**Save** **Cancel**

### 4.3 How to view meeting documents?

In the Meetings page, go to Meeting's Document Library.

Select the meeting by clicking on its title. You will find a list of folders created automatically. Upload your documents in the folders.

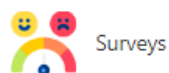
## 5. Surveys

### 5.1 Overview

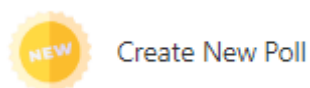
Surveys are available in each working group workspace. You can use the survey feature to create polls within your working group. If you need to create polls in your division website, please contact your division workspace administrator.

### 5.2 How to create a survey in a working group?

1. On the home page of your working group, click Surveys



2. On the Surveys page, click Create New Poll.



3. Fill out the form





Name:

Description:

Show user names in survey results?  
 Yes  No

Allow multiple responses?  
 Yes  No

If you are creating a survey to plan to next meeting, it is better to allow multiple responses so the users can select multiple date

#### 4. Add your questions

### Settings › New Question <sup>Ⓢ</sup> **Question of the Survey**

**Question and Type**  
Type your question and select the type of answer.

Question:

The type of answer to this question is: **Type of answer you are waiting for**

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Rating Scale (a matrix of choices or a Likert scale)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Page Separator (inserts a page break into your survey)
- External Data
- Managed Metadata

**Additional Question Settings**  
Specify detailed options for the type of answer you selected.

Require a response to this question:  
 Yes  No **Yes, to force user to answer**

Enforce unique values:  
 Yes  No **Available answers**

Type each choice on a separate line:

Display choices using:  
 Drop-Down Menu  
 Radio Buttons  
 Checkboxes (allow multiple selections) **To allow multiple answers**

Allow 'Fill-in' choices:  
 Yes  No **No, to avoid new answers**

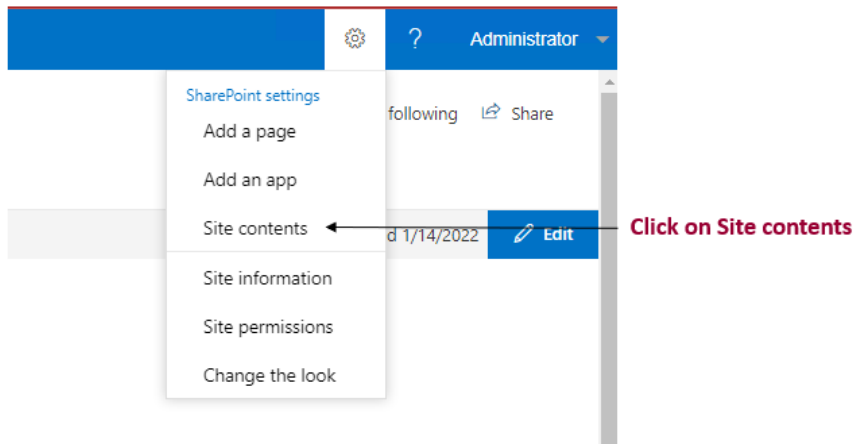
Default value:  
 Choice  Calculated Value

5. Click on *Next Question* if you want to add another question or *Finish* (at the bottom of the page)

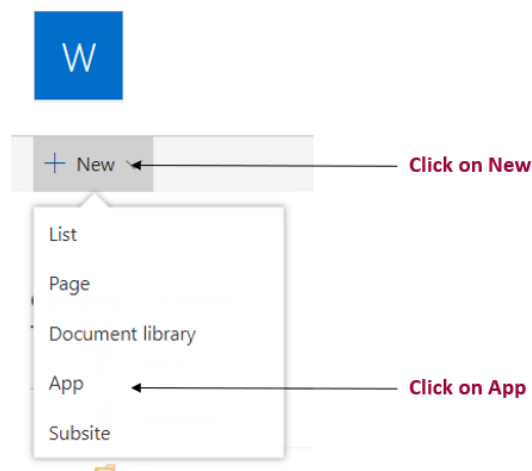
### 5.3 How to create a survey in a division workspace?

