Instructions for Uploading a document into SharePoint:

1. **You can reach the SharePoint system from the MDE website. Select Districts tab, then SharePoint (District Access)**

2. **Sign in with the credentials provided from MDE Office of Technical and Strategic Services (OTSS):**

3. Select the School Financial Services tab:

4. Select Districts:

5. **Select your district name and number:**

6. Select the folder where you will upload the documents:

7. For FY16 documents, click FY16, then select Annual Forms:
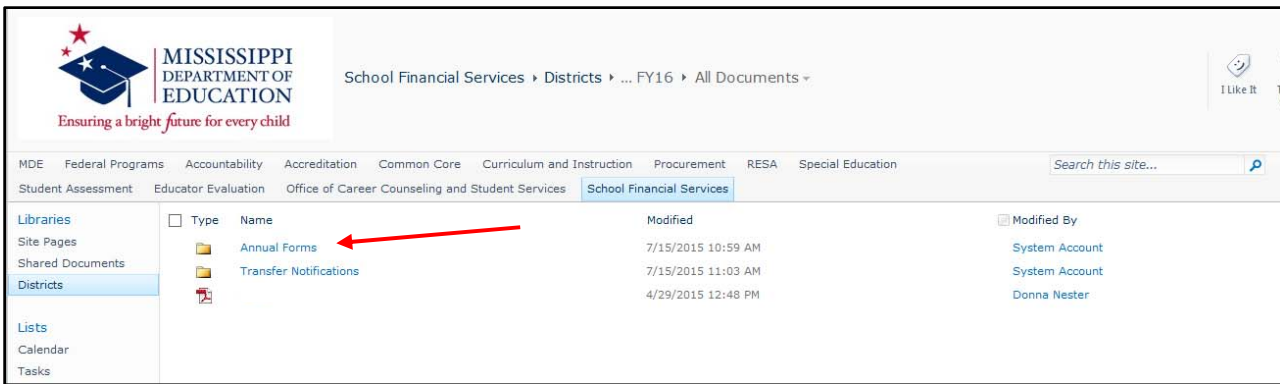
8. Once inside the folder, select "Documents" and "Upload Document":
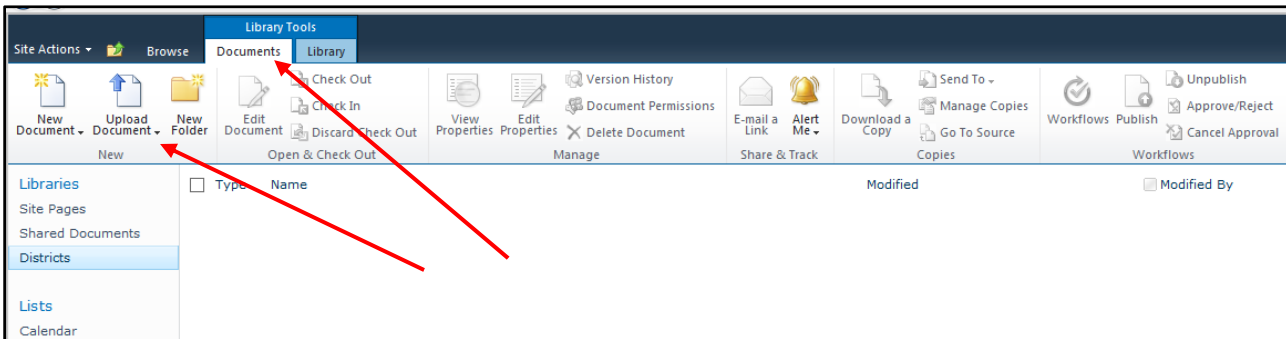
9. The Upload Document dialogue box will open. Browse for your file, then click ok to continue.

