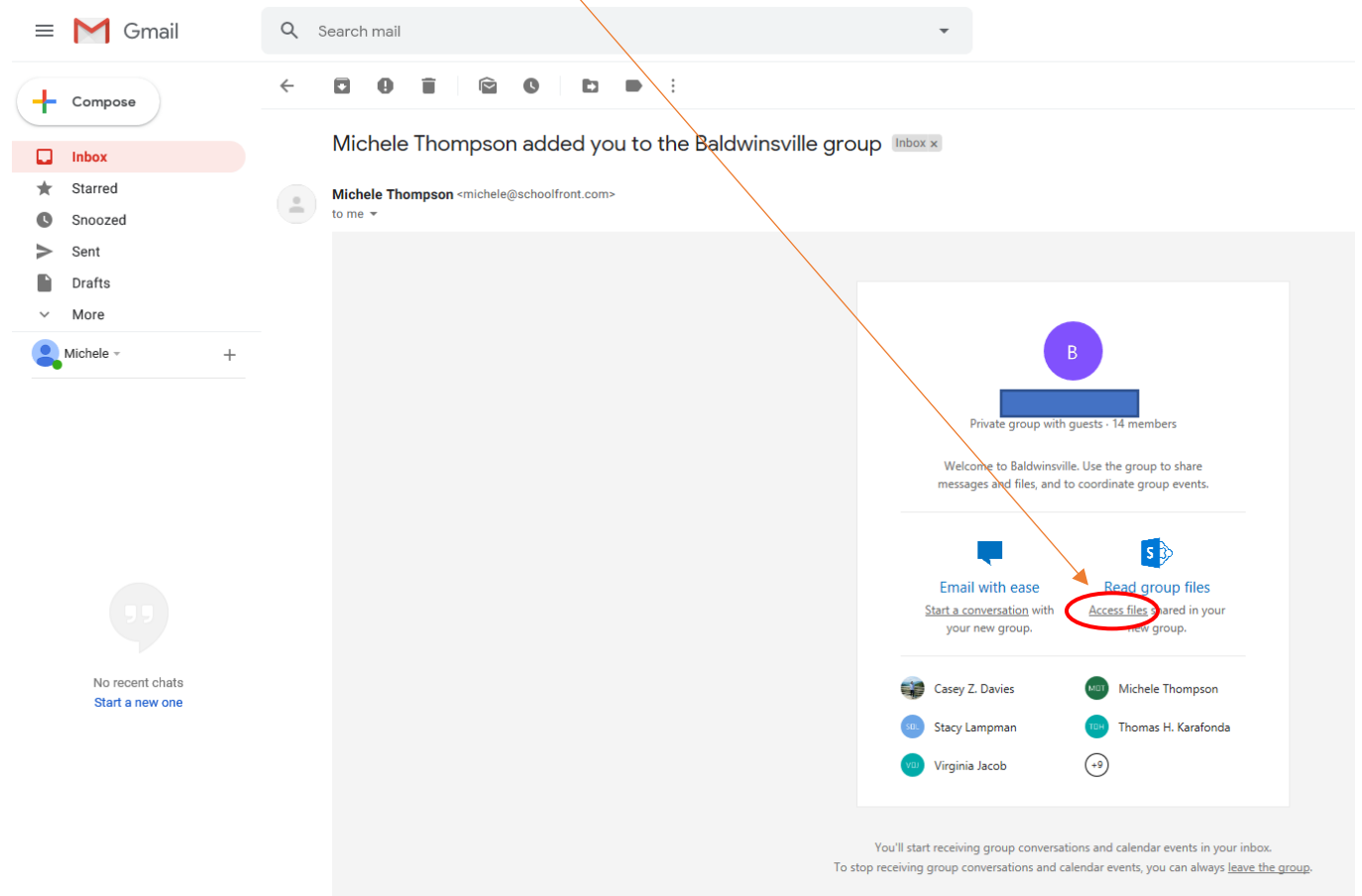


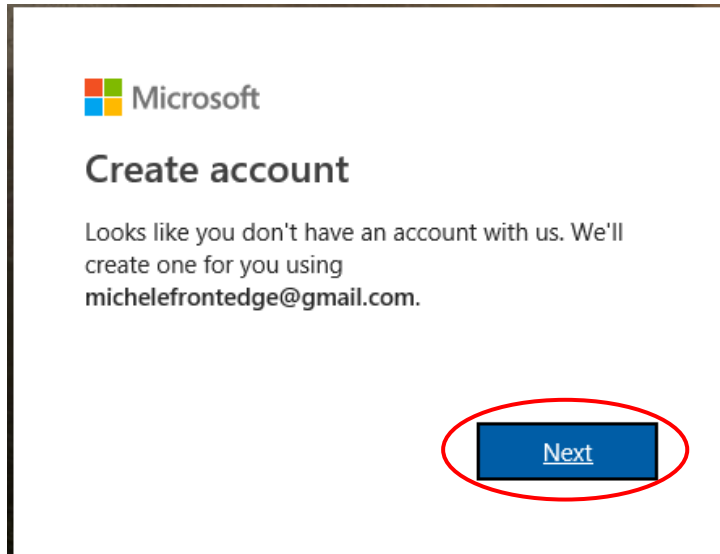
Setting Up a Microsoft Account for SharePoint


Follow these steps to obtain access to your District's FrontEdge/SchoolFront SharePoint site:

- First, you will receive an email from FrontEdge/SchoolFront indicating that you have been added to your school district's SharePoint site
- Click on the Read group files – Access files link -



