### **Smartsheet Email Invitation**

If you've been shared to a sheet, you will receive an email invitation. Click the link to go to the sheet shared with you:

GSI/GSR Hiring DINDOX X		ē	2
■ Nili Ovaici via Smartsheet <user@smartsheet.com> to me 🗨</user@smartsheet.com>	4:07 PM (2 minutes ago) 📩	+	•
<b>smart</b> sheet			
Click to open the sheet I've shared with you: GSI/GSR Hiring			
Sent using <u>Smartsheet</u> , the online tool that helps Sent by novaici@berkele © 2014 Smartsheet.com, Inc.   <u>Conta</u>	coordinate anything with anyone. y.edu act   Privacy Policy		



# How to Log into Smartsheet (1/3)

Step 1

To log into the Smartsheet at any time, go to **smartsheet.com** and click **Login.** 





## How to Log into Smartsheet (2/3)

#### Step 2

At the login page, enter in your email and click **Continue**.





## How to Log into Smartsheet (3/3)

#### Step 3

It will load another login screen. Click the **Company Login** button. It will then allow you to log in using your CalNet ID and passphrase.

Welcome back. Log in here.	
novaici@berkeley.edu	
Password	
Forgot password?	
Log In	
Keep me logged in	
Company Login	
Don't have a login? Sign up	





If you have any questions or do not have access to your department's ASE/GSR Hiring Smartsheet, please contact your HR/APS Contact.

