

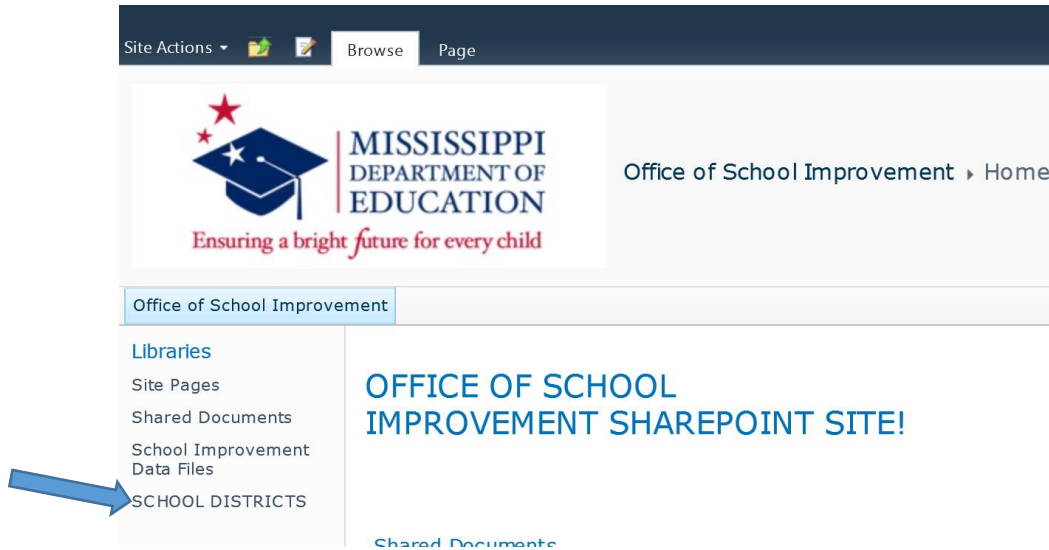
HOW TO ACCESS THE SCHOOL IMPROVEMENT SHAREPOINT SITE

Go to the following site:

<https://districtaccess.mde.k12.ms.us/schoolimprovement/SitePages/Home.aspx>

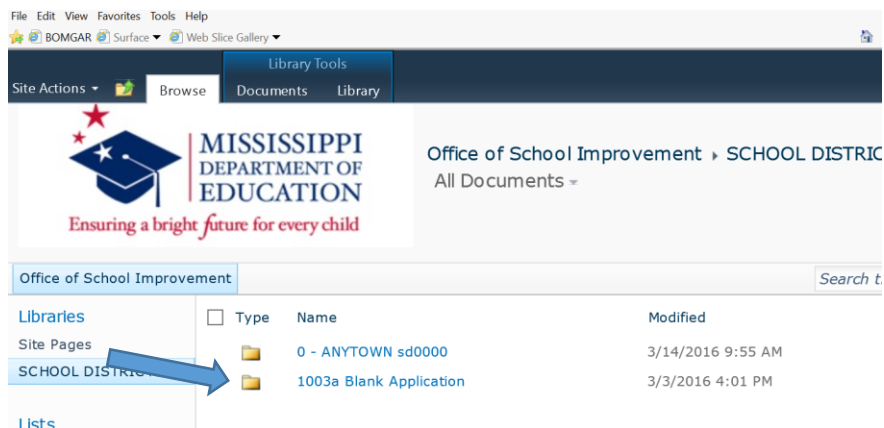
Log in with your Federal Programs credentials if you are the Federal Programs director or your Superintendent Credentials if you are the Superintendent.

Click on "SCHOOL DISTRICTS" as seen below.



You will then see your district folder and the 1003a Blank Application Folder. The '1003a Blank Application Folder' will contain the blank application which you will download and complete.

To download the 1003a Blank Application, click on the '1003a Blank Application folder' that you see below.

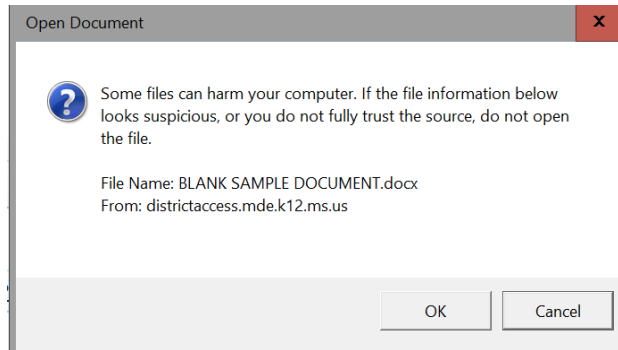


Once in the folder, you will see the document. To download the document, click on the filename.

<input type="checkbox"/>	Type	Name	Modified
<input type="checkbox"/>		BLANK SAMPLE DOCUMENT NEW	3/14/2016 11:17 AM

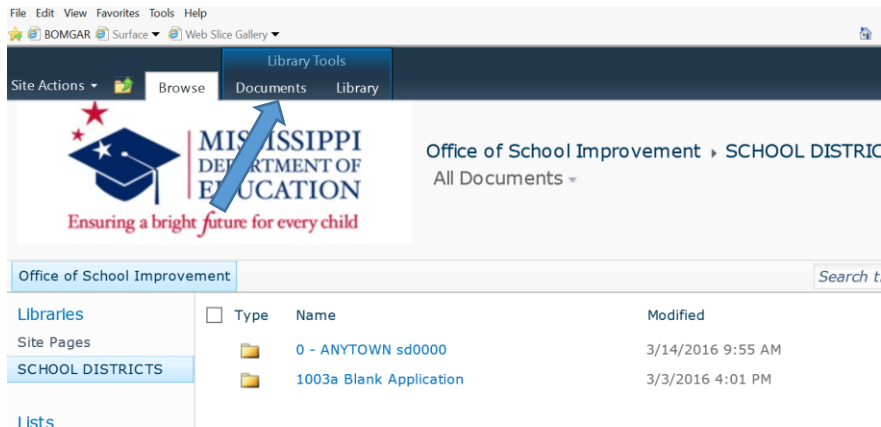
[+ Add document](#)

You may get a warning. Click 'OK'. The document will then open up on your computer.



Once you have completed the application, you can upload it in SharePoint by following these steps.

Under 'School Districts', click on your school's folder. Then click the 'Documents' tab at the top of the page.



Now click on the Upload tab, and click on 'Upload Document'. Browse to the document you want to upload and select it and choose "open". This will upload the document