- If you don't have a Microsoft account, you will see the following box, with your email address, stating that Microsoft will create an account for you
- Click on the **Next** button



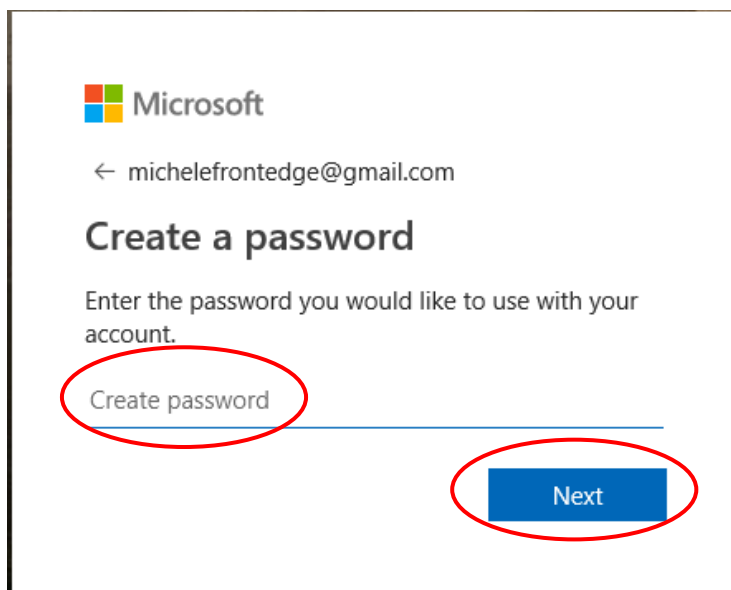
 Microsoft


Create account

Looks like you don't have an account with us. We'll create one for you using
michelefrontedge@gmail.com.

[Next](#)

- Create and type in a password for your account
- Then click on the **Next** button



 Microsoft

← michelefrontedge@gmail.com

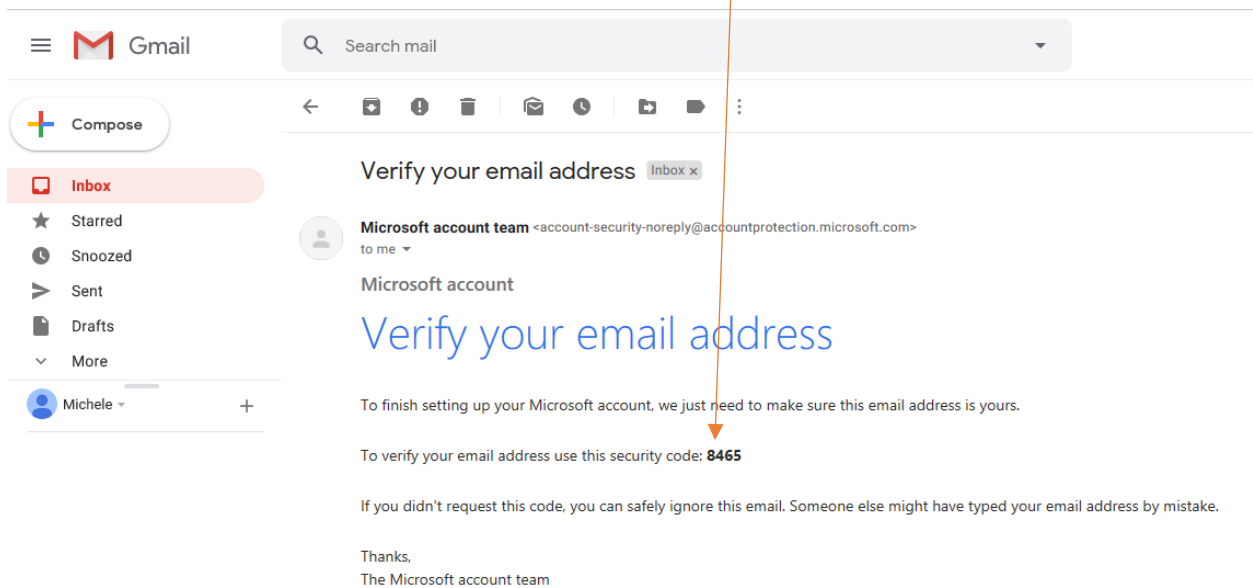
Create a password

Enter the password you would like to use with your account.

Create password

[Next](#)

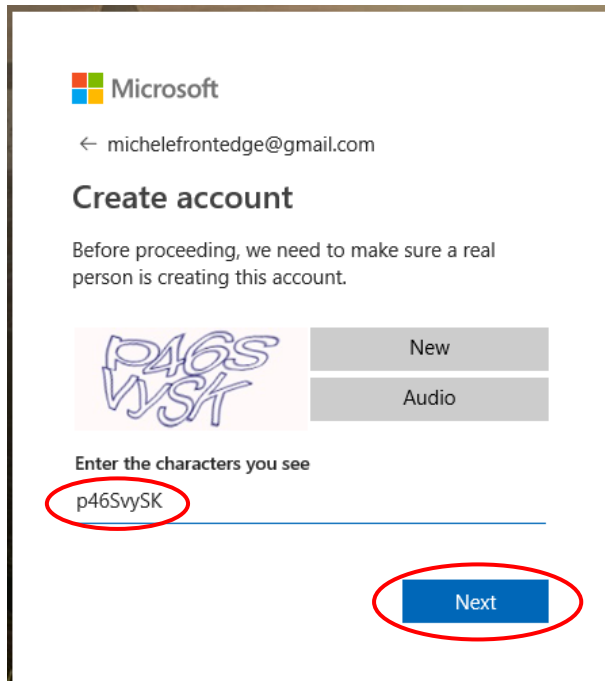
- You will receive an email from Microsoft with a 4-digit code



- Type in the code where it says "Enter code"
- Check the box if you would like to receive information on Microsoft products
- Click the **Next** button

A screenshot of the Microsoft account verification page. At the top is the Microsoft logo and the email address 'michelefronteredge@gmail.com'. The heading is 'Verify email'. Below it, the text says: 'Enter the code we sent to michelefronteredge@gmail.com. If you didn't get the email, check your junk folder or try again.' There is a text input field containing the code '8465'. Below the input field is a checkbox that is checked, with the text 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, there is a link to the 'Microsoft Services Agreement' and 'privacy and cookies statement'. A blue 'Next' button is at the bottom right. Red circles highlight the code '8465', the checked checkbox, and the 'Next' button.

- Type the characters indicating you are not a robot
- Click the **Next** button




Microsoft

← michelefrontedge@gmail.com

Create account

Before proceeding, we need to make sure a real person is creating this account.



