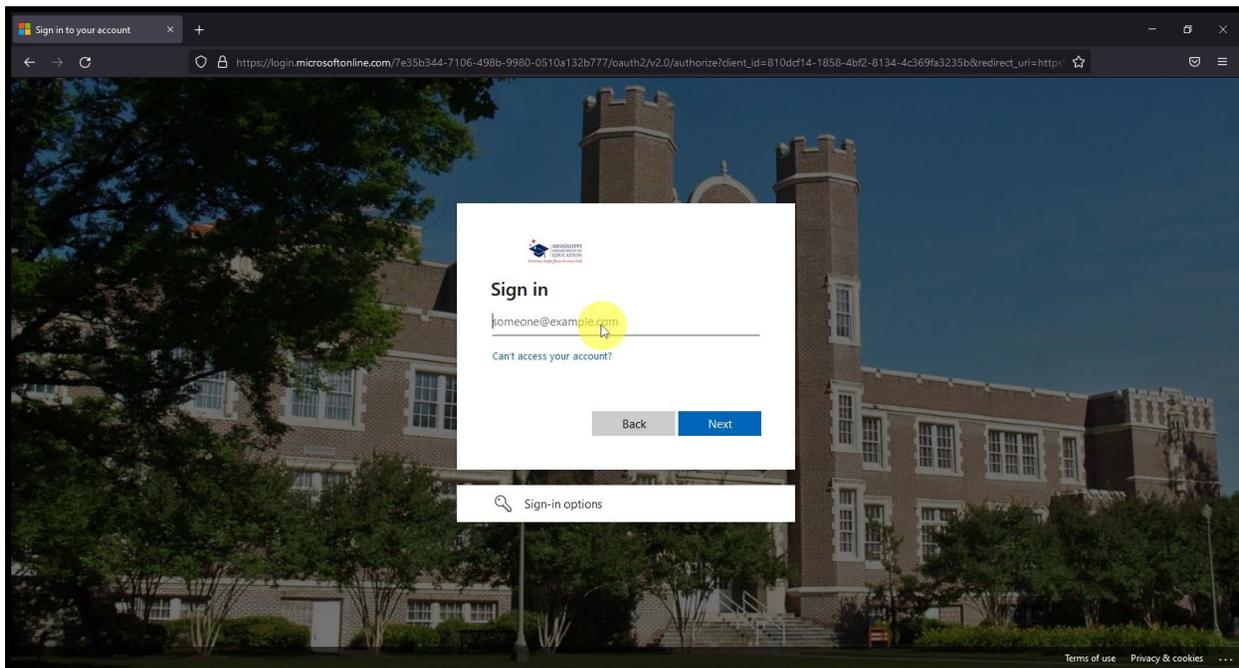


Guide to request access to Accreditation Document library on new SharePoint Online:

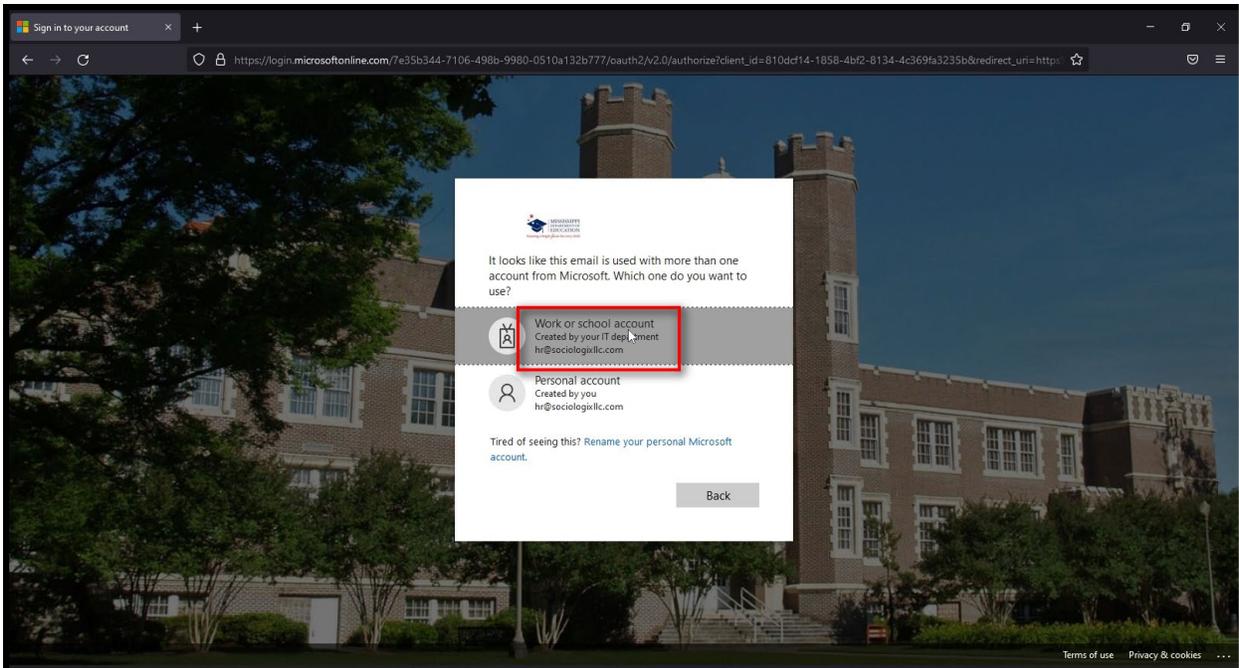
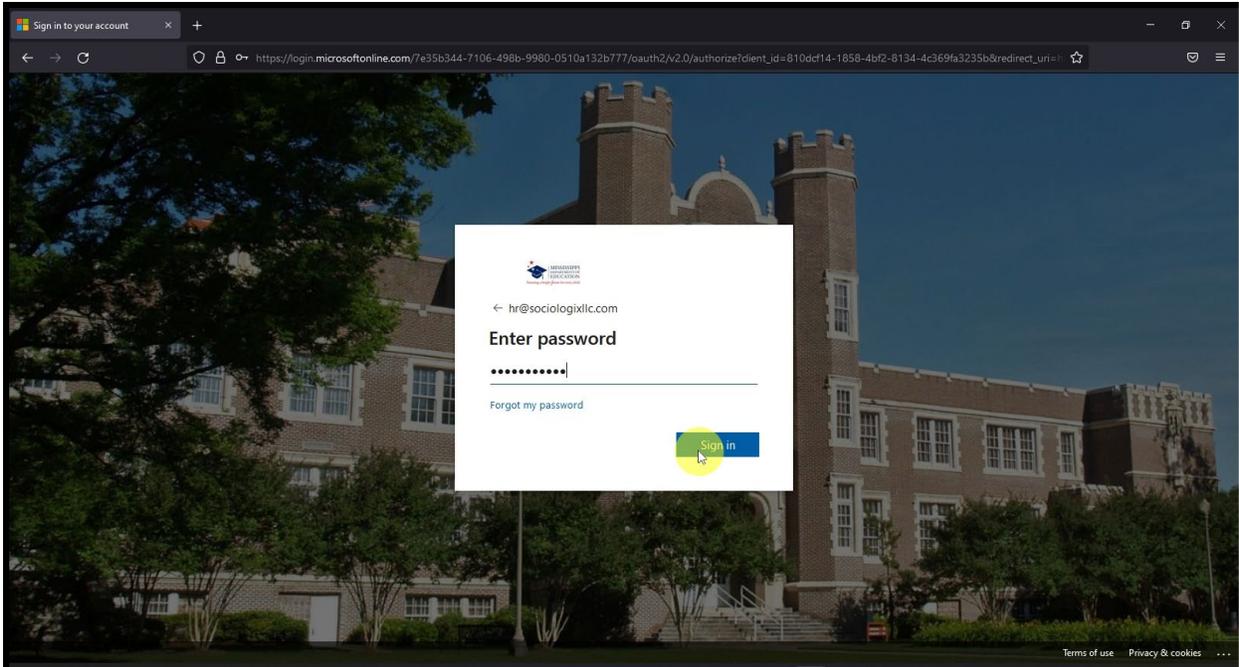
Please follow this guidebook step by step.

