Instructions for Uploading GPA Calculator Files

1. Each 21st CCLC subgrantee will be required to designate a point of contact for uploading the GPA files. Examples of an appropriate designee would be the Program Director, Deputy Director, or Data Manager.
   1. GPA files will be uploaded into a NYSED SharePoint where they will be collected.
   2. The designee will be invited to the 21st CCLC SharePoint via their email address.
      1. Email addresses of the designee must be provided by completing this survey - <https://www.surveymonkey.com/r/B8G5KRF>.
2. Users will need a Microsoft account or have their email linked to their Microsoft account. Please see the instructions below on creating/linking a Microsoft Account

Link Email to Microsoft Account:

If you haven’t already linked your email address to a Microsoft account, follow these steps:

* 1. Go to the Microsoft account creation page. ([Linked here](https://account.microsoft.com/account/CreateAccount))
  2. Click on the words “Create One!” to link your existing email with a set up a new Microsoft account. (You can also choose to create a new email just for access to NYSED SharePoint)
  3. Provide your email address and create a password.
  4. Follow the prompts to verify your identity (usually via email or phone).
  5. Once your Microsoft account is set up, proceed to the next steps.

1. Receive the Invitation Email:
   1. As an external user, you’ll receive an email invitation from the SharePoint site administrator. This email will contain a link to access the SharePoint resource.
2. Click the Link:
   1. Open the email and right click on the provided link to access the SharePoint site and select copy link.
   2. Then paste it into the address bar of your chosen browser in its private or incognito session.
3. Sign In:
   1. You’ll be directed to the SharePoint sign-in page.
   2. Enter your email address (the one you received the invitation on) and click “Next.”
4. Complete Multi-Factor Authentication (MFA) Challenge:
   1. After entering your email, you’ll be prompted to complete an MFA challenge.
   2. Depending on the organization’s setup, you may need to verify your identity using one of the following methods (Please note, do not use the same method that you use for other log ins as this can cause issues):
      1. Text Message (SMS): You’ll receive a code via SMS to your registered phone number.
      2. Authentication App: Use an authenticator app (such as Microsoft Authenticator) to generate a time-based one-time password (TOTP).
      3. Phone Call: You’ll receive a phone call with a verification code.
      4. Other Methods: Depending on the organization’s policies, there may be additional methods available.
5. Set Up MFA:
   1. If this is your first time setting up MFA, follow the prompts to set up your preferred MFA method.
   2. You’ll need to choose and configure one or more of the available options (e.g., text message, app, phone call).
6. Access SharePoint:
   1. Once you’ve successfully completed the MFA setup, you’ll be granted access to the SharePoint site.
   2. You can now navigate the site, view documents, collaborate, and perform other tasks.

*\*\*\* If you are having trouble accessing the SharePoint or creating a Microsoft account,* [*please review this Tip sheet for troubleshooting SharePoint*](https://www.nys21cclc.org/_files/ugd/82a1df_38bcb983a7b847248a8bbf254919d5b2.pdf)

1. Once invited, the point of contact will receive an email with the invite link. Click the link and you will be directed to sign-in/verify your account (Microsoft). Complete the verification prompts and you will be able to access the SharePoint.
2. Once inside the SharePoint, there will be instructions on how to upload your GPA Calculator Files:

**Important note for naming conventions:** Rename and save the file to reflect the group of students you are about to enter, using the following naming convention: GPA Calculator Scale [X] – Grant [xxxx] – [SchoolName(s)] – Grade(s) [x-y].xlsx (For example, “GPA Calculator Scale 1 – Grant 8999 – PSMS22 & Abner MS - Grades 7-8.xlsx”.)