What is Smartsheet?

Smartsheet is an online excel-based work collaboration tool:
• Similar to Google Docs
• Built-in notification system
• Multiple users can be in the sheet at once
• Sign in with CalNet ID and Passphrase

URL: Smartsheet.com

**Important Note:** Do not attempt to log into the Smartsheet system until you’re notified that your access has been set up.
How to Log into Smartsheet
Scenario 1: New User

**Step 1:** If it’s your first time logging in, you will receive an email invitation. Click the link to the sheet shared with you:
How to Log into Smartsheet

Scenario 1: New User

Step 2: You will be asked to create a password. This password is a placeholder until you can sign in using your CalNet ID and passphrase:
How to Log into Smartsheet
Scenario 2: Returning User

Step 1: If you have logged into Smartsheet previously, go to smartsheet.com and click login:
How to Log into Smartsheet

Scenario 2: Returning User

Step 2: At the login page, enter in your email and click Continue.

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.