If your workspace does not include the survey feature, you can add it by following the steps below.

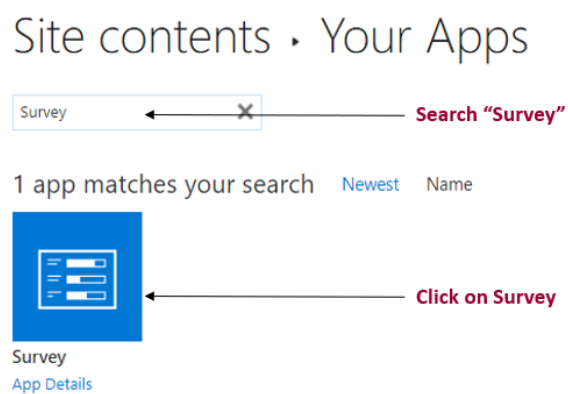
1. Click on the parameters icon on the top left of your screen
2. Click on *Site contents*



3. Click on *New > App*



4. Search “Survey” in the search bar and select it



5. Click on “Advanced Options”



6. Fill up the form and click on Next

If you are creating a survey to plan to next meeting, it is better to allow multiple responses so the users can select multiple date

7. Fill the form to add your question

8. Click on *Next Question* if you want to add another question or *Finish* (at the bottom of the page)



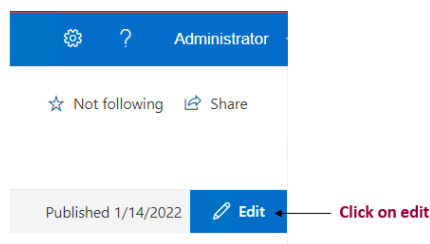
## 5.4 How to get the survey link?

Each survey is a list that can be accessed through a web page. To retrieve the survey link, proceed as follows.

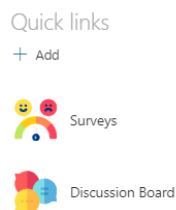
1. Click on the parameters icon on the top left of your screen
2. Click on *Site contents*
3. Click on the Survey
4. Copy the link in the browser (ending with /Lists/{name of the survey}/overview.aspx)

## 5.5 How to add the survey link to the Homepage?

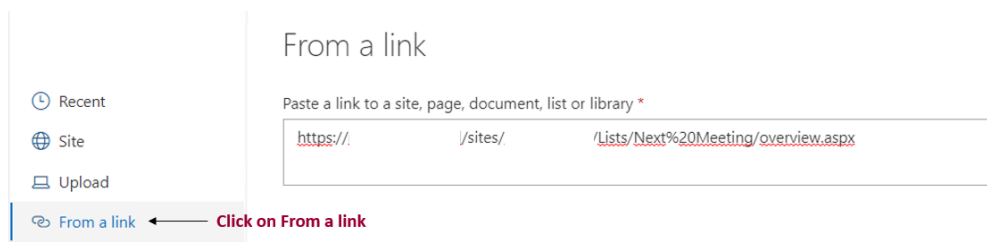
1. Get the link of the survey you want to add on the Homepage
2. On the Homepage, click on *Edit* (right side of the page)



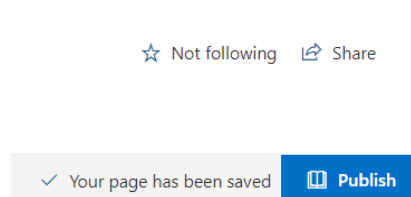
3. In the Quick Links section, click Add