Please go to your browser and navigate to link

<https://myaccess.microsoft.com/@mdek12.org#/access-packages/8d630bfa-ca34-4ecc-830c-52c8a43f0a0d>



Now, sign-in with your work email and password



Sign in to your account

https://login.microsoftonline.com/common/SSPR/End


hr@sociologixllc.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No **Yes**

Terms of use Privacy & cookies

My Access

https://myaccess.microsoft.com/@mdek12.org/#/access-packages/Bd630bfa-ca34-4ecc-830c-52c8a43f0a0d

My Access

Search packages

- Access packages
- Request history
- Approvals
- Access reviews

← Available

Access packages

Name ↑	Description
GuestUserPortal	This package enrolls you as a guest user on MDE Microsoft tenant and gives you access to the Guest User Portal. This portal can be used to request help and request access. It has other valuable features.

Request access

GuestUserPortal

Business justification *

Required

Request for specific period?

No

By requesting access, you are sharing your name, email address, and organization name with Mississippi Department of Education. If your request is approved, you'll be invited to participate in Mississippi Department of Education and your information will be managed in accordance with Mississippi Department of Education's privacy policies.

Submit Cancel

My Access

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Request access

GuestUserPortal

Business justification *

I need access to Accreditation Document library

Request for specific period?

No

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GuestUserPortal

Business justification *

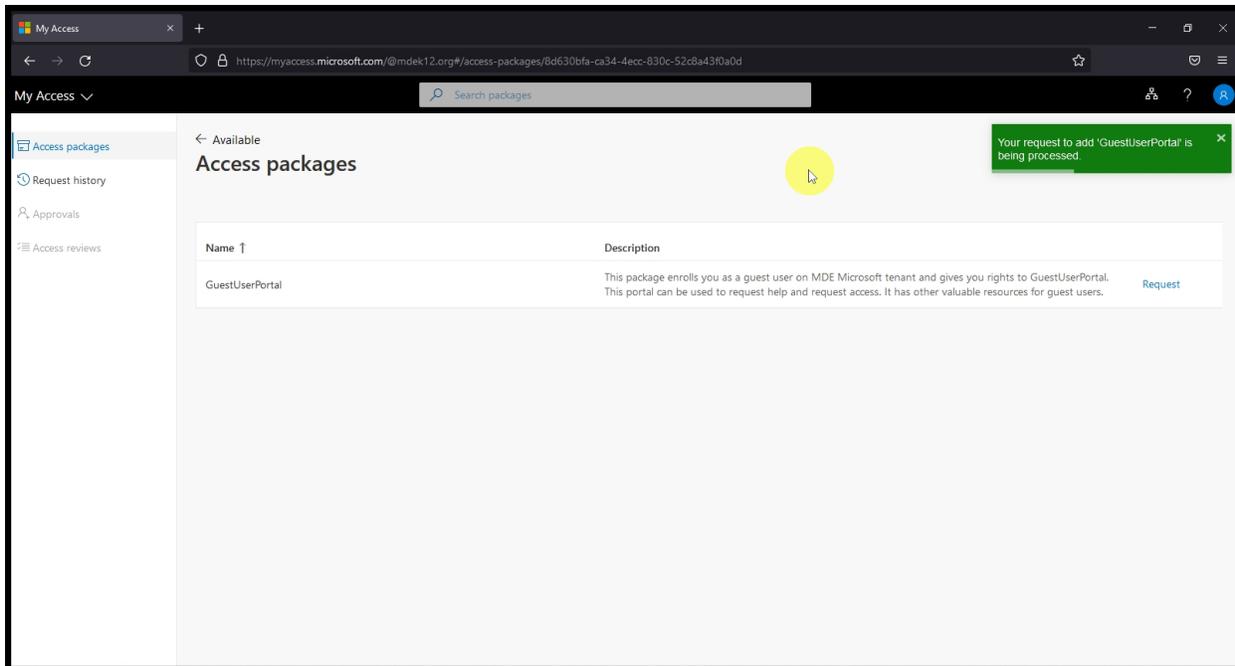
I need access to Accreditation Document library

Request for specific period?

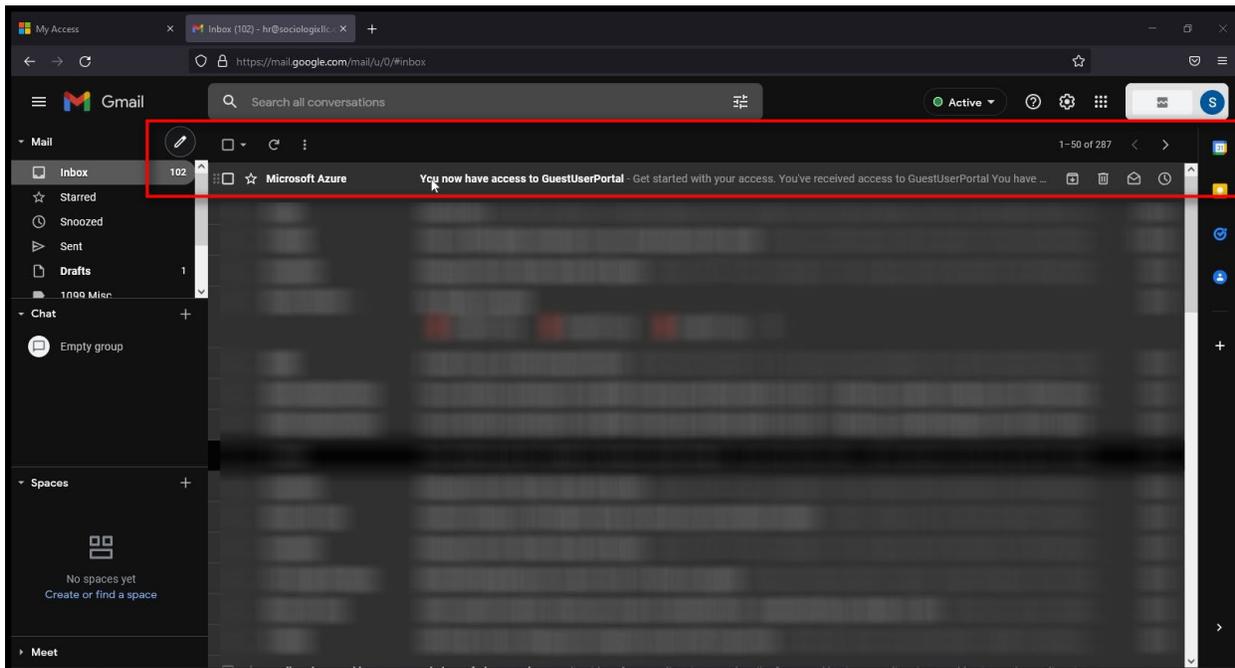
No

By requesting access, you are sharing your name, email address, and organization name with Mississippi Department of Education. If your request is approved, you'll be invited to participate in Mississippi Department of Education and your information will be managed in accordance with Mississippi Department of Education's privacy policies.

Submit Cancel

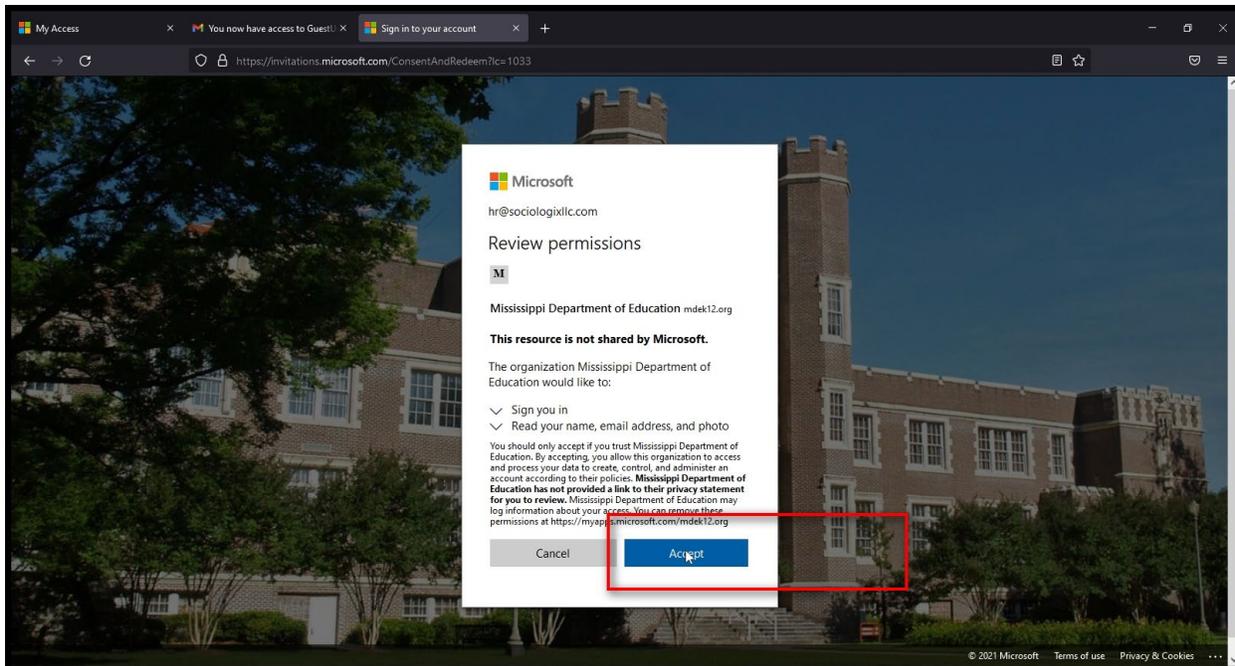


The request is now submitted and when approved by the Microsoft 365 admin, you will receive an email that looks like the below screenshot.

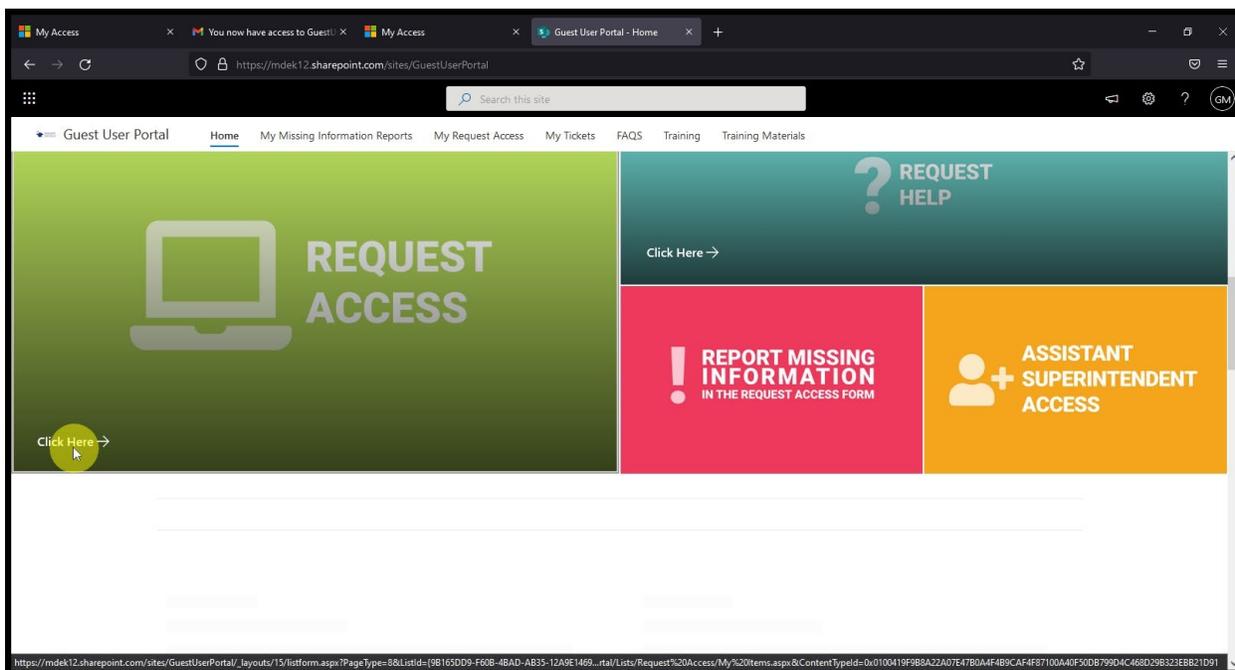


Now go to the browser and navigate to the site <https://mdek12.sharepoint.com/sites/GuestUserPortal>

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.**

My Access You now have access to Guest! My Access New Item

https://mdek12.sharepoint.com/sites/GuestUserPortal/Lists/Request Access/NewForm.aspx?Source=https%3A%2F%2Fmdek12.sharepoint.com%2Fsites%2FGuestUserPortal%2F...

Save Cancel

New item

First Name
Gaurav

Last Name
Enter value here

Business Email Address
Enter value here
Please enter valid email address with no spaces, gmail.com, hotmail.com, outlook.com, yahoo.com, and facebook.com email address are prohibited!

Entity Name
—
Please pick the correct entity name from the list

Program Office
—

Why do you need access?
Enter value here
Please also mention your role and designation at the entity.

