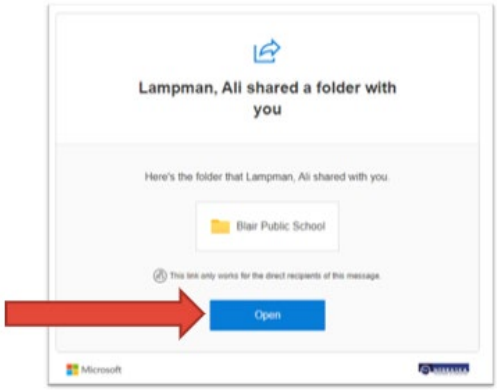
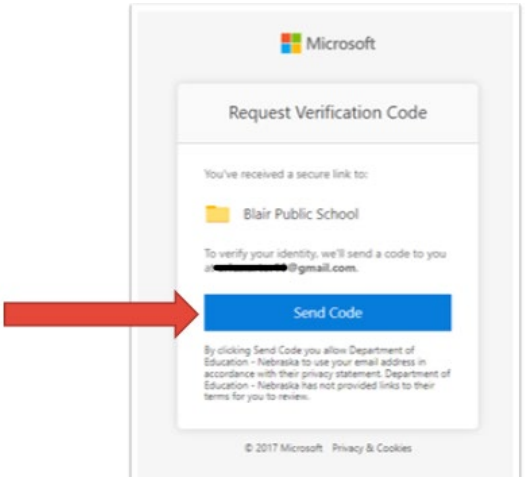
FSMC RFP SharePoint Quick Guide

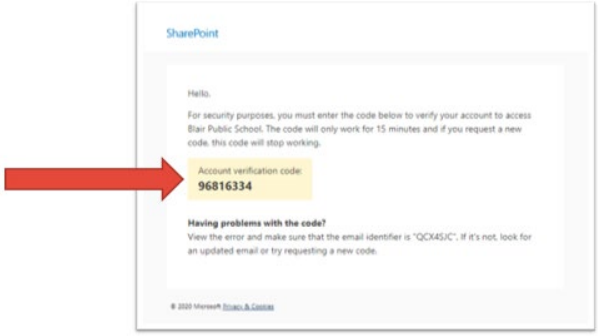
You have received an email from Ali Lampman, NDE Nutrition Services Specialist, to access your school's folder. Click the blue OPEN button. Only the recipient(s) of the message will have access to the site so if you need access for another staff, please contact your NDE Assigned Program Specialist.



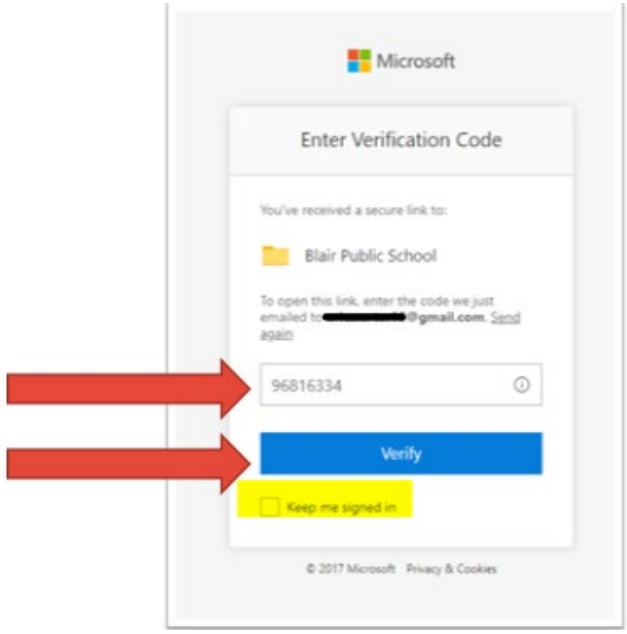
Next you will need to request a code to verify your identity. Click the blue SEND CODE button to receive the code.



