Accessing SmartSheet

1. Click the link for the desired resource, or go to Smartsheet.com and select "Log In".
2. Select "Sign in with Microsoft".
3. If prompted, enter your "@northwestern.edu" e-mail address, and click "sign in". Then sign in using your usual Northwestern login credentials. (This step may be skipped if you are already logged into Microsoft on your browser.)

You will complete the following additional steps if this is your first time accessing Smartsheet:

4. Smartsheet will send an e-mail to your "@northwestern.edu" e-mail address asking to "**Confirm your email address to start using Azure AD / Office 365 authentication**". Click the link for "Link My Account" found in this e-mail.
5. Click through the additional data waiver/password advice screen, the CAPTCHA, and the notification that you've been added to the NU Smartsheet account as a non-licensed user.

Note: After your initial time accessing SmartSheet, you can log in using either the "Sign in with Microsoft" workflow or the "Sign in with your company account" workflow.