Attachments

My Access x You now have access to Guest! x My Access x New Item x +

https://mdek12.sharepoint.com/sites/GuestUserPortal/Lists/Request Access/NewForm.aspx?Source=https%3A%2F%2Fmdek12.sharepoint.com%2FSites%2FGuestUserPortal%2F...

Save Cancel

New item

First Name
Gaurav

Last Name
Masram

Business Email Address
Enter value here

Please enter valid email address with no spaces, gmail.com, hotmail.com, outlook.com, yahoo.com, and facebook.com email address are prohibited!

Entity Name
—

Please pick the correct entity name from the list

Program Office
—

Why do you need access?
Enter value here

Please also mention your role and designation at the entity.

Attachments

My Access x You now have access to Guest! x My Access x New Item x +

https://mdek12.sharepoint.com/sites/GuestUserPortal/Lists/Request Access/NewForm.aspx?Source=https%3A%2F%2Fmdek12.sharepoint.com%2FSites%2FGuestUserPortal%2F...

Save Cancel

New item

First Name
Gaurav

Last Name
Masram

Business Email Address
hr@sociologixilc.com

Please enter valid email address with no spaces, gmail.com, hotmail.com, outlook.com, yahoo.com, and facebook.com email address are prohibited!

Entity Name
—

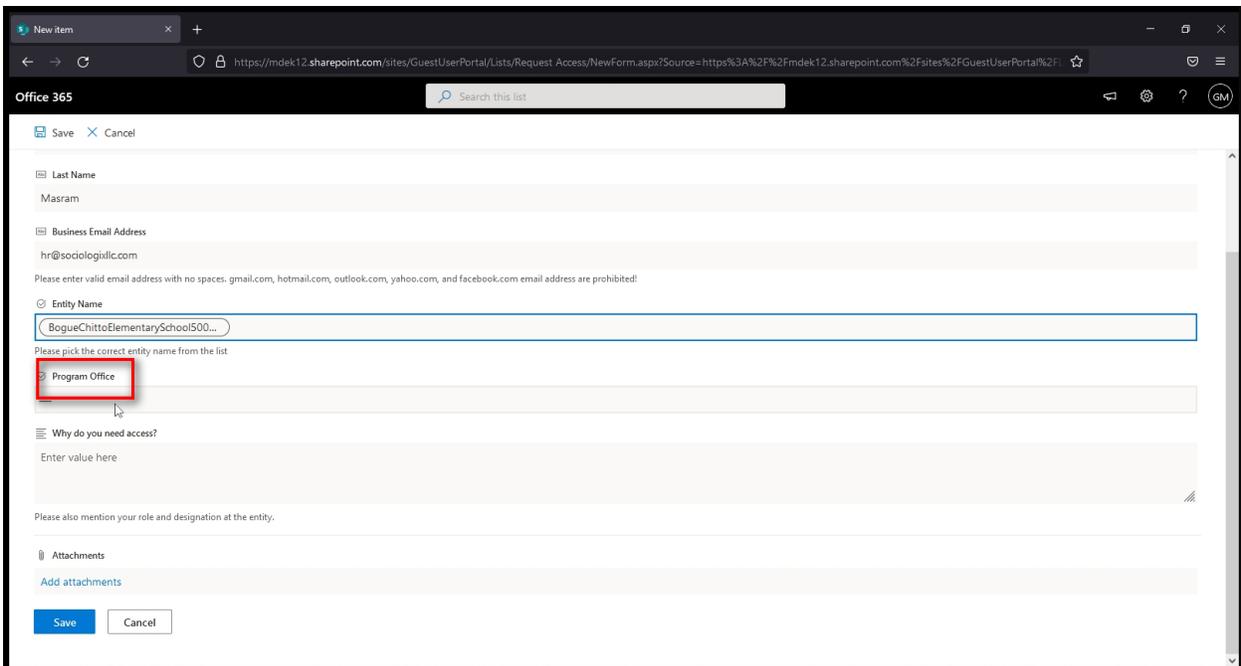
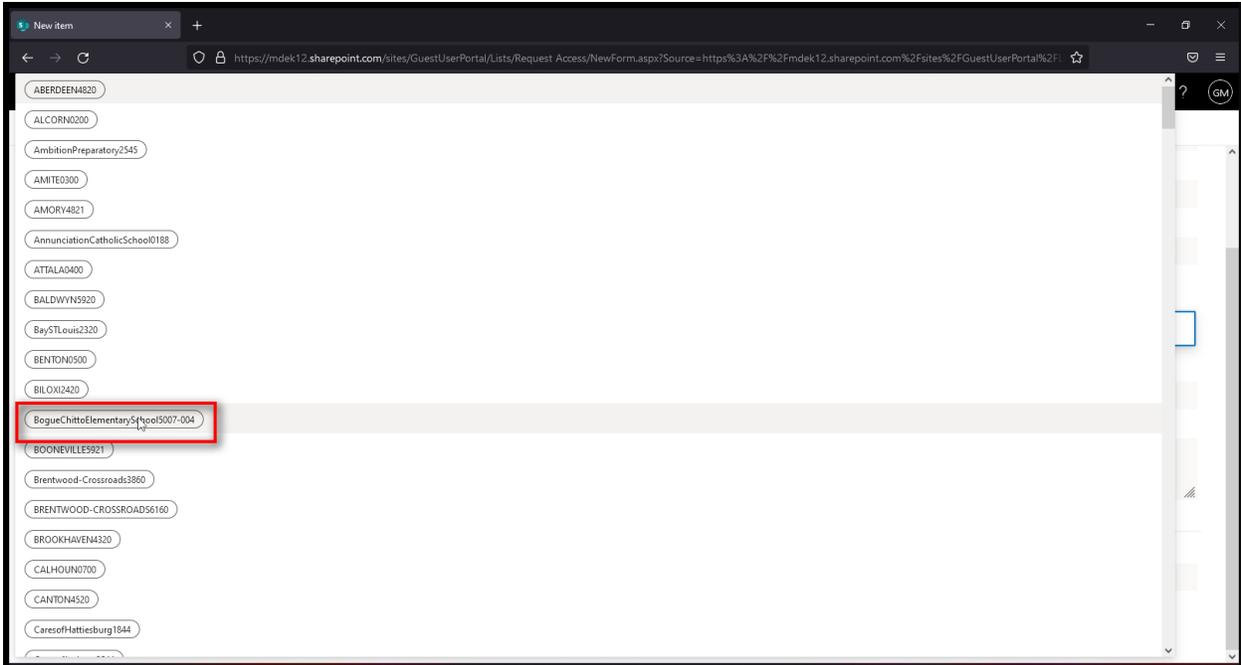
Please pick the correct entity name from the list