New

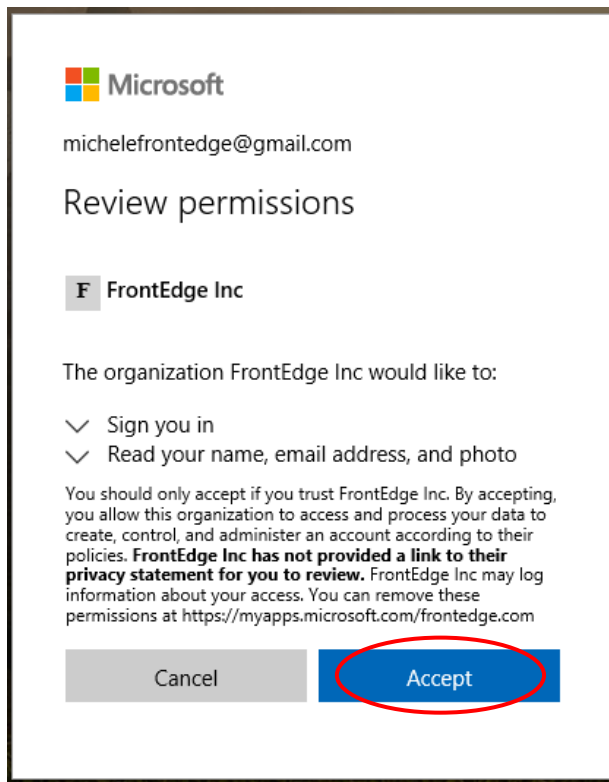
Audio

Enter the characters you see

p46SvySK

Next

- Click the **Accept** button



Microsoft

michelefrontedge@gmail.com

Review permissions

F FrontEdge Inc

The organization FrontEdge Inc would like to:

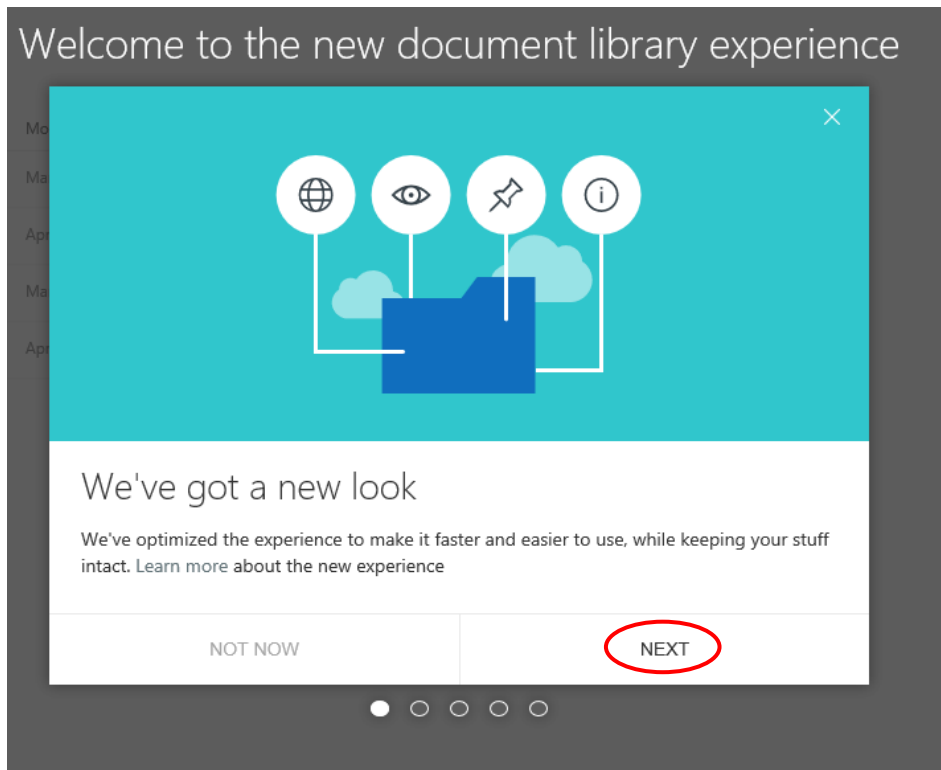
- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust FrontEdge Inc. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **FrontEdge Inc has not provided a link to their privacy statement for you to review.** FrontEdge Inc may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/frontedge.com>

Cancel

Accept

- Click NEXT until you get through the 5 “new look” screens



- You are now on your school district’s FrontEdge/SchoolFront SharePoint site – make sure to save the link to your Favorites so you can get back to your SharePoint site easily
- Click on any of the headings/categories on the left-hand menu list
- Click on folders and documents in the headings/categories to access documents for your school district