4. Click on *From a link* and paste the link you copied and click on *Open* at the bottom of the panel.



5. You can associate an icon to your link and update the text to display.
6. Click on *Publish* on the top of the page

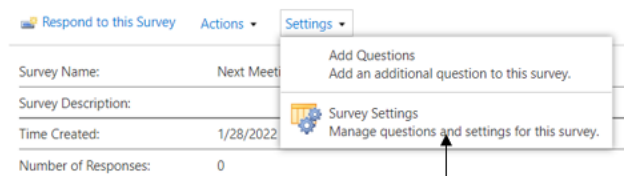




## 5.6 How to edit a survey?

1. Click on the survey link if it is on the homepage. Alternatively, click on the parameters icon on the top left of your screen
2. Click on *Site contents*
3. Click on the Survey
4. Click on *Settings* > *Survey Settings*

### Next Meeting



**Click here**

5. You will then have access to the list of questions in the survey. Click in the question you want to edit.

#### Questions

A question stores information about each item in the survey. The following questions are currently available in this survey:

Question	Type of answer
Select the date and time of the next meeting.	Choice

6. You can now edit the question and Save (bottom of the page)

#### Question and Type

Type your question and select the type of answer.

#### Question:

Please, select the date and time of the next meeting.

The type of answer to this question is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)

You can also edit the available choices for the question.

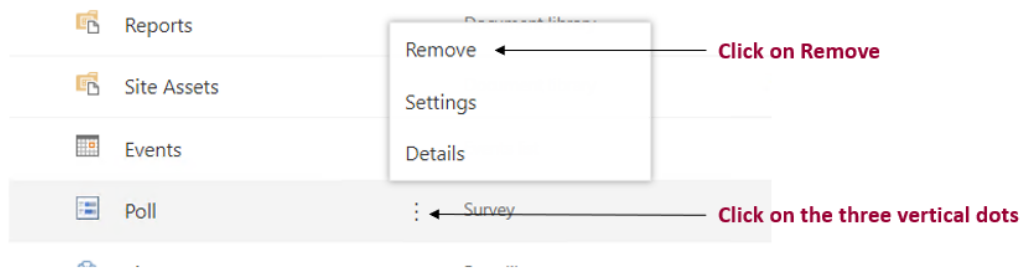
You can also delete the question (button at the bottom of the page)



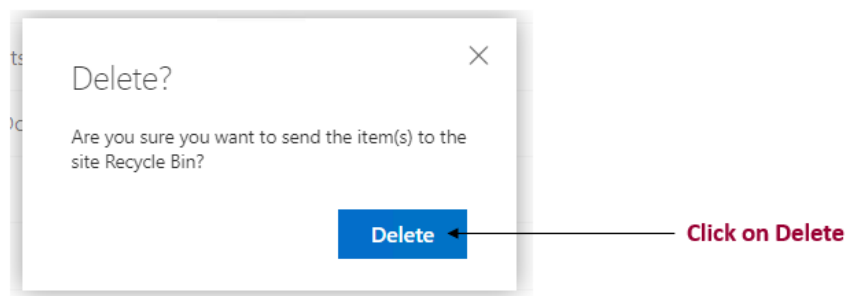
## 5.7 How to delete a survey?

After you delete a survey don't forget to remove its link from the homepage

1. Click on the parameters icon on the top left of your screen
2. Click on *Site contents*
3. Hover the survey you want to delete and click on the three vertical dots as shown below then *Remove*



4. Click on Delete in the displayed alert






## 5.8 How to answer survey questions?

1. Click on the survey link if it is on the homepage. Alternatively, click on the parameters icon on the top left of your screen
2. Click on *Site contents*
3. Click on the Survey link
4. Click on *Respond to this Survey*

### Next Meeting

 [Respond to this Survey](#) ← [Actions](#) → [Settings](#) → **Click on Respond to this Survey**

---


Survey Name:	Next Meeting
Survey Description:	
Time Created:	1/28/2022 12:18 PM
Number of Responses:	0

5. Click on *Finish* when you have finished

## 5.9 How can I see all the responses?

1. Click on the survey link if it is on the homepage. Alternatively, click on the parameters icon on the top left of your screen
2. Click on *Site contents*
3. Click on the Survey link
4. Click on *Show all responses*

### Next Meeting

 [Respond to this Survey](#) [Actions](#) ▾ [Settings](#) ▾

---

Survey Name:	Next Meeting
Survey Description:	
Time Created:	1/28/2022 12:18 PM
Number of Responses:	1

Show a graphical summary of responses  
 Show all responses ← **Click on Show all responses**

## 5.10 How to get a summary of responses?

1. Click on the survey link if it is on the homepage. Alternatively, click on the parameters icon on the top left of your screen
2. Click on *Site contents*
3. Click on the *Survey* link
4. Click on *Show a graphical summary of responses*



# Next Meeting

 [Respond to this Survey](#)   [Actions](#) ▾   [Settings](#) ▾

Survey Name:	Next Meeting
Survey Description:	
Time Created:	1/28/2022 12:18 PM
Number of Responses:	1

- Show a graphical summary of responses ← [Click here](#)
- Show all responses

## 6. Discussions

### 6.1 How to create a new discussion?

5. Click on the Discussion Board link on the homepage
6. Click on *new discussion*
7. Fill up the form with the following information:
  - a. Subject
  - b. Body
  - c. Question: check the checkbox if you are waiting for answers

Subject \*

Body

Question

I am asking a question and want to get answers from other members.

8. Click on save
9. The discussion has been created immediately

[+ new discussion](#)

[Recent](#)   [My discussions](#)   [Unanswered questions](#)   ...

[This is the subject of the discussion](#)  
This is the body of the discussion  
By Administrator | A few seconds ago






## 6.2 How to take part in a discussion?

1. Click on the Discussion Board link on the homepage
2. Click on the discussion you want to take part in
3. Click on *Reply* or reply in the available textbox

This is the subject of the discussion ^

0 replies

 Admini: **Administrator**  
This is the body of the discussion  
3 minutes ago   Reply ← Edit — \*\*\*   **Reply by clicking here**

**OR**

I took part in the discussion   ← **Reply by answering here**

**Save** → Reply

4. Save by clicking on the button *Reply*



### 6.3 How to edit a discussion?

Administrators and creator of the discussion can edit it.

1. Click on the Discussion Board link on the homepage
2. Click on the discussion you want to edit
3. Click on the edit link

This is the subject of the discussion

1 reply


The screenshot shows a discussion post by a user named 'Administrator'. The post content is 'This is the body of the discussion'. Below the text, there are options for '29 minutes ago', 'Reply', and 'Edit'. An arrow points from the 'Edit' link to the text 'Edit by clicking here'.

#### 4. Edit the fields

Subject \*

Body

Question   
I am asking a question and want to get answers from other members.

Created at 1/27/2022 3:42 PM by  Administrator

Last modified at 1/27/2022 3:42 PM by  Administrator

#### 5. Save



## 6.4 How to edit a reply in a discussion?

Owner of the reply can edit it.

1. Click on the Discussion Board link on the homepage
2. Click on the discussion where the reply you want to edit is
3. Click on the edit link on the reply

This is the edited subject of the discussion

1 reply

Administrators profile picture and name: Admini: Administrator  
Text: This is the edited body of the discussion  
Metadata: 37 minutes ago Reply Edit ...

All replies

Oldest Newest

Administrators profile picture and name: Admini Administrator  
Text: I took part in the discussion  
Metadata: 31 minutes ago Reply Edit ...  
Annotation: An arrow points from the text "Edit by clicking here" to the "Edit" link.

4. Make the appropriate changes

All replies

Oldest Newest

Administrators profile picture and name: Admini Administrator  
Text input field: I took part in the discussion. I edited my reply  
Buttons: Cancel Save  
Metadata: 31 minutes ago Reply Edit ...  
Annotation: An arrow points from the text "Save" below to the "Save" button.

