

# Accessing OSSI SharePoint

## Attain Permissions

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

We have two main sites.

### 1. Coordinated Support Teams (CST) SharePoint

- Intended for our continuous improvement network of OSSI staff, ESD staff, Continuous Improvement Partners (CIPs).

### 2. School Improvement Plans (SIP) SharePoint

- 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

To attain proper permissions for the OSSI SharePoint site, please reach out to Akiva Erezim, Program Specialist of Continuous Improvement, at [Akiva.Erezim@k12.wa.us](mailto:Akiva.Erezim@k12.wa.us)

## Opening Your Invitation

The screenshot shows an email message with the following details:

**Subject:** [External]Akiva Erezim is inviting you to collaborate on Coordinated Support T...

**From:** AE <no-reply@sharepointonline.com>

**To:** CIP Billing

**Cc:** Akiva Erezim

**Retention Policy:** 7 year default (7 years)

**Expires:** 7/25/2028

**Actions:** Sun icon, back arrow, forward arrow, three dots, 3:59 PM

**Note:** If there are problems with how this message is displayed, click here to view it in a web browser.

**Message Content:**

Here's the site that Akiva Erezim shared with you.

**Call to Action:** Go to Coordinated Support Teams SharePoint

**Follow-up:** Follow this site to get updates in your newsfeed.

**Warning:** 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 invite to your inbox upon your request for access that resembles the above image.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

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 there are no filters preventing the email. If you still do not receive the email, please email [Akiva Erezim](#) for assistance.

If you did receive the email, click on the hyperlinked text. (E.g., "Coordinated Support Teams").

## Accepting Your Invitation

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.

 Microsoft account      

Sign in with the account you use for SkyDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

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 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 Akiva 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:

The screenshot shows the SharePoint homepage for the School Improvement Plans site. At the top, there's a navigation bar with the Washington Office of Superintendent of PUBLIC INSTRUCTION logo, a SharePoint link, a search bar, and various site settings. Below the navigation bar, the main content area has a title 'School Improvement Plans' with a yellow circular icon. On the left, there's a vertical navigation menu with links for Home, Notebook, Documents, Pages, Subsites, and specific pages like ESD 101 through ESD 123. In the center, there's a section titled 'Resources & Documents' featuring a blue speech bubble icon and a link to 'June 2021 End-of-Year Review and 2021-22'.

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

## Othello School District

☆ Not following

The screenshot shows a SharePoint document library interface. At the top, there is a navigation bar with options like '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and 'All Documents'. Below the navigation bar, the breadcrumb path 'Documents > Othello School District - Lutacaga Elementary' is displayed. The main area is a grid view of documents, with columns for Name, Modified, and Modified By. The documents listed are:

Name	Modified	Modified By
(Lutacaga) OSD 2018-19 Site Plan.docx.pdf	November 2, 2018	[Redacted]
18-19 Lutacaga Title I Schoolwide Plan.docx	February 6, 2019	[Redacted]
2020-123-Othello-LutacagaES-EOY Review....	June 26, 2020	[Redacted]
2-12-2020-LutacagaElementary-Midyear-Fe...	February 26, 2020	[Redacted]
6-10-2020-OthelloSchoolDistrict-LutacagaE...	June 24, 2020	[Redacted]
Consolidates School Improvement Plan- Lu...	February 12, 2020	[Redacted]

## Upload a File:

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

The screenshot shows a SharePoint document library interface. The top navigation bar includes '+ New', 'Upload', 'Edit in grid view', 'Share', and 'Copy link'. The 'Upload' button is highlighted with a large red oval. Below the navigation bar, the breadcrumb path 'Documents > Othello School District - Lutacaga Elementary' is shown.

## Download a File:

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

The screenshot shows a SharePoint document library interface. A specific file card is highlighted with a red oval around its ellipsis icon. The file card displays the file name '(Lutacaga) OSD 2018-19 Site Pl...' and includes icons for edit, share, and delete.

Select "download" from the window that appears:

