

Document Share Portal

WAIT! Before accessing the secure Document Share Portal for the first time, you must contact Beverly Jackson at bjackson@mississippi.edu or (601) 432-6437 to obtain a Username. Your Password is your Counselor PIN. If you do not have a Counselor PIN, follow the instructions on the Counselor Website.

Login Instructions

Access the Document Share Portal to upload files:

<https://sfaforms.ihl.state.ms.us/Login.aspx?ReturnUrl=%2fDocumentSharing%2fMyFolders.aspx>

Enter your Username and Password. Your Username must be assigned to you (contact Beverly Jackson at bjackson@mississippi.edu or (601) 432-6437 to obtain a Username). Your Password is your Counselor PIN.

Click the “Login” button.

Once you are logged in, you will see your school’s folder.

File Upload Instructions

Under the “Actions” tab, select “Add Files.”

The “Add Files” page is shown.

Fill in the file title and a description of the file. Select the file type from the list. “Active” must be checked.

Click the “Upload New File” button.

Click “Cancel” if you need to return to the “My Document Folders”.

Download Instructions

Under the “Actions” tab, select “View” to view your folder.

A list of files will be shown. You may sort by “File Type” or “Created” by clicking on the column heading.

Select “View File” next to the file name and a window will pop up to allow you to “Open”, “Save” or “Cancel”. Select “Save” and pick the directory where you wish to save the file.

If there are more files than what will appear on one page, at the bottom of the list there are arrows (< >) which allow you to move back and forth between pages.

If you are in the “View” list and wish to return the “My Document Folders” to upload files, click on “My Document Folders” just above your school name.

The “Logout” button is in the top right corner of every page.