5. Save



## 6.5 How to delete a reply?

Owner of the reply can delete it.

1. Click on the Discussion Board link on the homepage
2. Click on the discussion where the reply you want to delete is
3. Click on the three dots (...) just under the reply

All replies

**Oldest** Newest

The screenshot shows a forum post by 'Administrator Admini' with the text 'I took part in the discussion. I edited my reply'. Below the text are the options '38 minutes ago', 'Reply', 'Edit', and a three-dot menu icon. A dropdown menu is open from the three-dot icon, showing 'Best reply' and 'Delete'. Red arrows point from text labels to the three-dot icon and the 'Delete' option. Below the post is a text input field labeled 'Add a reply' and a 'Reply' button.

38 minutes ago Reply Edit ... **Display the delete button by clicking here**

Best reply

Delete **Delete by clicking here**

Add a reply

Reply

4. Click on delete



## 6.6 How to delete a discussion?

Administrators and creator of the discussion can delete it.

1. Click on the Discussion Board link on the homepage
2. Click on the discussion you want to delete
3. Click on the three dots (...) under the **body** of the discussion you want to delete

This is the edited subject of the discussion

1 reply

The screenshot shows a discussion post by an administrator. The post content is "This is the edited body of the discussion". Below the post, there are options for "44 minutes ago", "Reply", "Edit", and a three-dot menu. A context menu is open over the three-dot menu, showing options: "Alert me", "Mark as featured", and "Delete". Red arrows point from text labels to the three-dot menu and the "Delete" option in the context menu.

Administrators and creator of the discussion can delete it.

44 minutes ago Reply Edit ...

Alert me

Mark as featured

Delete

Display the delete button by clicking here

Delete by clicking here

All replies

Oldest Newest

4. Click on delete
5. An alert asking you "Are you sure you want to delete this post?" will appear. Click on OK



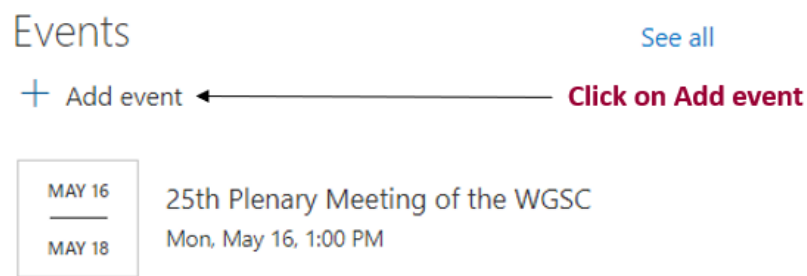
# 7. Events

## 7.1 Overview

Events can be added to the shared calendar of a workspace. After you create an event, you can add it to your calendar. You can also synchronize your workspace calendar with Outlook. It will appear as a new calendar in Outlook.

