HBA Sharepoints

The HBA is happy to provide Regional SharePoint for our member leaders to provide a collaborative working space across the organization. When approved for your role, you receive an automated notification of access, or you can access your region's SharePoint via the appropriate link below. The HBA highly recommends bookmarking your SharePoint URL on your preferred browser. If you do not see one for your region, please contact volunteer@hbanet.org to request one.

Please see below the access URLs for troubleshooting tips

Please note: These SharePoint sites are locked down by permissions granted only to volunteers in the HBA's database. If you are unable to access your SharePoint, it may be because there was an error with your permissions, your term has ended, or we do not have record of your volunteer service. Please try the troubleshooting tips below. If these still do not work, email volunteer@hbanet.org with your current role and preferred email so our team can look into the issue for you.

HBA Americas Sharepoints:

Canada Region - https://hbanet2.sharepoint.com/sites/HBACanadaRegion/Shared%20Documents/Forms/AllItems.aspx

Latin America - https://hbanet2.sharepoint.com/sites/HBALatinAmerica/Shared%20Documents/Forms/AllItems.aspx

Midwest Region - https://hbanet2.sharepoint.com/sites/HBAMidwestRegion/Shared%20Documents/Forms/AllItems.aspx

Mid-Atlantic Region - https://hbanet2.sharepoint.com/sites/HBAMid-Atlantic/Shared%20Documents/Forms/AllItems.aspx

New England Region - https://hbanet2.sharepoint.com/sites/HBANewEngland/Shared%20Documents/Forms/AllItems.aspx

NY Tristate Region - https://hbanet2.sharepoint.com/sites/HBANYTri-StateRegion/Shared%20Documents/Forms/AllItems.aspx

Pacific Region - https://hbanet2.sharepoint.com/sites/HBAPacificRegionUS/Shared%20Documents/Forms/AllItems.aspx

HBA EMEA Sharepoint:
https://hbanet2.sharepoint.com/sites/HBAEurope/Shared%20Documents/Forms/AllItems.aspx

HBA SharePoint - Access Troubleshooting

If you are unable to access an HBA SharePoint site, most issues can be resolved with a few quick checks. While SharePoint links are publicly available, access is permission-based and tied to your volunteer status and email.

Use the guidance below to identify and resolve the most common issues.

Before you begin

Make sure you are logged into Microsoft (Office 365) and using a web browser such as Chrome or Edge. If you do not have a Microsoft account, you can set one up for free here.

Common issues and how to troubleshoot

1. You are using the wrong email address

Access to SharePoint is granted only to the email address associated with your HBA profile. If you are logged in with a different email, you will not be able to access the site.

To resolve this:

- Log out of all Microsoft accounts
- Open the SharePoint linkn again (you may want to try opening in a private/incognito browser window if you're experiencing issues)
- Log in using the email address tied to your HBA membership or volunteer profile. Don't have a Microsoft account associated with that email? You can set one up for free here.

2. Your volunteer role is not currently active

Permissions are based on active volunteer roles. If your term has ended or your new role has not yet started, your access may be removed or not yet enabled.

To resolve this:

- Confirm that your volunteer term is active (visit your HBA Profile and select My Volunteer Roles)
- Check to ensure you received a confirmation email of your role acceptance
- If unsure, connect with your volunteer team lead to confirm your status. If your term needs to be extended, they can do so by following these instructions. If your term has not yet started, you will receive access once it does.

3. You are not yet recorded as a volunteer in the system

Access is only granted to individuals who are formally approved and recorded in HBA's system. If your role has not been officially processed, you will not have access.

To resolve this:

- Ensure you have completed any required application steps
- Confirm that you have been formally approved or assigned to the role
- If needed, follow up with your volunteer team lead to ensure your application has been approved

4. System synchronization issue (in rare cases)

Occasionally, there may be a delay or issue between HBA's technology systems that affects access.

To resolve this:

- Log out and log back in
- Wait a few hours and try again
- Contact HBA staff to look into the issue (see below)

When to contact HBA staff

If you have completed the steps above and still cannot access SharePoint, please contact the HBA staff team for support: volunteer@hbanet.org

Include the following information:

- Your current volunteer role
- Your preferred email address (the one that should have access)
- A brief description of the issue, ideally with a screenshot if you're actually encountering an error message

This will help the team review and resolve your access as efficiently as possible.

Quick reminders
- Always use the email associated with your HBA profile to access SharePoint
- Access is based on your role status, not the link itself
- Permissions update automatically based on your volunteer role