Guide to request access to Accreditation Document library on new SharePoint Online:

Please follow this guidebook step by step.

Please go to your browser and navigate to link

https://myaccess.microsoft.com/@mdek12.org#/access-packages/8d630bfaca34-4ecc-830c-52c8a43f0a0d



Now, sign-in with your work email and password







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The request is now submitted and when approved by the Microsoft 365 admin, you will receive and email that looks like the below screenshot.

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Now go to the browser and navigate to the site https://mdek12.sharepoint.com/sites/GuestUserPortal

Please sign in using work email and password, and accept the terms and conditions



In the middle section of the page, please click "click here" in Request Access palette



Now, please fill in the form and please make sure that you fill this information correctly, based on the information provided it will automatically route for approval. **In the below example, we are selecting "BogueChittoElementarySchool5007-004" as the entity. Please select your applicable entity/school district for your access purposes.**

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Please provide justification for why access is needed and click "Save"

You access request is now submitted and is in queue with the MDE Accreditation office, they will review and approve this. Once approved, you will receive an email as follows:



Now to avoid any cache issues related to access token, please clear browser cache and cookies and then access the URL. Please follow the below steps, based on what browser you use, these steps might see minor differences.



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