## 7.2 How to add a new event?

1. On the homepage, click on *Add event* link under Calendar



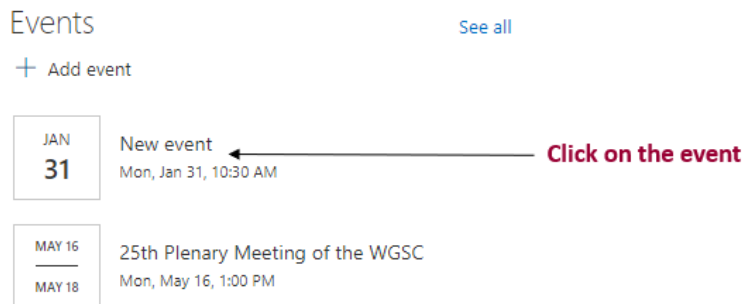
2. Fill up the form

3. Click on the Save button on the top right of the form when finished

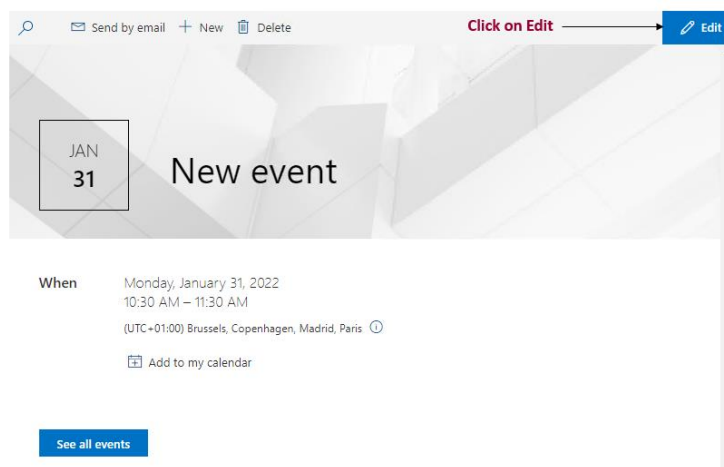


### 7.3 How to edit an event?

1. On the homepage, click on the event you want to edit or click *See all* then select the event you would like to edit



2. Click on the *Edit* button on the top right of the page

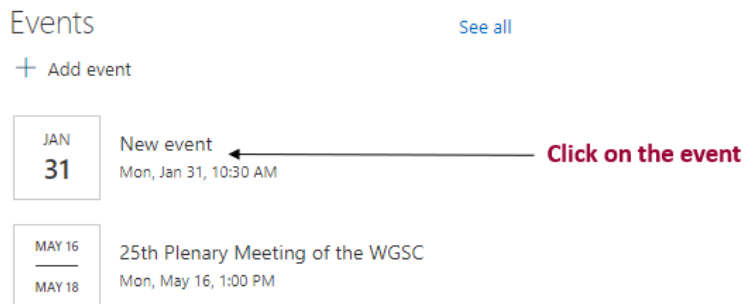


3. Change then click on the save button on the top right of the form when finished

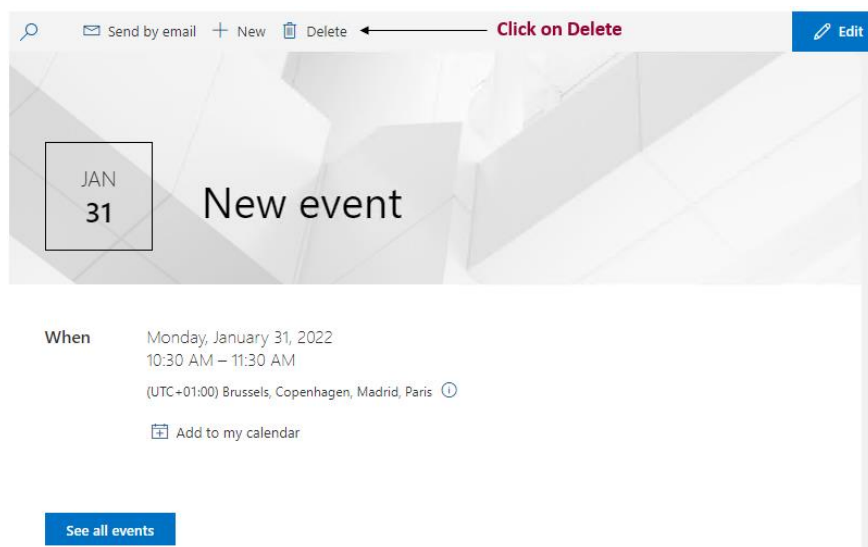


## 7.4 How to delete an event?

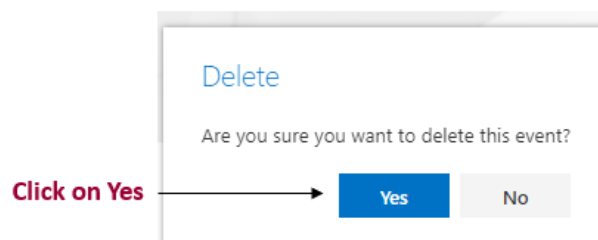
1. On the homepage, click on the event you want to delete or click *See all* then select the event you would like to delete