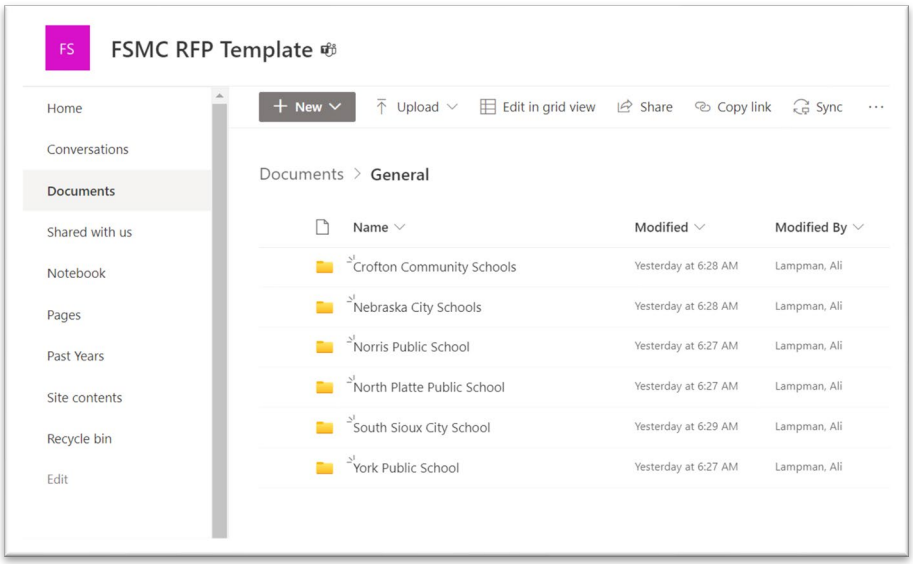
Copy the generated code and enter it on the next screen.



We recommend that you also check the "Keep me signed in" box at the bottom. Enter code then select VERIFY in blue.

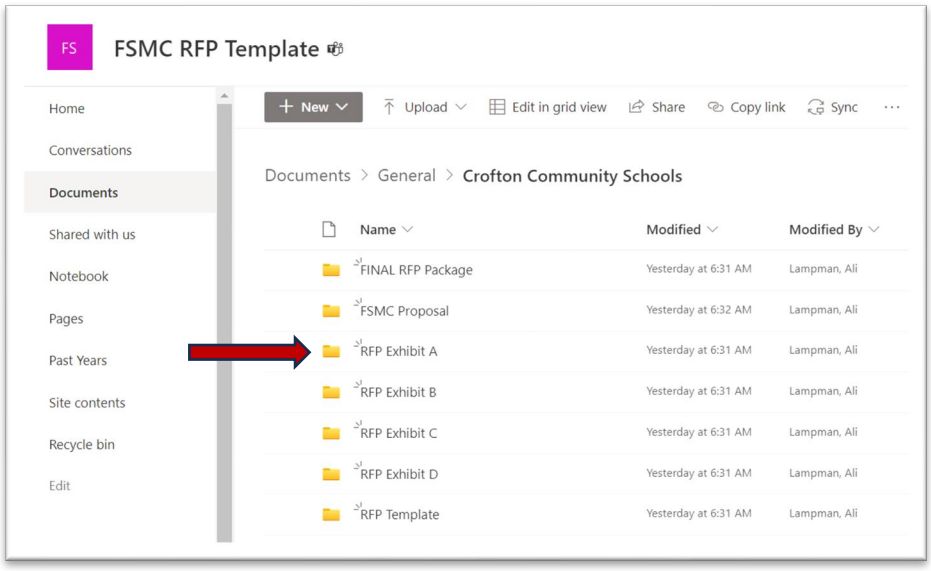


You are now in SharePoint. The screen will look like this picture but will have your school's name. You can bookmark this site or save the email link to access every time.

