

OSSI Continuous Improvement Reference Sheet

Accessing SharePoint

We have two main SharePoint sites.

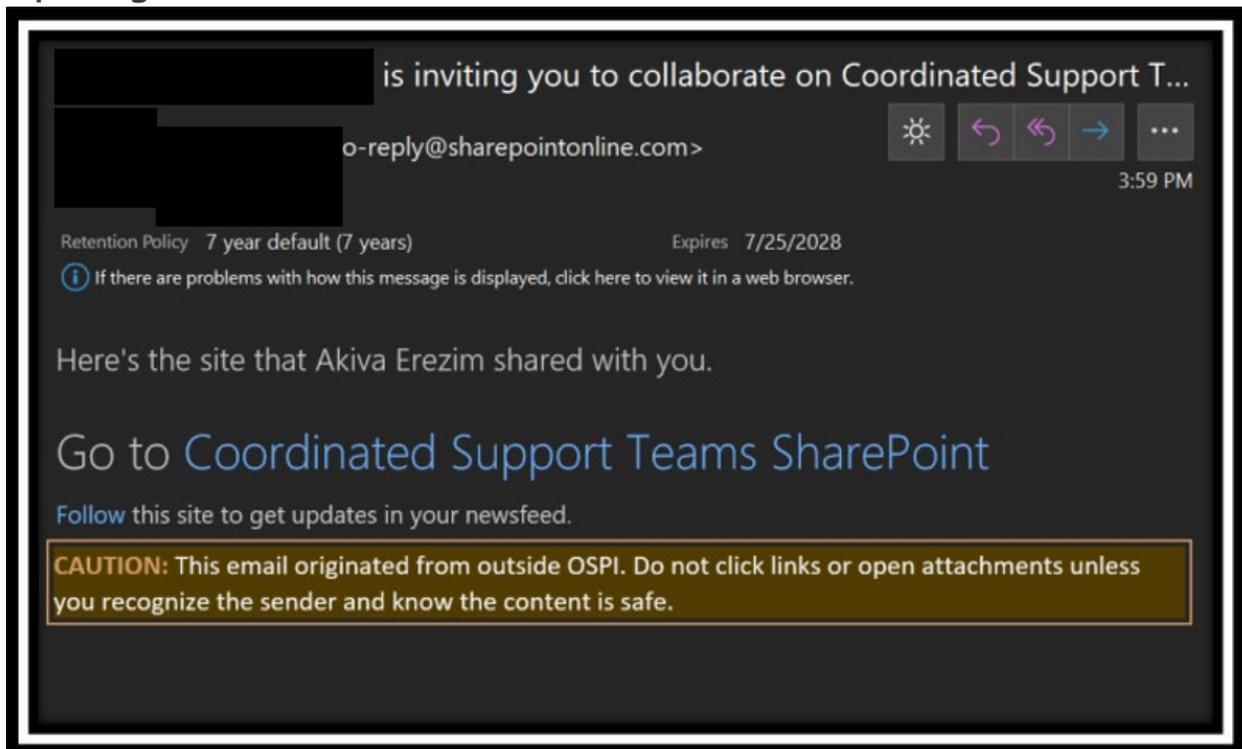
1. Coordinated Support Teams (CST) SharePoint
 - a. Intended for our continuous improvement network of OSSI staff, ESD staff, Continuous Improvement Partners (CIPs).
2. School Improvement Plans (SIP) SharePoint
 - a. Intended for outside stakeholders (i.e., schools, districts) to upload their School Improvement Plans (SIPs) and progress monitoring documents. CIPs upload feedback forms/rubrics to school/district folders

Attain Permissions

First, you will need the permissions to access any OSSI SharePoint links.

To attain proper permissions for the OSSI SharePoint site, please reach out to [Erica Olivera](#), Continuous Improvement Program Specialist.

Opening Your Invitation



The screenshot shows an email invitation from a redacted sender to collaborate on 'Coordinated Support T...'. The email includes a retention policy of 7 years, an expiration date of 7/25/2028, and a warning to verify the sender's identity. The main message says 'Here's the site that Akiva Erezim shared with you.' and provides a link to 'Go to Coordinated Support Teams SharePoint'. A caution box at the bottom states: 'CAUTION: This email originated from outside OSPI. Do not click links or open attachments unless you recognize the sender and know the content is safe.'



You will receive an invitation to your inbox upon your request for access that resembles the above image.

If you did not receive the email, please check your junk/spam folders for it. If it still cannot be found, please check with your IT staff to ensure that there are no filters preventing the email. If you still do not receive the email, please contact [Erica Olivera](#) for assistance.

If you did not receive the email, click on the hyperlinked text (e.g., "Coordinated Support Teams").

