

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)

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

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PARENTS STUDENTS EDUCATORS DISTRICTS

Mississippi College- and Career Ready Standards Feedback Forum

Welcome to the Feedback Forum! This website is designed to provide a venue for public comments about the standards that prepare students for college and careers. This web page is open from June 15-September 15, 2015. You may return to this page during this period. Click [here](#) to proceed to the web page for additional instructions.

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As of 8/04/15:
The Mississippi Department of Education is in the process of relocating to other offices due to a fire behind the Jackson Marriott. Additional details can be found [here](#). Employees continue to work from remote locations.

Mississippi Board of Education
The Mississippi Board of Education is comprised of nine members who are appointed as prescribed by the state constitution.

Dr. Tonya G. Battle
State Superintendent of Education

Dropdown menu items:
Licensure System (ELMS)
GoSignMeUp
MSIS
TIMS
RESA Registration
SharePoint (District Access)
SharePoint (Public Access)
Accountability Services and Systems
OTSS Help Desk
Bomgar
School Financial Services
School Performance
Textbook Adoption and Procurement

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

https://districtaccess.mde.k12.ms.us/districts/_layouts/closeConnection.aspx?loginasanotheruser - Internet Explorer

Waiting for districtaccess...

Windows Security

Connecting to districtaccess.mde.k12.ms.us.

User name
Password
Domain: MDE
☐ Remember my credentials

OK Cancel

3. Select the School Financial Services tab:

The screenshot shows the Mississippi Department of Education SharePoint site. The 'School Financial Services' tab is selected in the top navigation bar. A red arrow points to this tab. The left sidebar shows the 'Documents' library selected. The main content area displays a table with columns: Type, Name, Modified, and Modified By. The table is empty, indicating no items are currently shown in this view.

4. Select Districts:

The screenshot shows the Mississippi Department of Education SharePoint site. The 'School Financial Services' tab is selected in the top navigation bar. The left sidebar shows the 'Districts' link selected. A red arrow points to this link. The main content area displays a 'Welcome to the Office of School Financial Services SharePoint Site!' message and a 'Shared Documents' section with a table showing no items.

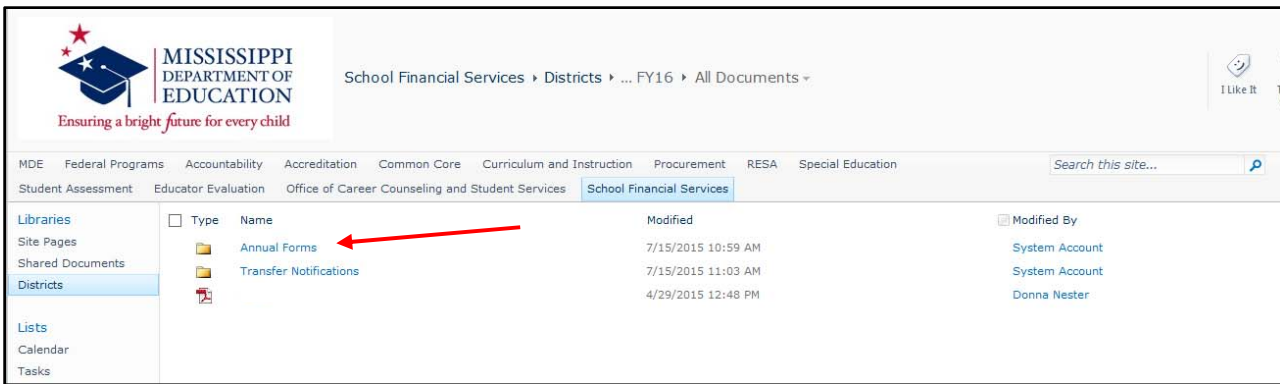
5. Select your district name and number:

The screenshot shows the Mississippi Department of Education SharePoint site. The 'School Financial Services' tab is selected in the top navigation bar. The left sidebar shows the 'Districts' link selected. The main content area displays a table with columns: Type, Name, Modified, and Modified By. The table contains one item: 'DISTRICT SD0033'. A red arrow points to this item.