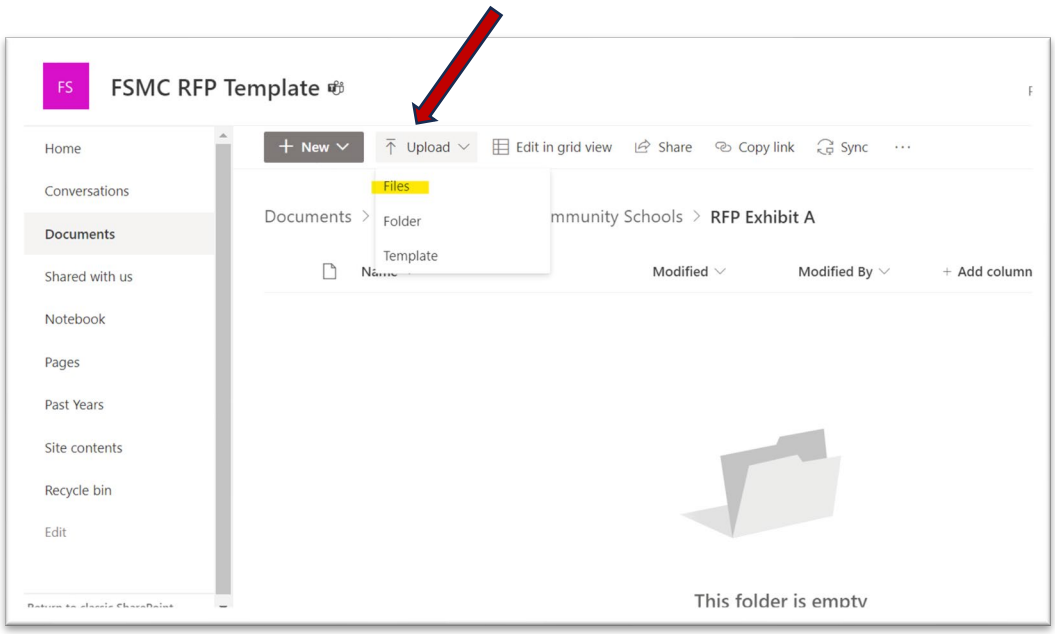


As you prepare your RFP package for approval, we will be working in RFP *Exhibit* folders *A-D* and the *RFP Template* folder. The other folders will be used later in the process once your RFP package is completed and approved.

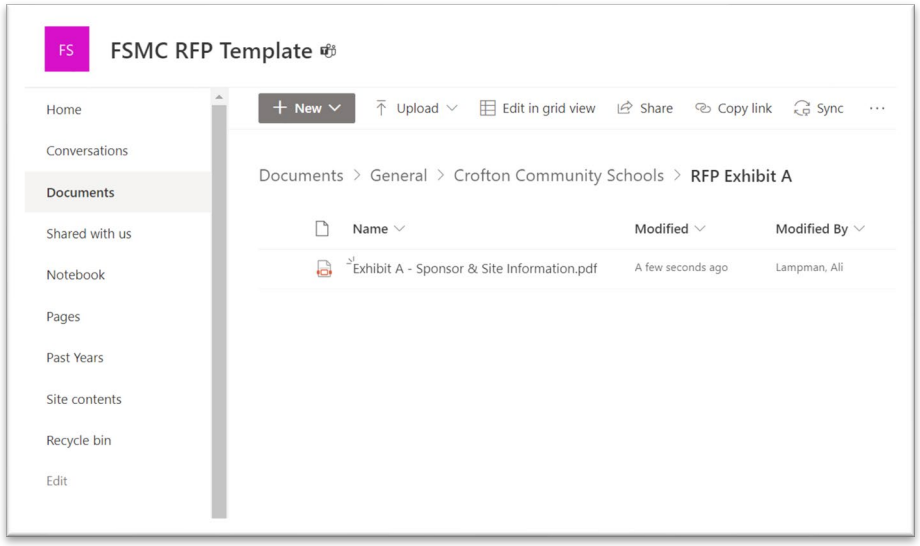
Select the folder to add your documents to the site.



Always UPLOAD files to add into the folders. Select UPLOAD and then FILES from the drop-down menu.



Select the file name from your computer file window. It may take a few seconds to upload. Once it is done you will see the file in the folder. The time/day/editor stamp feature is helpful to see who was in the folder last and when.



To open (view), delete or rename a file select the three dots by hovering over the folder name. A drop-down menu will appear. Select the action you want to take. You will not be able to edit the pdf/fillable pdf documents in SharePoint. If edits are needed, make them, and save on your copy then upload again to the site.