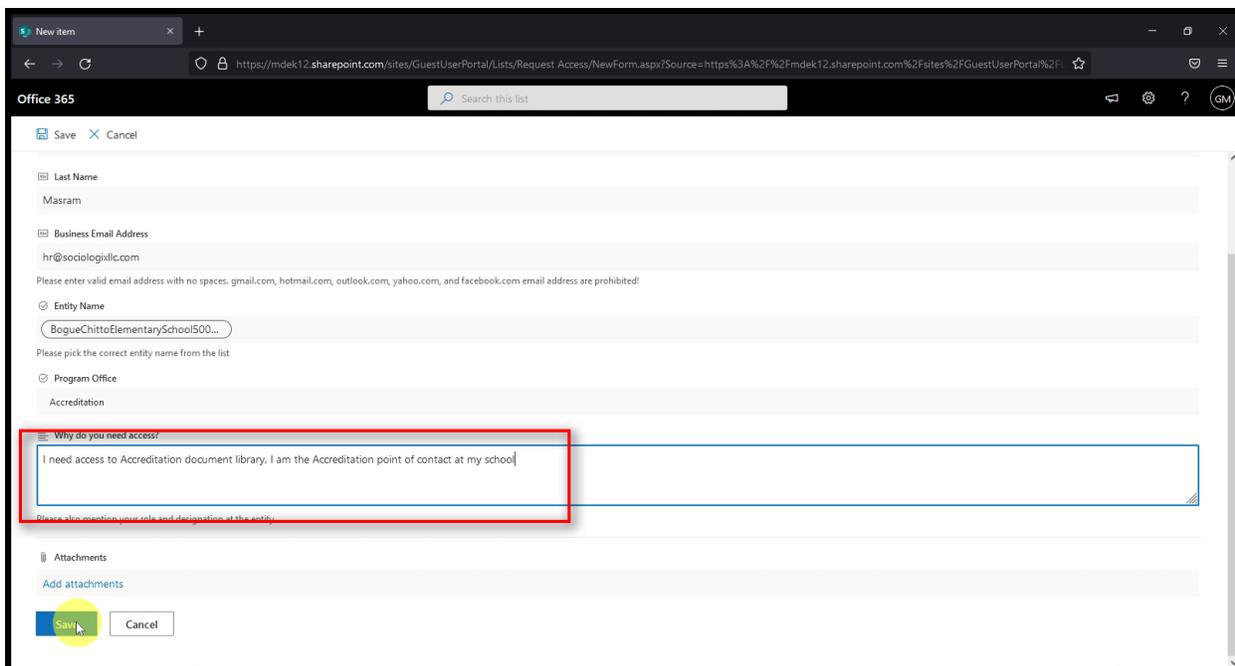
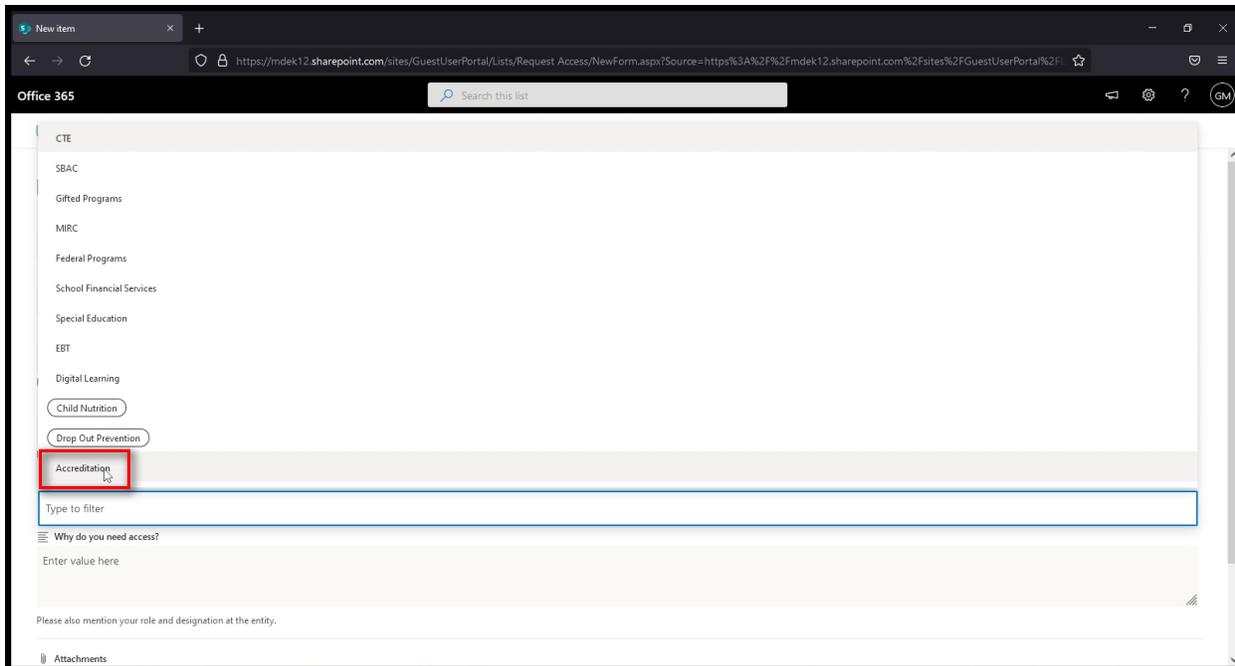
Program Office
—

Why do you need access?
Enter value here

Please also mention your role and designation at the entity.