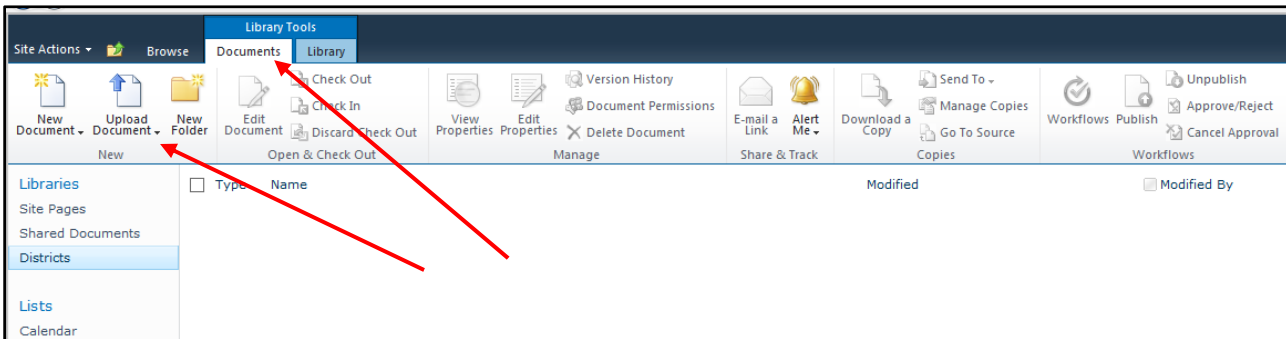
6. Select the folder where you will upload the documents:

The screenshot shows the Mississippi Department of Education SharePoint site. The 'School Financial Services' tab is selected in the top navigation bar. The left sidebar shows the 'Districts' link selected. The main content area displays a table with columns: Type, Name, Modified, and Modified By. The table contains three items: 'Business Manager CCU forms', 'FY15', and 'FY16'. A red arrow points to the 'Business Manager CCU forms' folder.

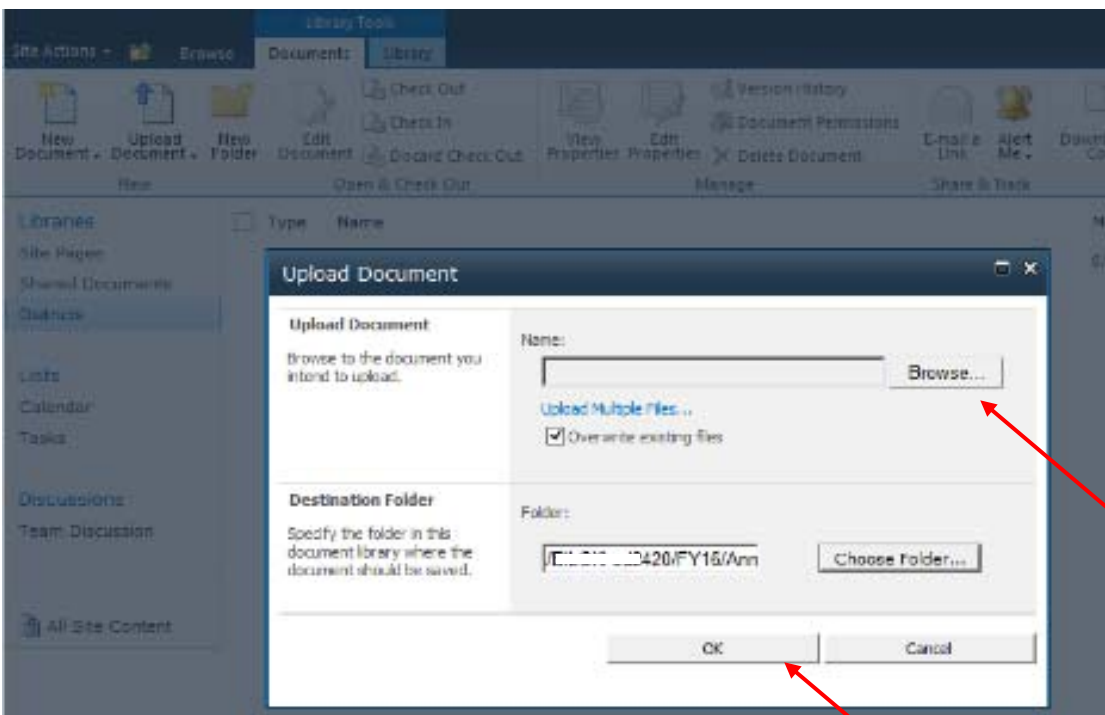
7. For FY16 documents, click FY16, then select Annual Forms:



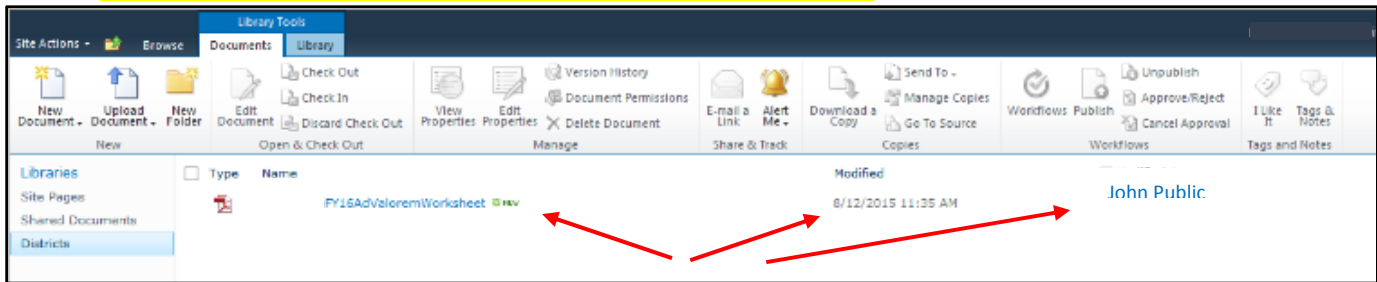
8. Once inside the folder, select "Documents" and "Upload Document":



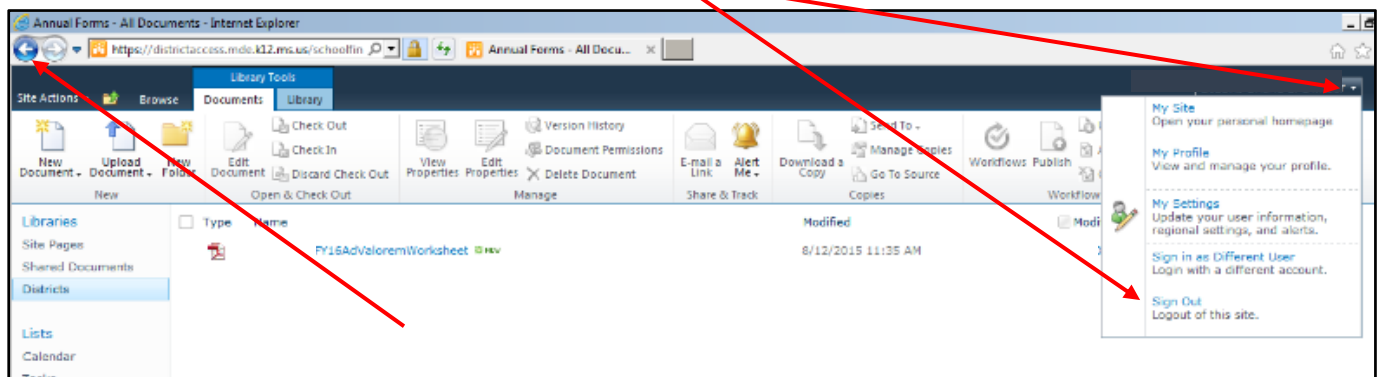
9. The Upload Document dialogue box will open. Browse for your file, then click ok to continue.



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.