2. Click on the *Delete* button on the top left of the page



3. Click on the Yes on the displayed alert



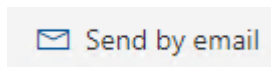




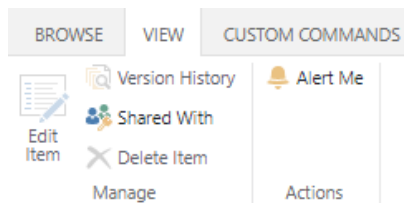
## 7.5 How to share an event?

After you create an event, you can share the link with other participants

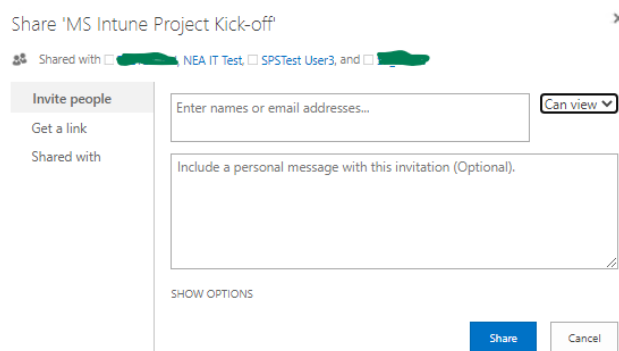
4. Click Send by email in the event page. This will open your email software.



5. Share the event from myNEA.
  - a. Click on the parameters icon on the top left of your screen
  - b. Click on *Site contents* then on *Events*
  - c. Select the event you would like to share and click *Shared With*.



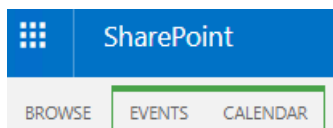
- d. Click Invite People



- e. Enter the user names and click *Share*. A notification will be sent to the newly invited users, and the workspace owner. Please note that the event will not be automatically sent if you are a Site visitor. Instead, a request will be sent to the workspace owner who will either approve or decline.

## 7.6 How to synchronize your calendar with Outlook?

1. Click on the parameters icon on the top left of your screen
2. Click on *Site contents* then on *Events*



3. Select the *Calendar tab*



4. Click on *Connect to Outlook*



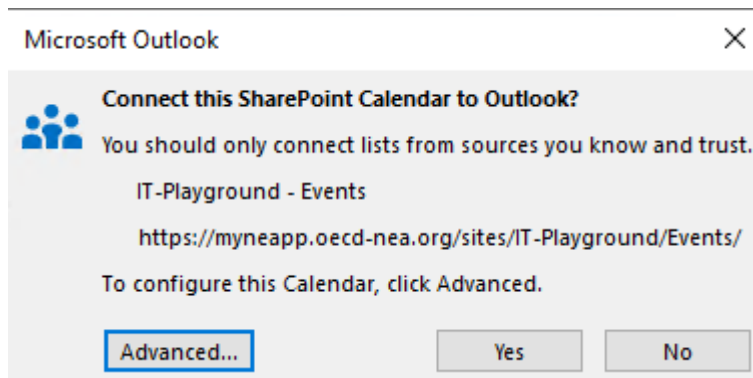
**This site is trying to open Outlook 2016.**

https://myneapp.oecd-nea.org wants to open this application.

Always allow myneapp.oecd-nea.org to open links of this type in the associated app



5. Click Open when prompted



6. Click Yes to connect the calendar to Outlook. If you wish to update the calendar name, click Advanced.

The calendar should appear in Outlook after the synchronization is complete.