Accepting Your Invitation



After clicking on the hyperlink, your internet browser will open a page or tab. Select "Microsoft Account" from the options to log-in with your Microsoft-365 account, or to create a log-in from a non-Microsoft email (e.g., Hotmail, Gmail, AOL, etc.).

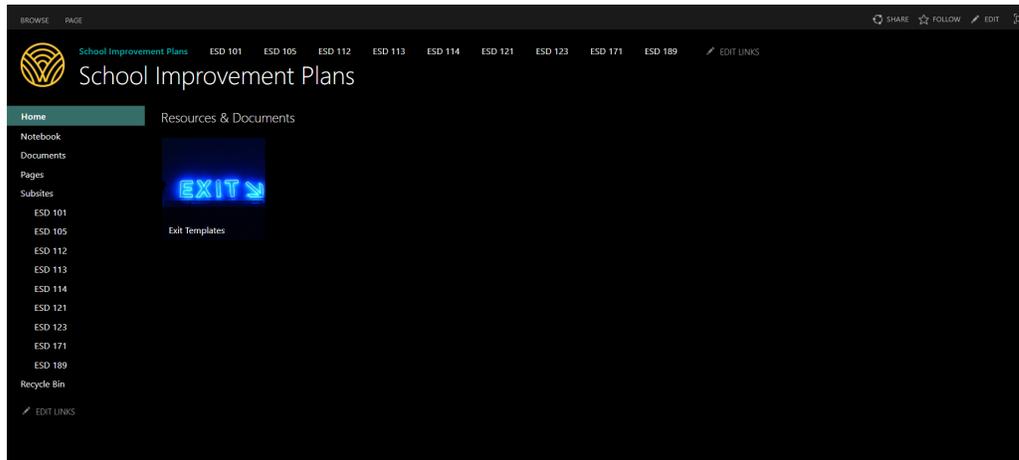
You must open the invitation with the email you shared with Erica in order to gain access. It is email specific. If you are still unable open the invitation and create a log-in, sign-out of your email accounts, [delete cookies](#), and try again.

Navigating SharePoint

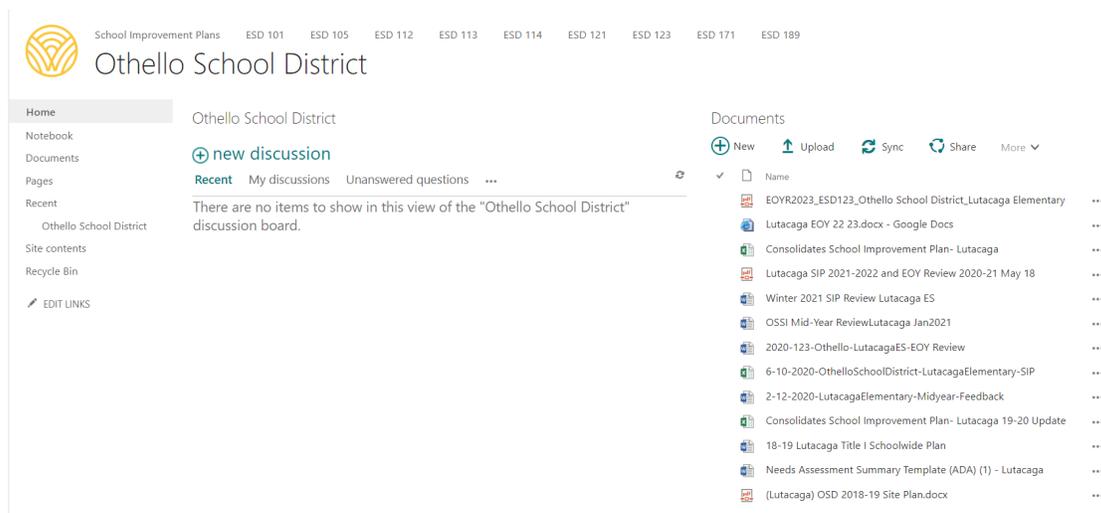
If you are reading this document, it is likely you are accessing the SIP SharePoint site. It is referenced in the examples below.

After accepting the invitation, creating a log-in, and entering the site, you will be brought to the page of the site (or sub-site) of which you were given access.

Below is the homepage, main page of the SIP SharePoint site:



If you are a school, you will be brought to the folder for your school (e.g., Lutacaga):



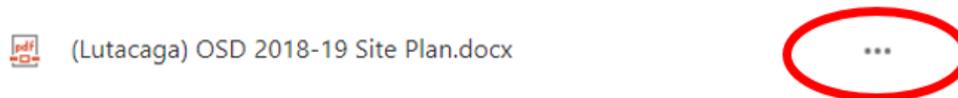
Upload a File

To upload a document to your folder, use the upload button and select a file from your local machine:



Download a File

To download a file, hover over the file of interest and click the ellipsis icon:



Select "Download" from the window that appears:

