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/8d630bca34-4ecc-830c-52c8a43f0a0d

Now, sign-in with your work email and password
Enter password
**********
Forgot my password

Work or school account
hr@ocelogisif.com

Personal account
hr@ocelogisif.com

Tired of seeing this? Rename your personal Microsoft account.

Back
### Access packages

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GuestInEnterprise</td>
<td>This package grants you as a guest user on MDE Microsoft tenant and gives you access to the portal. It has other valuable features.</td>
</tr>
</tbody>
</table>

**Business justification**

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

**Request for specific period**

- **Start**: 
- **End**: 

**Request access**

- **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

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.
New item

First Name:

Last Name:

Business Email Address:

Entity Name:

Please pick the correct entity name from the list.

Why do you need access?

Enter value here

Please also mention your role and designation at the entity.

Attachments
### New item

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
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<td>Given</td>
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</table>

**Entity Name**

Please select 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”

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.
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.