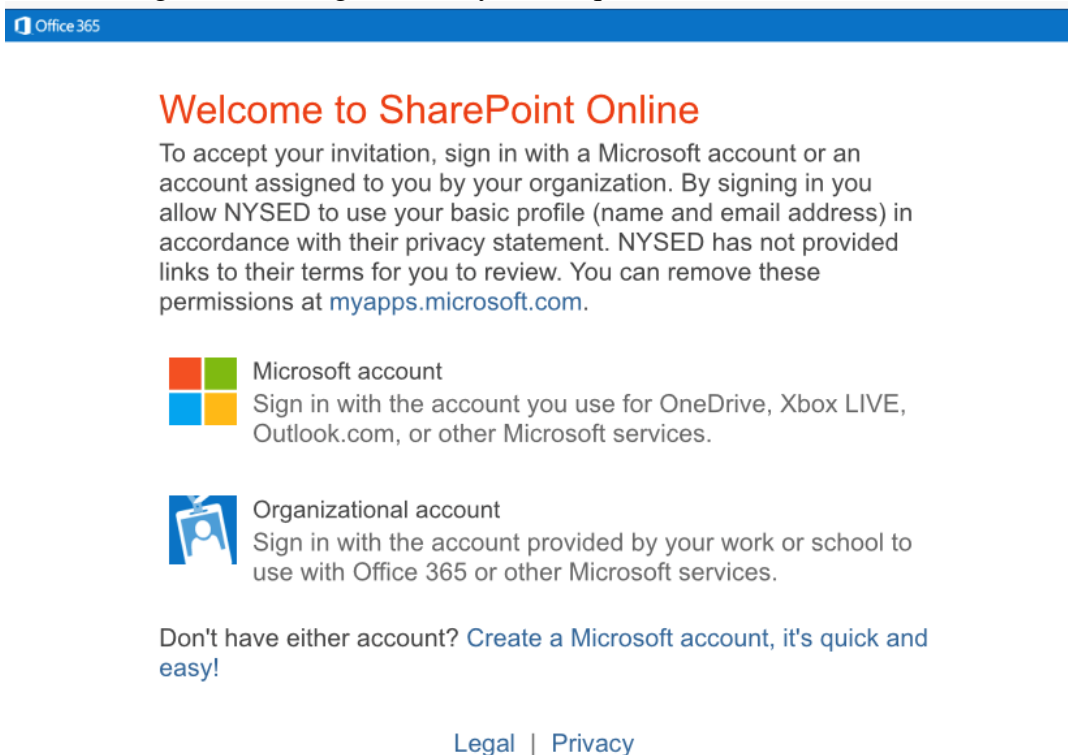


Permission for access to the SharePoint submission portal to upload an application is granted by the NYSED Child Nutrition Office. All food service directors, business officials and CN Fiscal Contacts entered in the Child Nutrition Management System (CNMS) will be sent an email invitation to gain access to the SharePoint submission portal website. Users that have not yet been given access should request an invitation via the FOODEQUIP@NYSED.GOV email no earlier than March 26, 2021. Be sure to include accurate information when identifying the Recipient Agency which the School Food Authority will be submitting on behalf of. The SFA administration must designate only one duly authorized user to upload all submissions.

Logging into SharePoint for the First Time


- Within the next few business days, you will receive an email either with the subject “<NYSED staff member> is inviting you to collaborate on **RFP#GC21-005 FY 2020 National School Lunch Program (NSLP) Equipment Assistance Grant for School Food Authorities (SFAs)**” or “<NYED staff member> wants to share **RFP#GC21-005 FY 2020 National School Lunch Program (NSLP) Equipment Assistance Grant for School Food Authorities (SFAs)**”. The body of the email will say “Go to **RFP#GC21-005 FY 2020 National School Lunch Program (NSLP) Equipment Assistance Grant for School Food Authorities (SFAs)**.” Click the name of the project or group, which is a link to the SharePoint site.
- After clicking the name of the project or group, you will see the below screen. Click “Microsoft account” to the right of the red/green/blue/yellow squares.




Office 365

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow NYSED to use your basic profile (name and email address) in accordance with their privacy statement. NYSED has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

 Microsoft account
Sign in with the account you use for OneDrive, 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!](#)

[Legal](#) | [Privacy](#)

- You will be asked to sign in with your email address. Type your current email address into the field where it says “Email, phone or Skype” in gray text.
- Click “Next.”



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Sign-in options](#)

Next

- You will be asked to enter a password. Type your password where it says “Password” in gray text.
 - If you forgot your password, click “Forgot password?” and follow the prompts.
 - Optionally, you may check the box next to “Keep me signed in.”
- Click “Sign in.”



Enter password

Password

Keep me signed in

[Forgot password?](#)

Sign in

- You will be brought to the SharePoint homepage of the project you are working on or group you are working with.