

NYSED Child Nutrition Food Service Equipment Grant SharePoint Website

Microsoft SharePoint will be used as an application submission website for SFAs to securely upload the RFP#GC22-004 FY21 National School Lunch Program (NSLP) Equipment Assistance Grant for School Food Authorities (SFAs) application(s) and related documents.

Permission for access to the FY21 NSLP Equipment Grant SharePoint website is granted by the NYSED Child Nutrition Program Office. All business officials, CN fiscal contacts and food service directors associated with a SFA have been granted access and will be sent an email invitation with their unique access weblink. Users must accept the email invitation to gain access to the SharePoint website and must use their unique weblink to access the site.

If your SFA would like additional staff to have access to the SharePoint website, contact foodequip@nysed.gov. It is recommended that SFAs assign one duly authorized user to upload all submissions for the SFA.

Use the instructions below as a guide to log in and upload the application and related documents. Contact foodequip@nysed.gov if you have any questions.

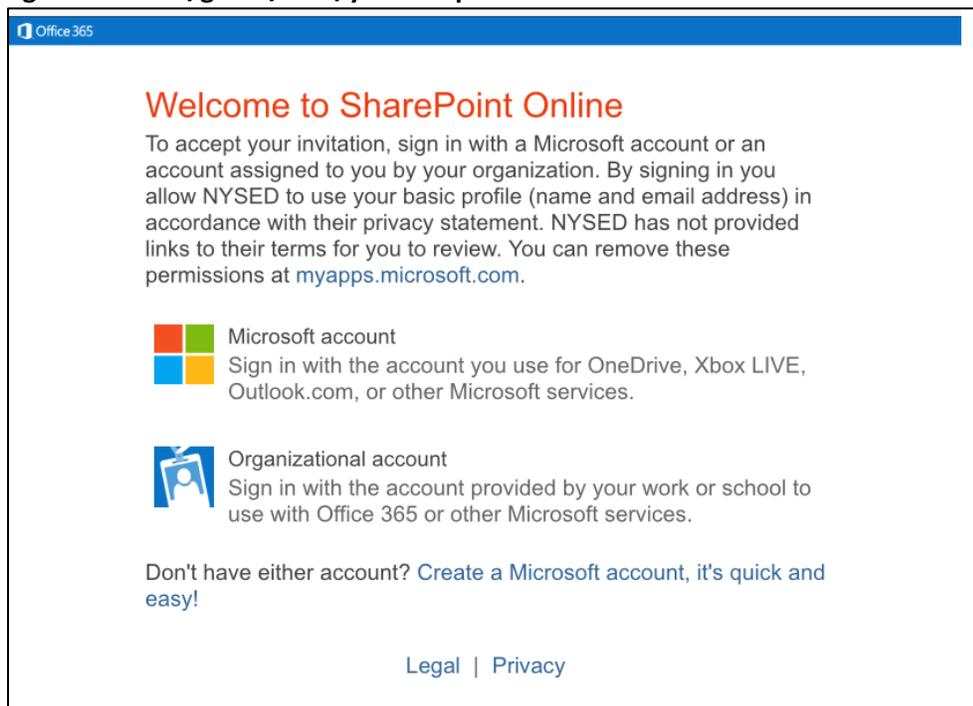
Logging into SharePoint for the First Time

1. 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#22-004 FY21 NSLP Equipment Grant**” or “<NYSED staff member> wants to share “**RFP#22-004 FY21 NSLP Equipment Grant**”.

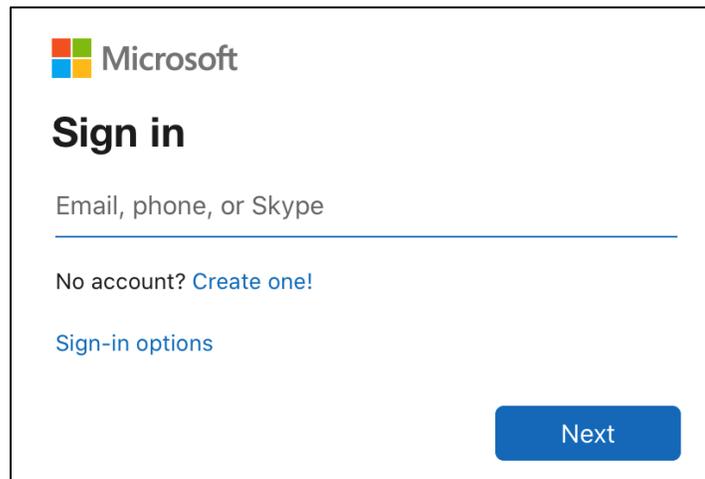
The body of the email will say “Go to “**RFP#22-004 FY21 NSLP Equipment Grant**”

Click the name of the project or group, which is a link to the SharePoint site.

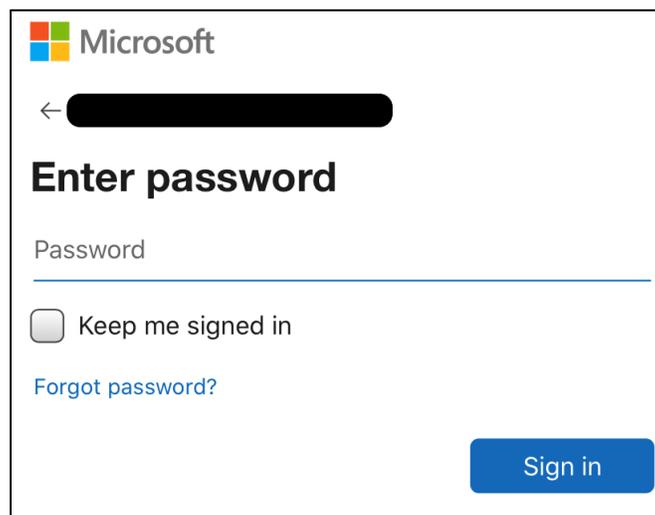
2. After clicking the name of the project or group, you will see the below screen. **Click “Microsoft account” to the right of the red/green/blue/yellow squares.**



3. 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.**
4. **Click “Next.”**



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



7. You will be brought to the Administrative Review SharePoint homepage.

Uploading the application and related documents to Sharepoint

1. Once you have logged in, you will be brought to the SharePoint homepage.
2. Click "SFA Submissions" located in the left panel of this screen
3. Click "+ New" and enter the corresponding values into the prompts

4. Upload the application and additional attachments by clicking “Add Attachments” at the bottom of the entry screen
5. Review your submission to ensure you have uploaded the corresponding application and all related documents. Save your submission by clicking Save.
6. Once you click save, your submission has been entered into the SharePoint Website and you should receive an autogenerated email as confirmation. Through this submission, the applicant must indicate that the required application form and all required documents have been uploaded and attached and therefore, a complete FY21 NSLP Equipment Grant Application has been submitted. Please note, this email is generated after the user selects "yes" to confirm that all application documents have been uploaded.

Please carefully review the submission and the documents attached to be sure the application submission includes all necessary/required document attachments as this email is generated from a self-reported answer and not a guarantee that your application is complete.