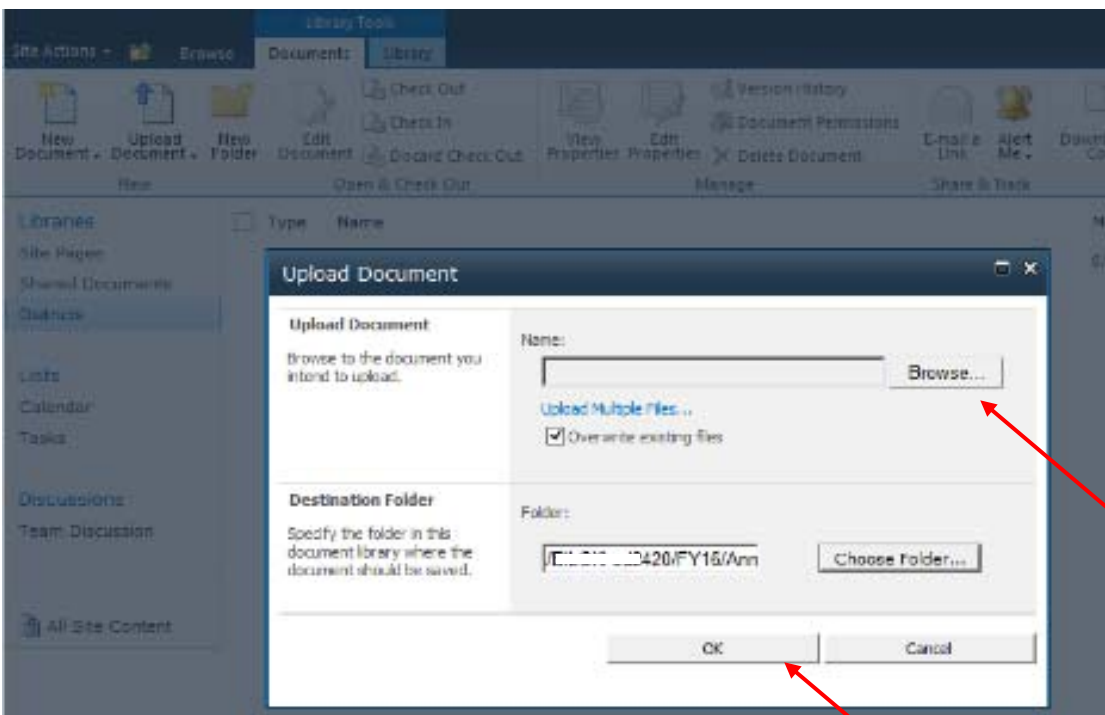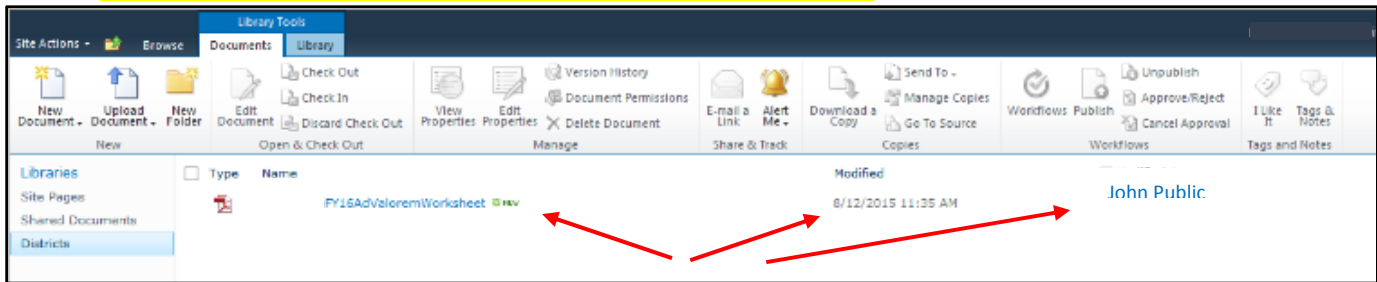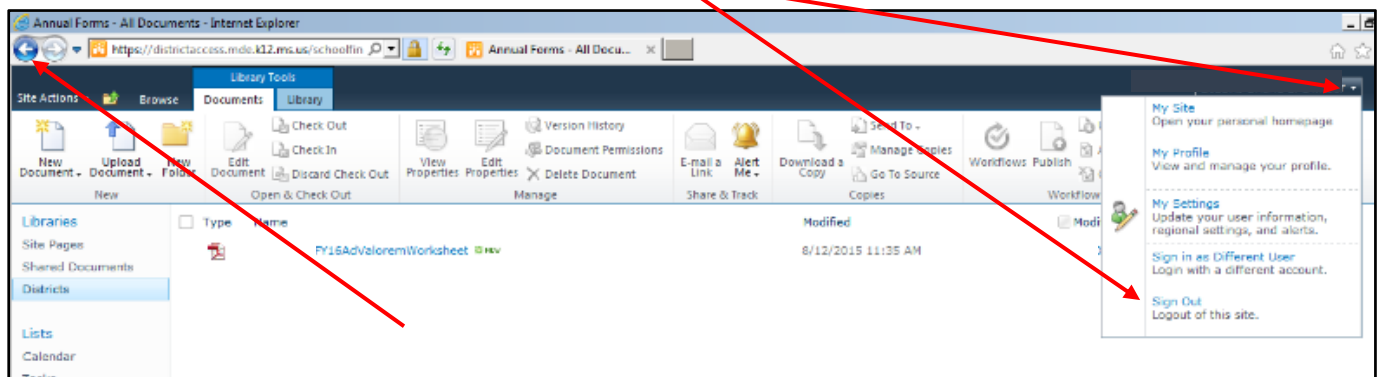10. **After the file is uploaded, it will appear in the folder with a date/time marker and your name. Be sure you have properly named the file before uploading it to SharePoint.**

11. **At anytime, you can navigate back to a previous screen by selecting the back arrow. Once you have completed the upload, sign out of SharePoint.**

12. **If you experience problems within SharePoint, you can call us or you can email mdenet@mde.k12.ms.us for assistance.**