

Logging in to School Board Financial Reports SharePoint Site via Organizational Account

1. From the email inviting you to collaborate on School Board Financial Reports, click the “**School Board Financial Reports**” link:




2. It will take you to a screen like in the screenshot below. Click the **“Organizational Account”** link and follow the instructions.


← → ↻ Secure | https://ontariogov.sharepoint.com/sites/CSC-Extranet/DDS/PP/ECSE/_layouts/15/acceptinvite.aspx?invitation=%7B8BAEB321-478B-4341-96F6-E4E53C80BCA3%7D ☆ ☰ ⋮

Office 365

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow Government of Ontario to use your basic profile (name and email address) in accordance with their privacy statement. Government of Ontario has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

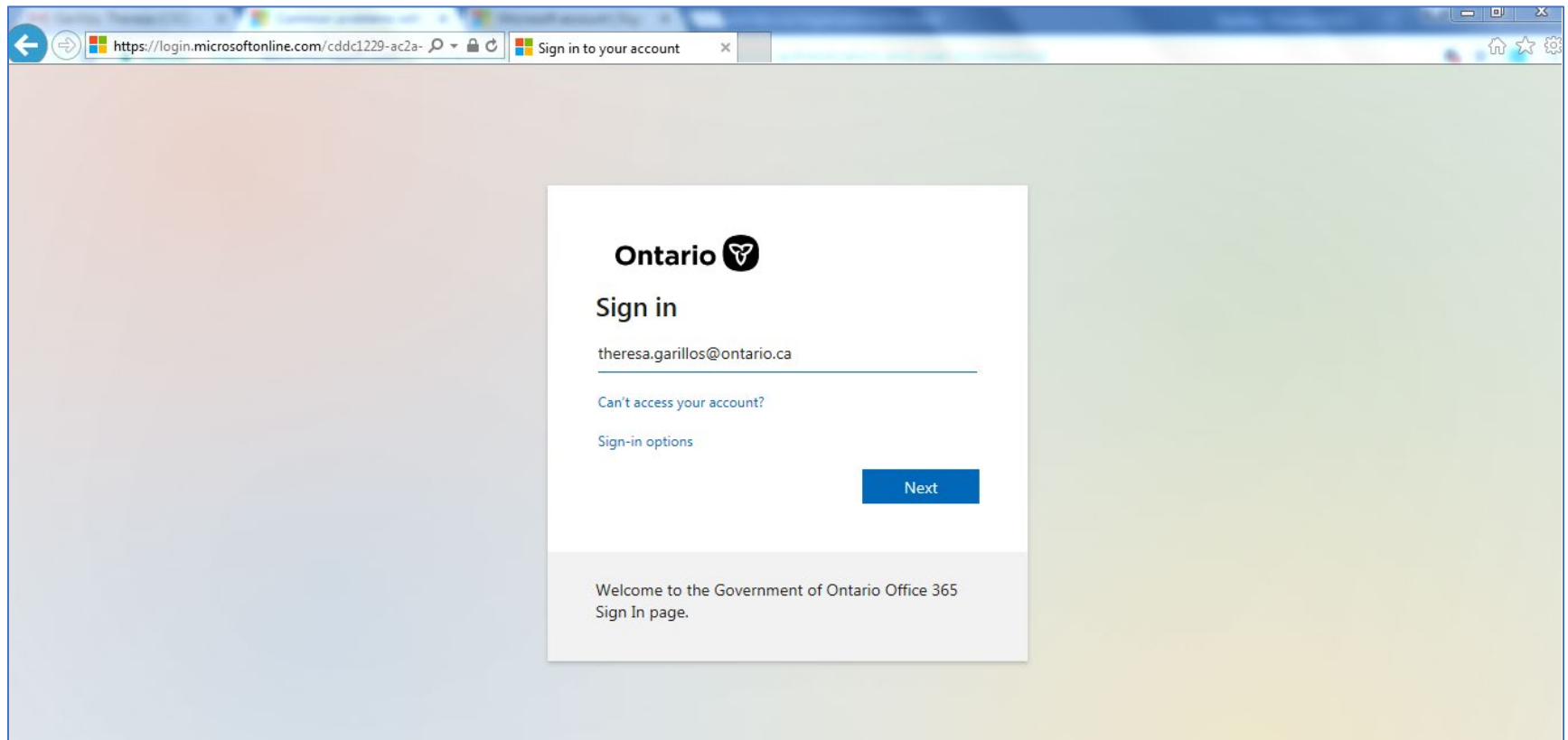
 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **Organizational account**
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

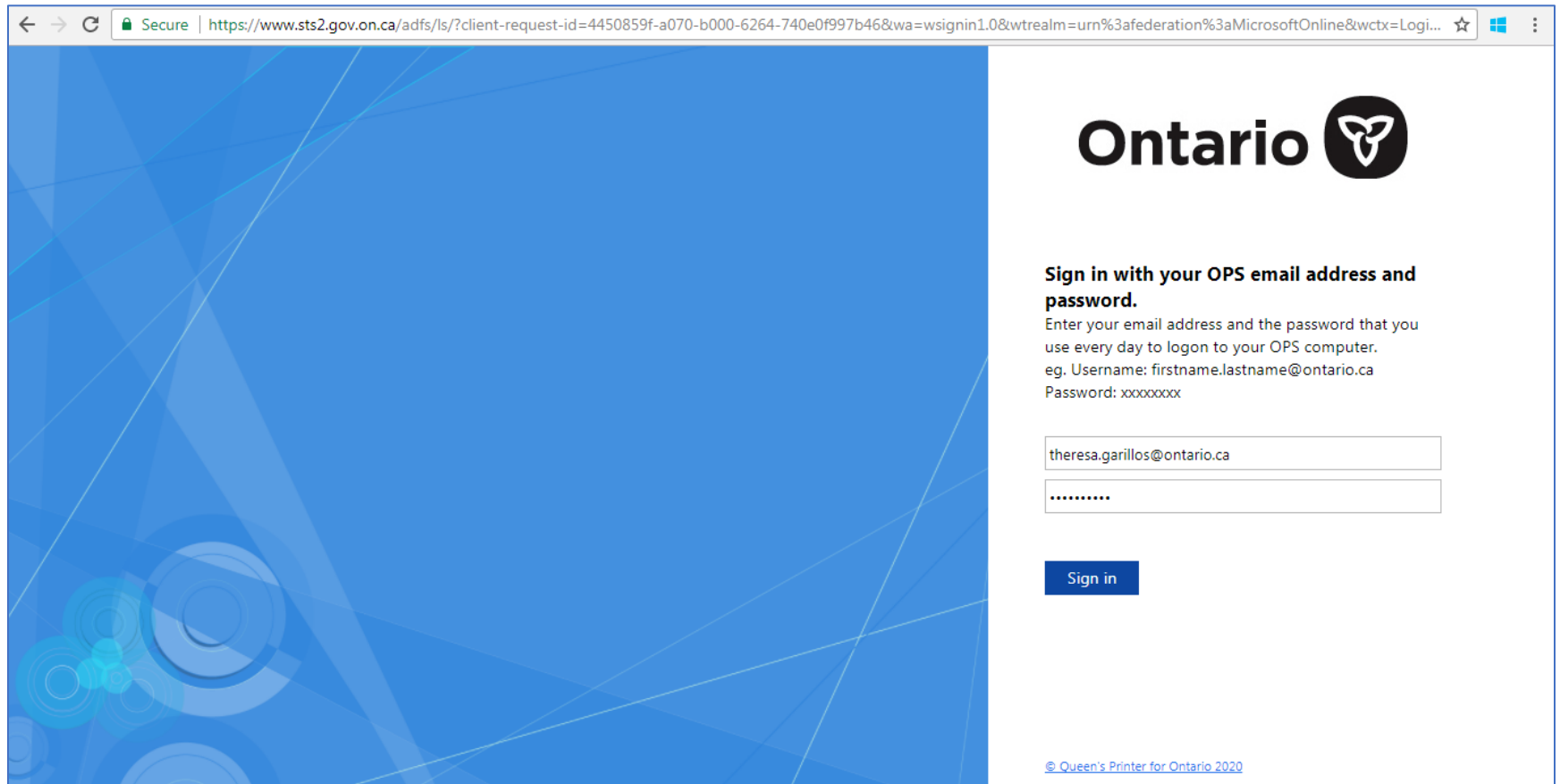
Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

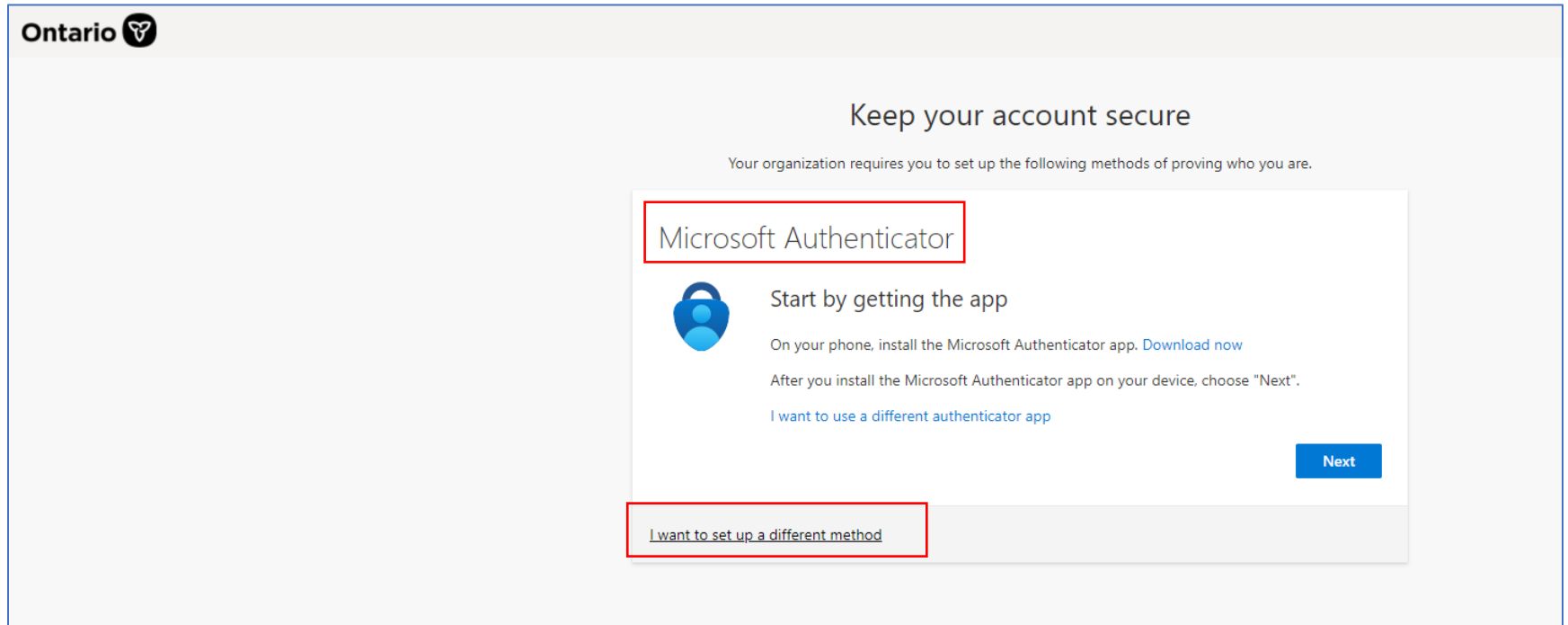
3. Type in your School Board email address and click 'Next'.
Your screen will be specific to your organization.



4. Enter password and click 'Sign In'. Once again, your screen will be specific to your organization.



5. Additional security verification will be required. You will be prompted to get the “Microsoft Authenticator App” or you can select “I want to set up a different method”.



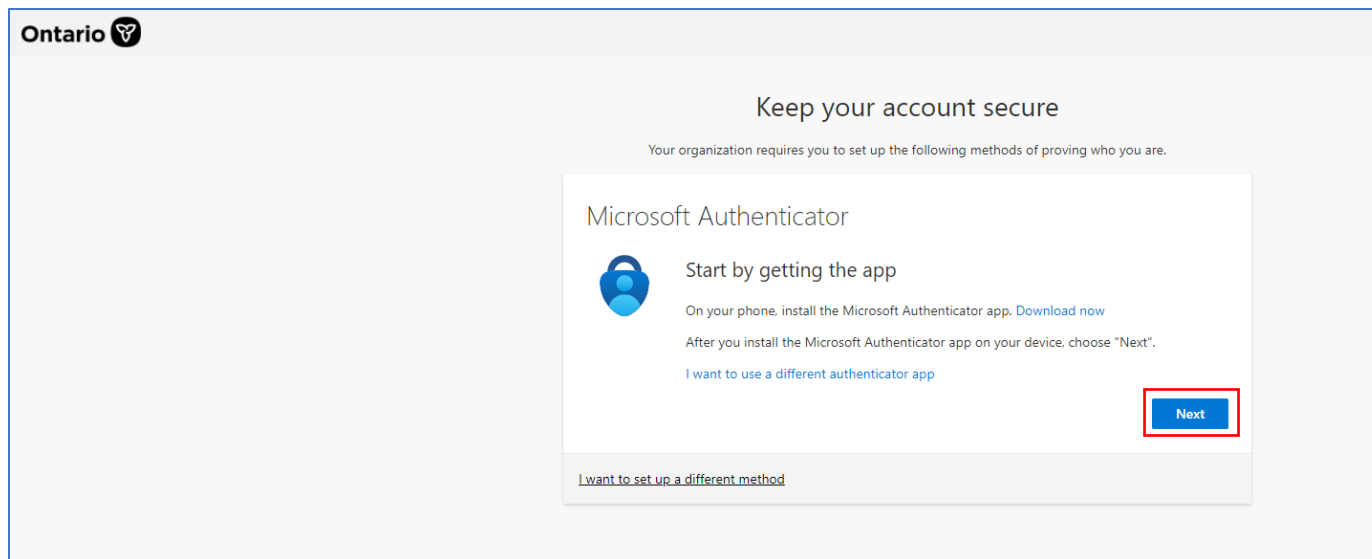
The screenshot shows a web page with the Ontario logo in the top left corner. The main heading is "Keep your account secure". Below this, a sub-heading states: "Your organization requires you to set up the following methods of proving who you are." The central content area is titled "Microsoft Authenticator" and features a blue shield icon with a lock. The text reads: "Start by getting the app", "On your phone, install the Microsoft Authenticator app. [Download now](#)", and "After you install the Microsoft Authenticator app on your device, choose 'Next'." There are two links: "I want to use a different authenticator app" and a blue "Next" button. At the bottom of the central area, there is a link "I want to set up a different method".

6. If you opted to download the “Microsoft Authenticator App”, here are the steps:

- I. On your phone, go to the App Store (for iPhone) or Google Play Store (for Android). Search for Microsoft Authenticator app. Download and open the app.

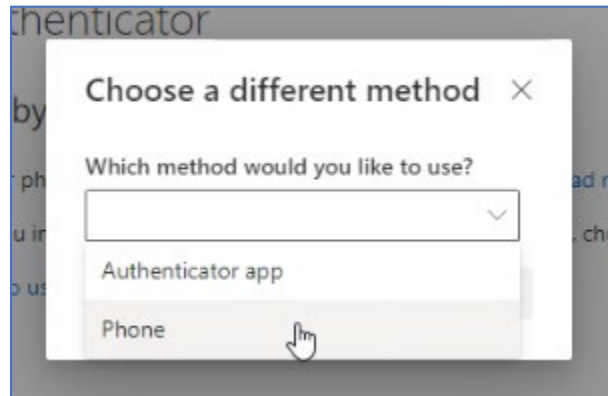


- II. Click “Next”

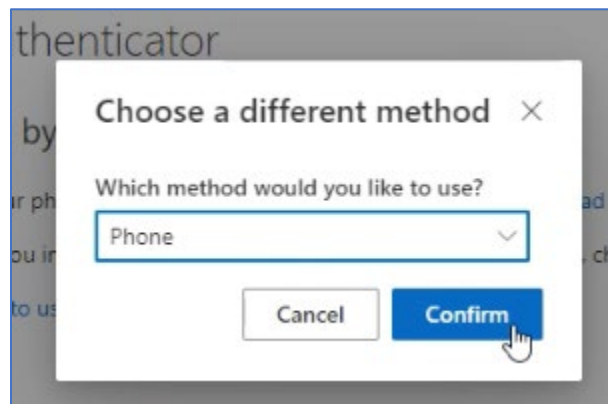


- III. Follow the instructions on screen and verify your identity using the Microsoft Authenticator app.

7. If you selected “I want to set up a different method”, you will be prompted to select a method from a drop-down menu. Select “Phone”.



8. Select “Confirm”



9. Select "Canada (+1)" from the drop-down list. Enter your cell phone number including the area code in the "Enter phone number" field. Select the "Text me a code" option.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Canada (+1)

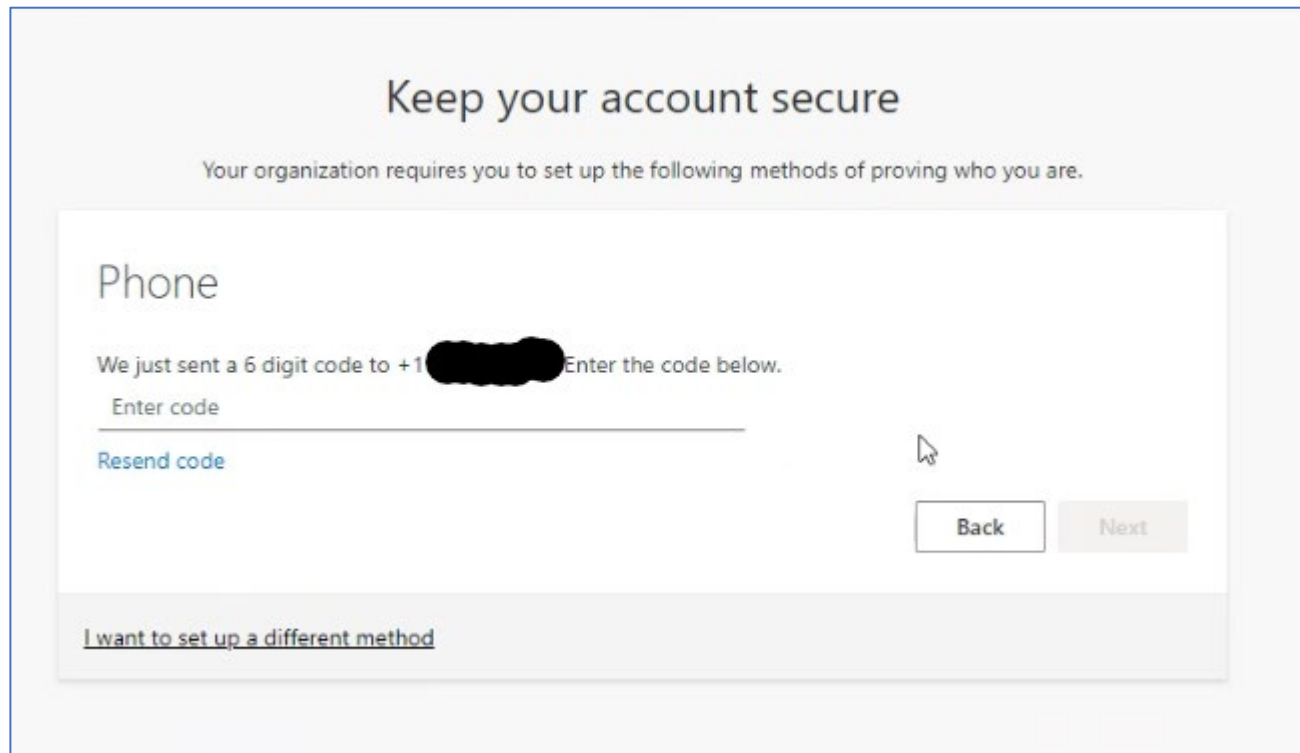
Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

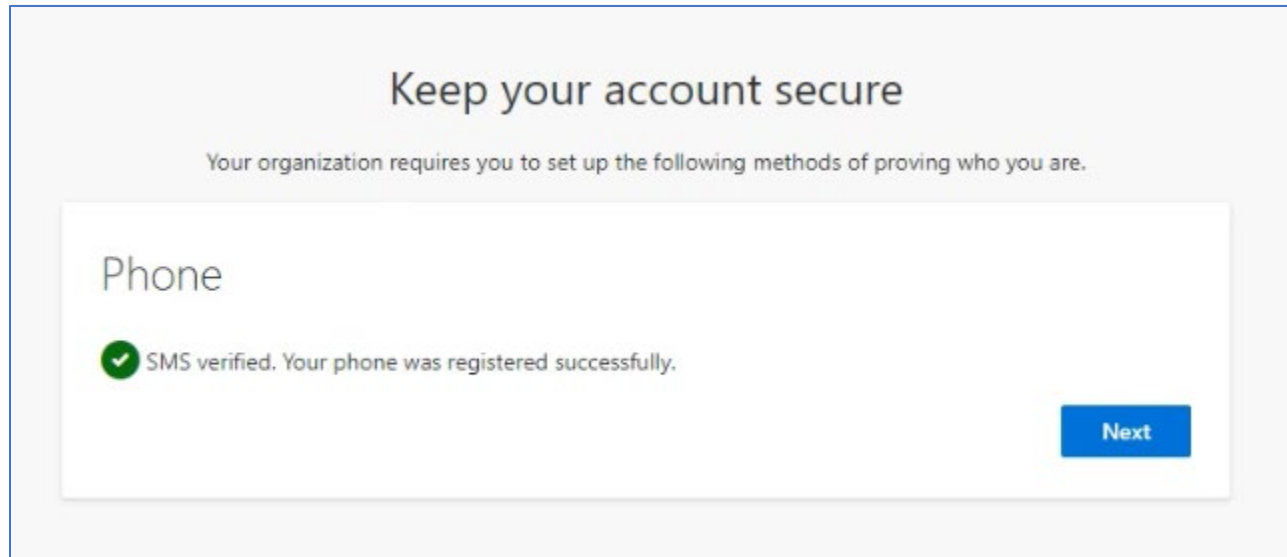
10. Enter the verification code you received on your cellphone and click 'Next'.



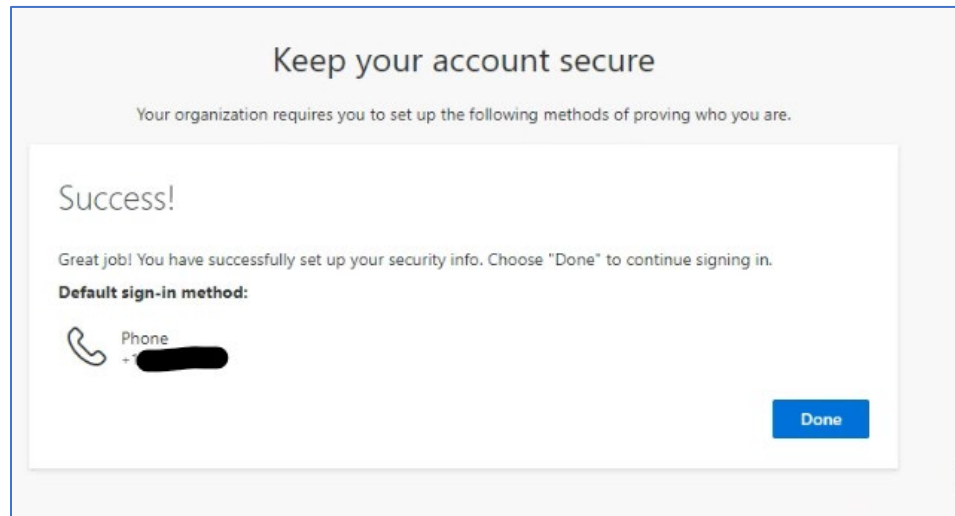
The screenshot shows a web page with the following elements:

- Section Header:** "Keep your account secure" in a large, dark font.
- Instructional Text:** "Your organization requires you to set up the following methods of proving who you are."
- Section Title:** "Phone" in a large, dark font.
- Text:** "We just sent a 6 digit code to +1 [REDACTED] Enter the code below." The phone number is obscured by a black redaction box.
- Input Field:** A text box with the placeholder text "Enter code" and a horizontal line below it.
- Link:** "Resend code" in blue text, located below the input field.
- Buttons:** Two buttons at the bottom right: "Back" (active, white with black border) and "Next" (disabled, grey).
- Footer Link:** "[I want to set up a different method](#)" in a smaller font at the bottom left.

11. You will receive a message that “Your phone was registered successfully.” Select Next.



12. Select Done on the “Success!” Screen:



13. Once verification is successful, **School Board Financial Reports** site home page will be displayed.

The screenshot shows the home page of the 'School Board Financial Reports' SharePoint site. The page has a purple header with the 'SB' logo and the title 'School Board Financial Reports'. A left-hand navigation pane contains links for 'Home', 'Documents', 'Financial Submission Log', and 'Recycle bin'. The main content area is titled 'School Board Financial Reports' and contains a paragraph explaining the purpose of the site, a link to 'ministry financial analysts', and a link to 'ministry finance officers'. On the right side, there is a 'Documents' section with an 'Export to Excel' button, a filter for 'All Documents', and a table listing a folder named 'Algoma District School Board' with a modification date of 'July 21'.

School Board Financial Reports

Home

Documents

Financial Submission Log

Recycle bin

School Board Financial Reports

This page includes links to submit your school board's financial supporting documentation to the ministry at the regular reporting cycles. Please upload the required financial supporting documentation as noted in the 2022:SBXX memo for 21-22 Financial Statements to the school boards.

For questions related to your boards, please contact your [ministry financial analysts](#).

For inquiries related to SharePoint site access or functionality, please contact your [ministry finance officers](#).

Documents

Export to Excel All Documents

Name	Modified
Algoma District School Board	July 21

How to access School Board Financial Reports SharePoint site next time you log in?

1. Click the link to the site from your Bookmarks/Favorites:
[School Board Financial Reports - Home \(sharepoint.com\)](#)
2. If you are not logged in to Microsoft, you will be asked to log in. You will verify your identity using the Microsoft Authenticator app or a code will be sent to your phone depending on the steps you followed above.

