

# System Access & Tutorials

This book provides step-by-step instructions for accessing and using the Sanroma family digital systems. It includes guides for logging in, checking system status, accessing email, viewing archives, and managing documents.

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# Sanroma Systems Overview

The Sanroma digital systems provide a central place to securely manage family records, communications, and online services.

All systems are connected through a single login, which allows authorized users to access multiple platforms using one account.

The main systems include authentication, status monitoring, family email, digital archives, and document storage.

To begin using any system, the first step is always to log into the authentication portal.

# How to Log Into Family Systems

To access family systems, you must first sign into the authentication portal.

## Step 1

Open a web browser and go to the authentication website.

## Step 2

You will see a login page with two boxes.

Enter your email address in the username field.

Enter your password in the password field.

## Step 3

Click the button labeled "Sign In".

## Step 4

After logging in, you will be taken to a dashboard where you can choose which system to open.

Examples of options you may see include documents, archive, or status monitoring.

If you forget your password, contact the system administrator for assistance.

# How to Check System Status

The system status page shows whether family services are operating normally.

## Step 1

Open a browser and go to the status dashboard.

## Step 2

You will see a list of systems with colored indicators.

Green means the system is running normally.

Yellow means there may be a warning.

Red means the system is currently unavailable.

## Step 3

You can click on a system name to view more details.

This page is mainly used when a service cannot be accessed or appears to be offline.

# How to Access Family Email

Family email accounts are managed through Google Workspace.

## Step 1

Open a browser and go to the Google login page.

## Step 2

Enter your family email address.

## Step 3

Enter your password and click Next.

## Step 4

After signing in, you can open Gmail to read messages or Google Drive to access shared files.

If you need a new email account, contact the system administrator.

# Accessing Family Archive

The family archive stores long-term records such as property documents, historical materials, and official records.

## Step 1

Log into the authentication system.

## Step 2

From the dashboard, click the Archive option.

## Step 3

Collections will be displayed by category.

Examples include properties, family history, legal documents, and photographs.

## Step 4

Click a collection to open it.

Click an item to view the document.

# Accessing documents

The document system is used to store and manage important records such as insurance, vehicle files, and property documents.

## Step 1

Log into the authentication system.

## Step 2

Click the Documents option.

## Step 3

Use the search bar at the top to find a document.

## Step 4

To upload a document:

Click the Upload button.

Select a file from your computer.

Choose the appropriate category.

Click Save.

The document will then be stored securely in the system.

# Getting Help

If you cannot access a system, first check the system status page to ensure the service is running.

If the system is online but you still cannot log in, contact the administrator for assistance.

Never share your password with anyone.

# Sanroma Systems Quick Links

## Main Access Portal

Authentication Login - Use this to sign into all family systems.

Link: <https://auth.mysanroma.com>

System Status Dashboard - Check if family systems are online or experiencing issues.

Link: <https://status.mysanroma.com>

Document Management System - Access family records, upload documents, and search stored files.

Link: <https://docs.mysanroma.com>

Digital Archive - View historical records, property documents, and archived materials.

Link: <https://archive.mysanroma.com>

Family Email (Google Workspace) - Access family email accounts and shared cloud storage.

Link: <https://mail.google.com>

Media Storage System - Access family photo and media storage services.

Link: <https://photos.mysanroma.com>

Infrastructure Monitoring - View technical system monitoring and uptime information.

Link: <https://status.mysanroma.com>

## Support Contact

For help accessing systems or resetting passwords, contact the system administrator.

Administrator: Jason Sanroma or by emailing [helpdesk@sanromamail.com](mailto:helpdesk@sanromamail.com)

# Sanroma Alert System

To subscribe to The Sanroma Alert System you may do one of the following:

Text: (978) 608-81111 'START'

Email: alerts+subscribe@sanroma.us

Online via website: <https://alerts.mysanroma.com/subscribe>

You may opt out at any time by doing one of the following:

Text: (978) 608-81111 'STOP'

Email: alerts+unsubscribe@sanroma.us