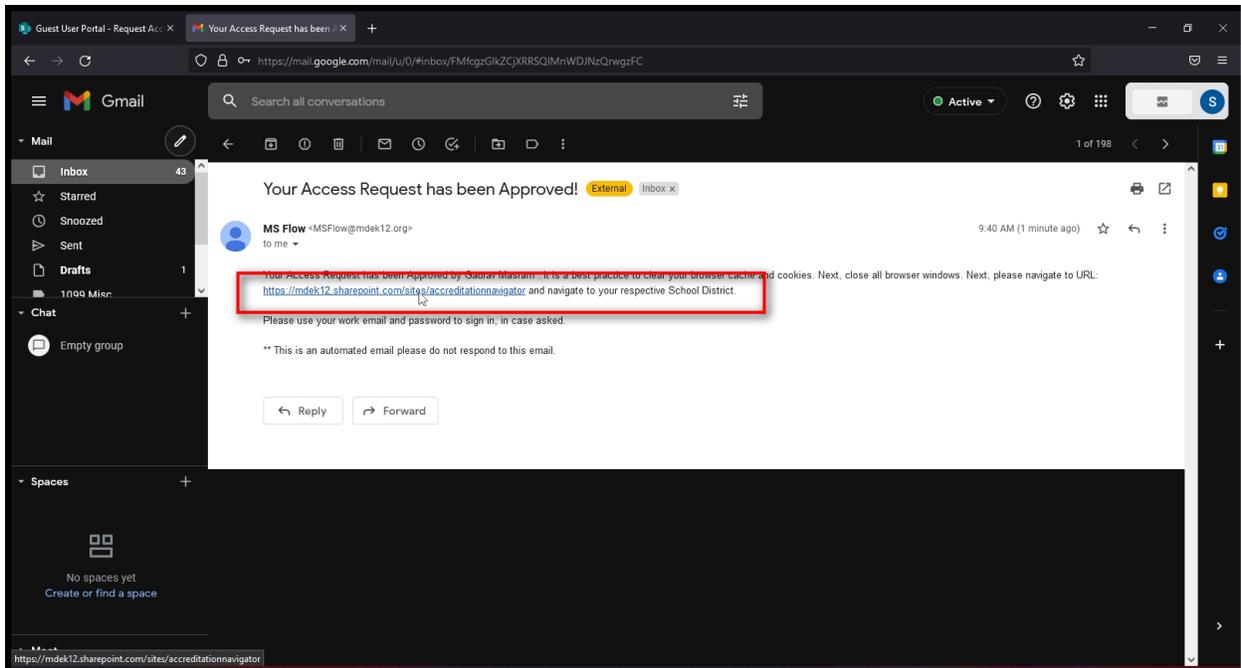
Attachments



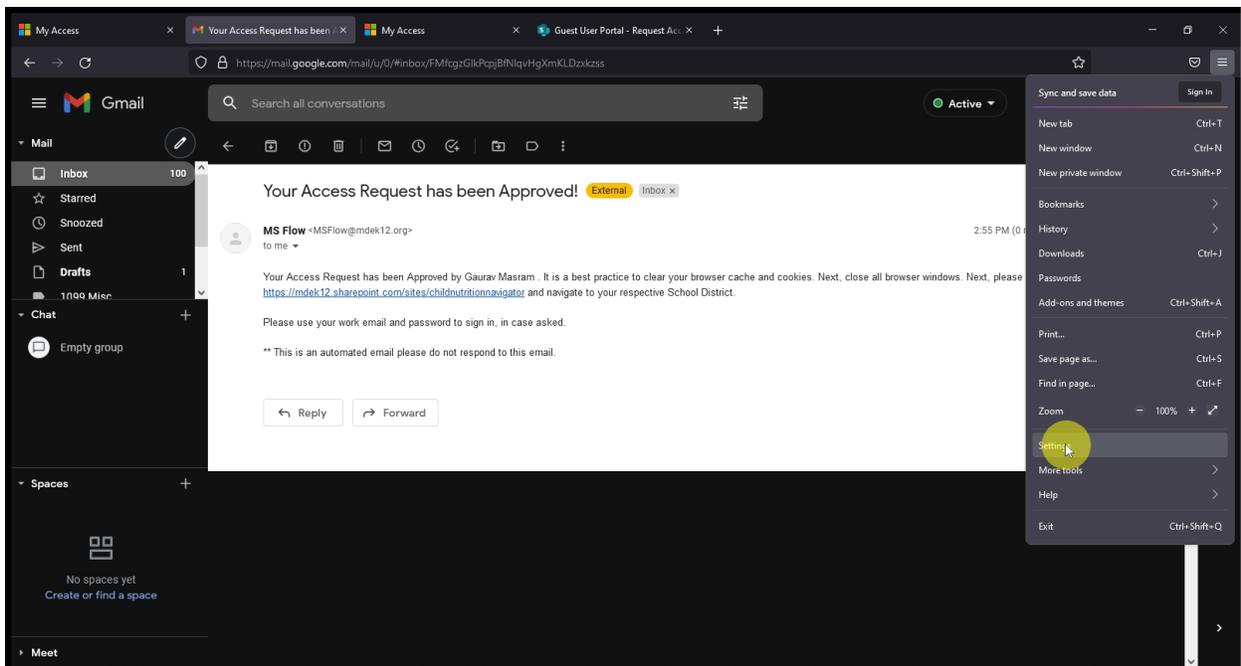


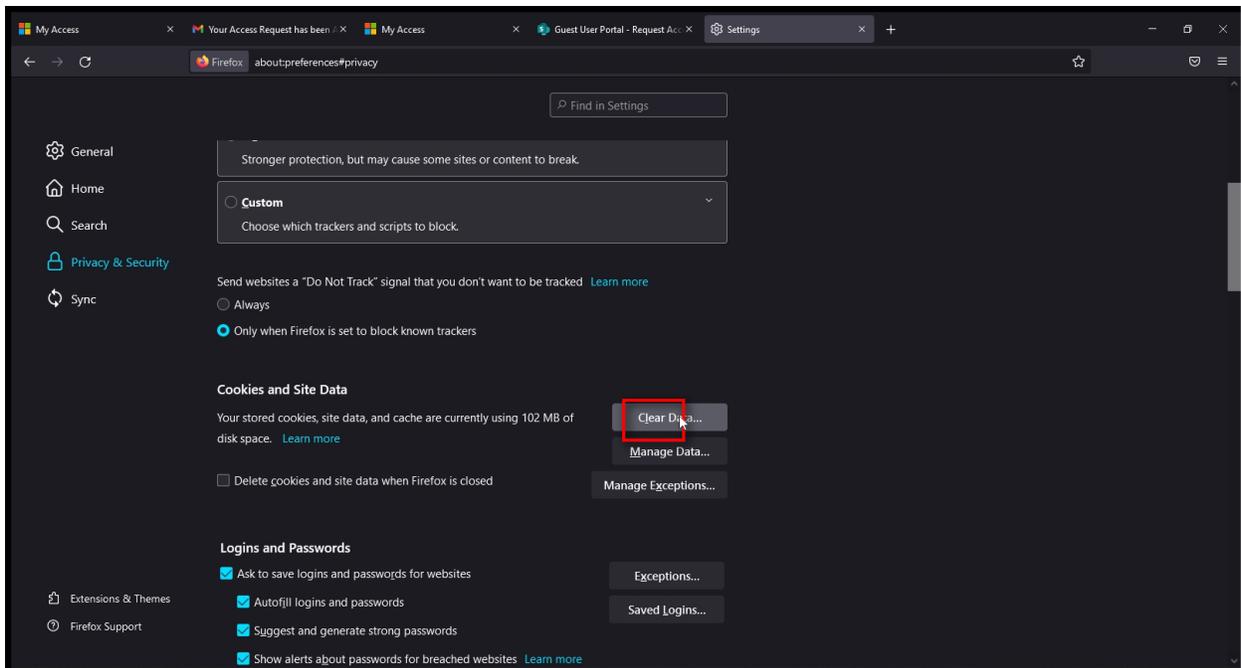
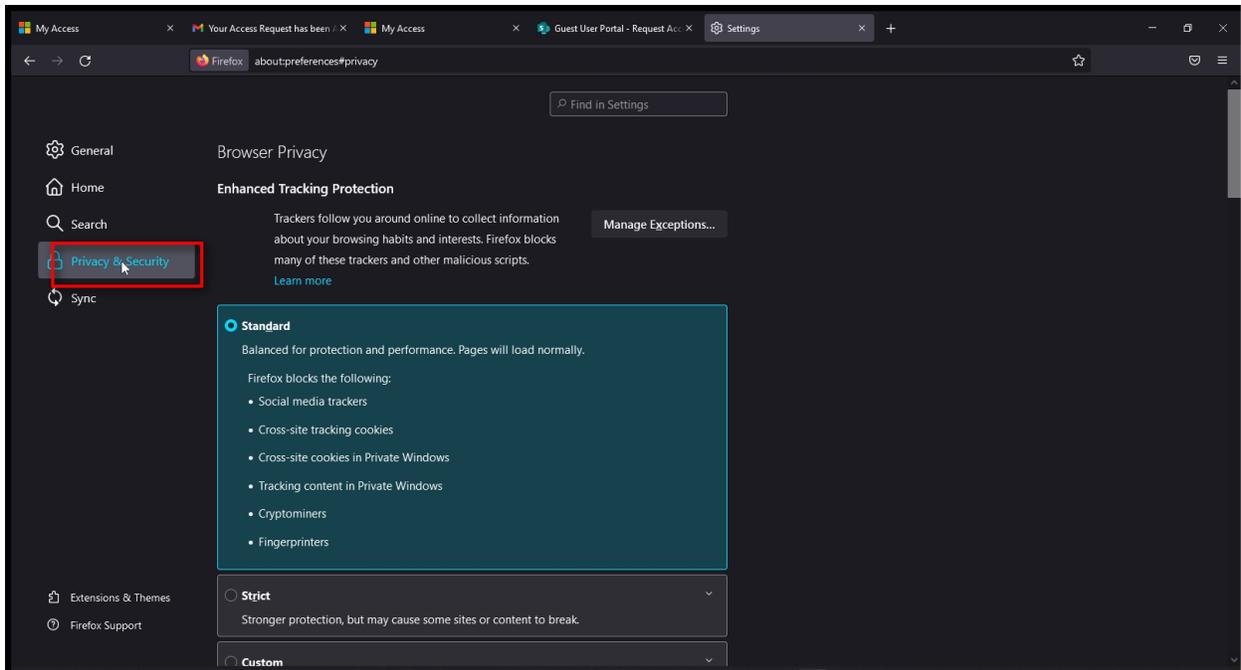
Please provide justification for why access is needed and click "Save"

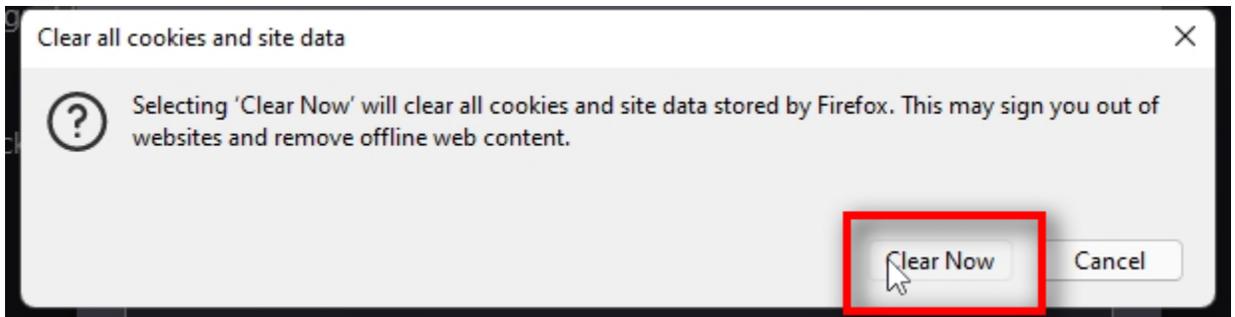
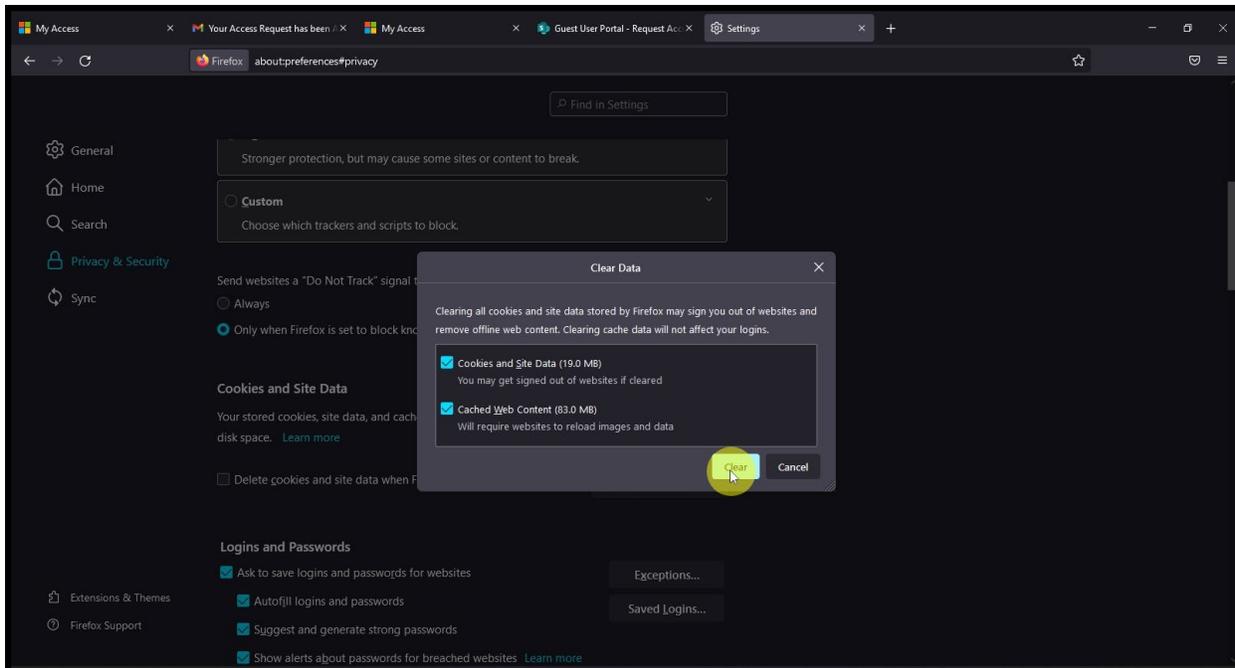
Your access request is now submitted and is in queue with the MDE Accreditation office, they will review and approve this. Once approved, you will receive an email as follows:



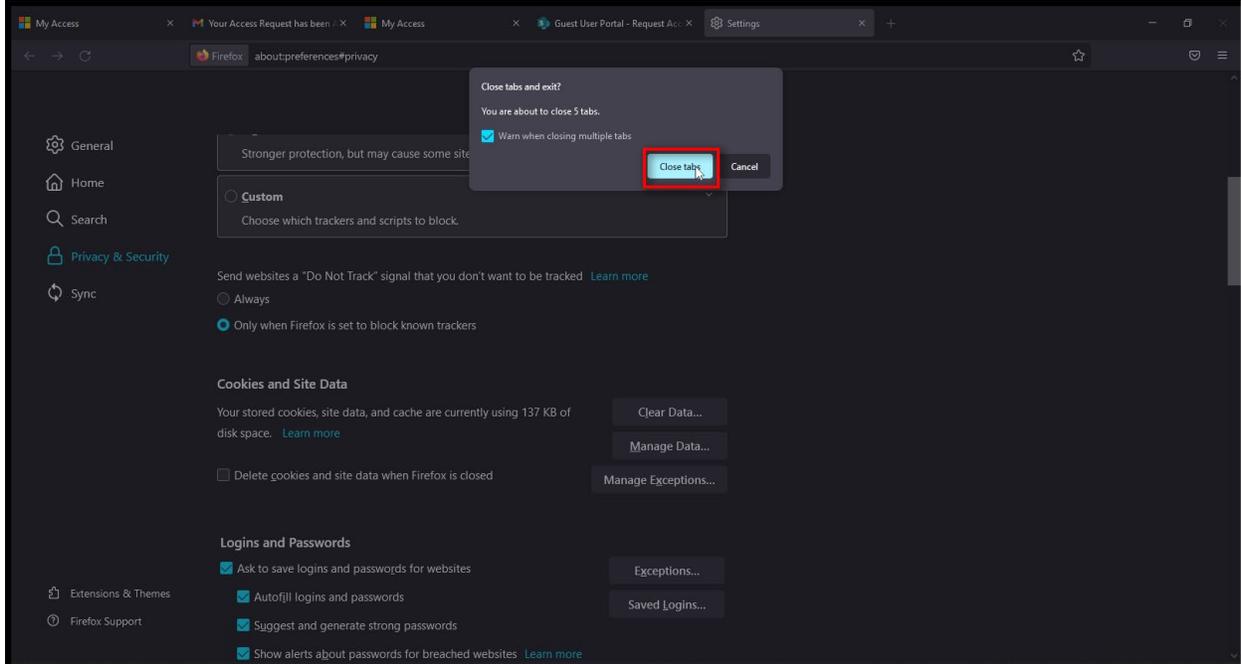
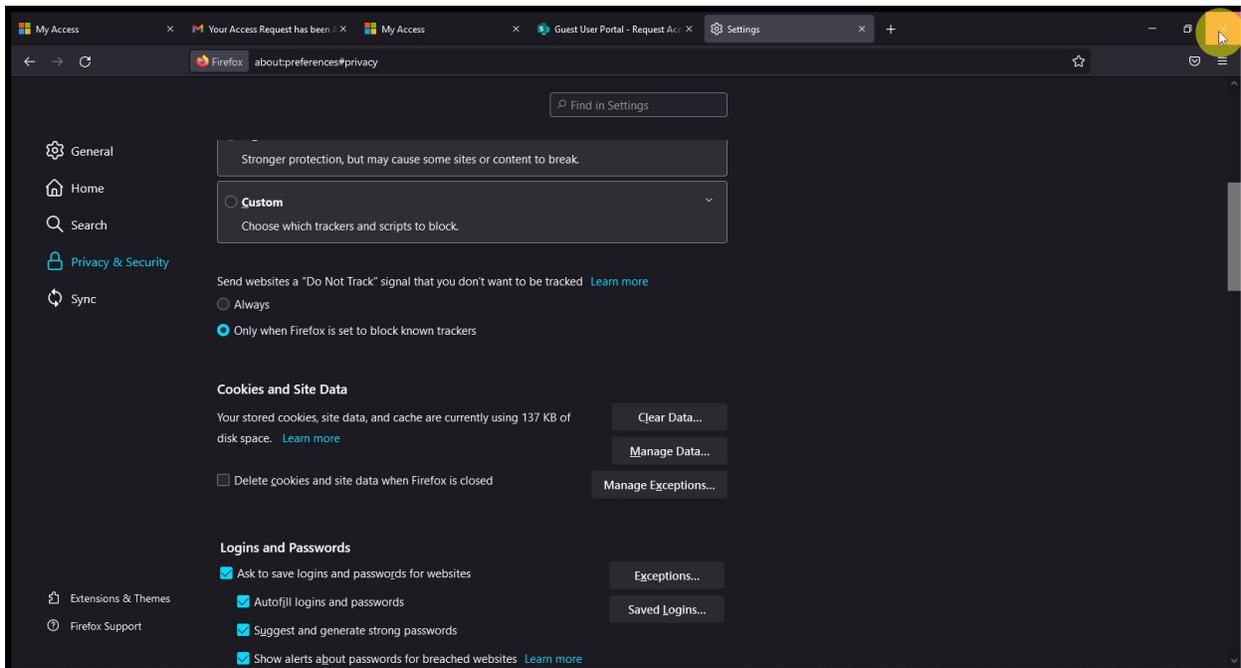
Now to avoid any cache issues related to access token, please clear browser cache and cookies and then access the URL. Please follow the below steps, based on what browser you use, these steps might see minor differences.



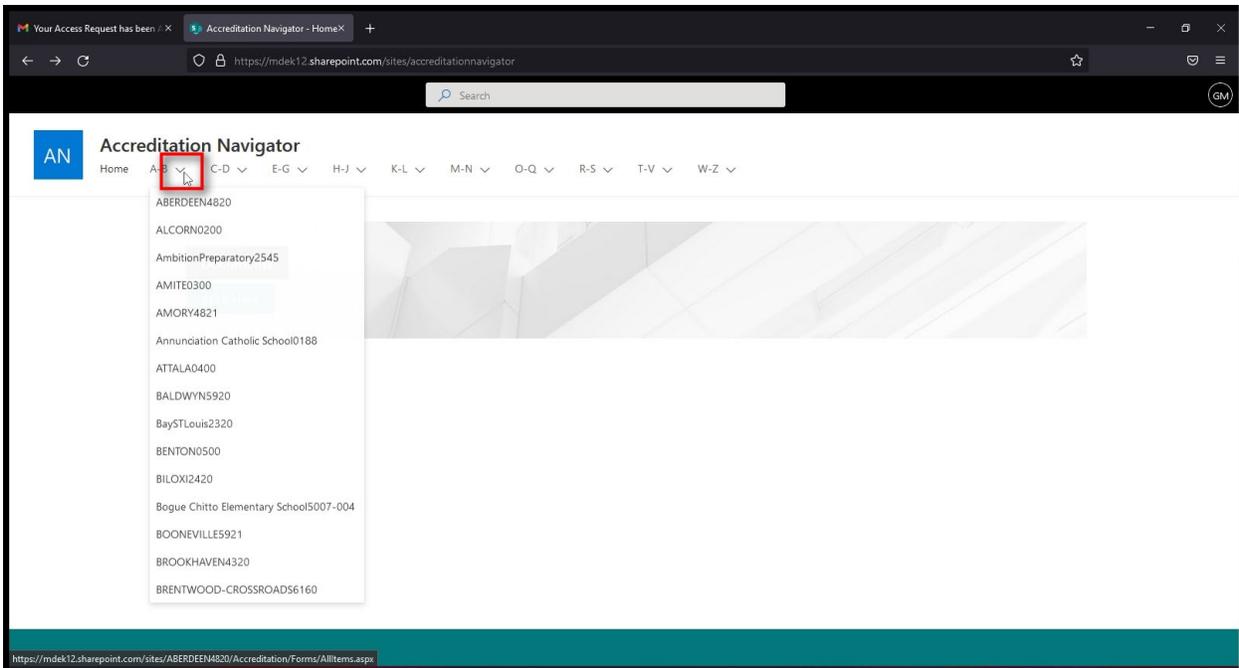




Now close all browser windows,



Now reopen the browser, and navigate to <https://mdek12.sharepoint.com/sites/accreditationnavigator>



Then select the school district/school that you have previously requested access for, and it has been approved

