

# Instructions to Access Shared Services Member Portal

Step 1: Our IT Manager, Donnell Reed, Jr., sent an email from Microsoft Invitations. Once you locate the email, open it, and **accept the invitation**. This will give you access to applications in our organization, such as the Shared Services Member Portal.

Donnell Reed Jr. invited you to access applications within their organization Inbox x

**Microsoft Invitations on behalf of Collaborative for Children** <invites@microsoft.com> 6:14 PM (5 minutes ago)  
to me ▾

**ⓘ** Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Sender: Donnell Reed Jr. ([dreedjr@collabforchildren.org](mailto:dreedjr@collabforchildren.org))  
Organization: Collaborative for Children  
Domain: [collabforchildren.onmicrosoft.com](https://collabforchildren.onmicrosoft.com)

This message was provided by the sender and is not from Microsoft Corporation.

Message from Donnell Reed Jr.:  
" number 2 email "

If you accept this invitation, you'll be sent to [https://account.activedirectory.windowsazure.com/?tenantid=f4e083b1-f16a-4530-895c-304800a004bf&login\\_hint=deehh33@gmail.com](https://account.activedirectory.windowsazure.com/?tenantid=f4e083b1-f16a-4530-895c-304800a004bf&login_hint=deehh33@gmail.com).

[Accept invitation](#) ← **CLICK HERE!**

Steps 2 & 3: Once you accept the invitation, you will be asked to **sign in or create a Microsoft account** using the email address we sent the invite to. After you sign in, **accept** Collaborative for Children as a trusted organization.

**Microsoft**  
deehh33@gmail.com

**Enter password**

Password

[Forgot password?](#)  
[Email code to deehh33@gmail.com](#)

**Sign in**

**Permission requested by:**  
**Collaborative for Children**  
collabforchildren.onmicrosoft.com

By accepting, you allow this organization to:

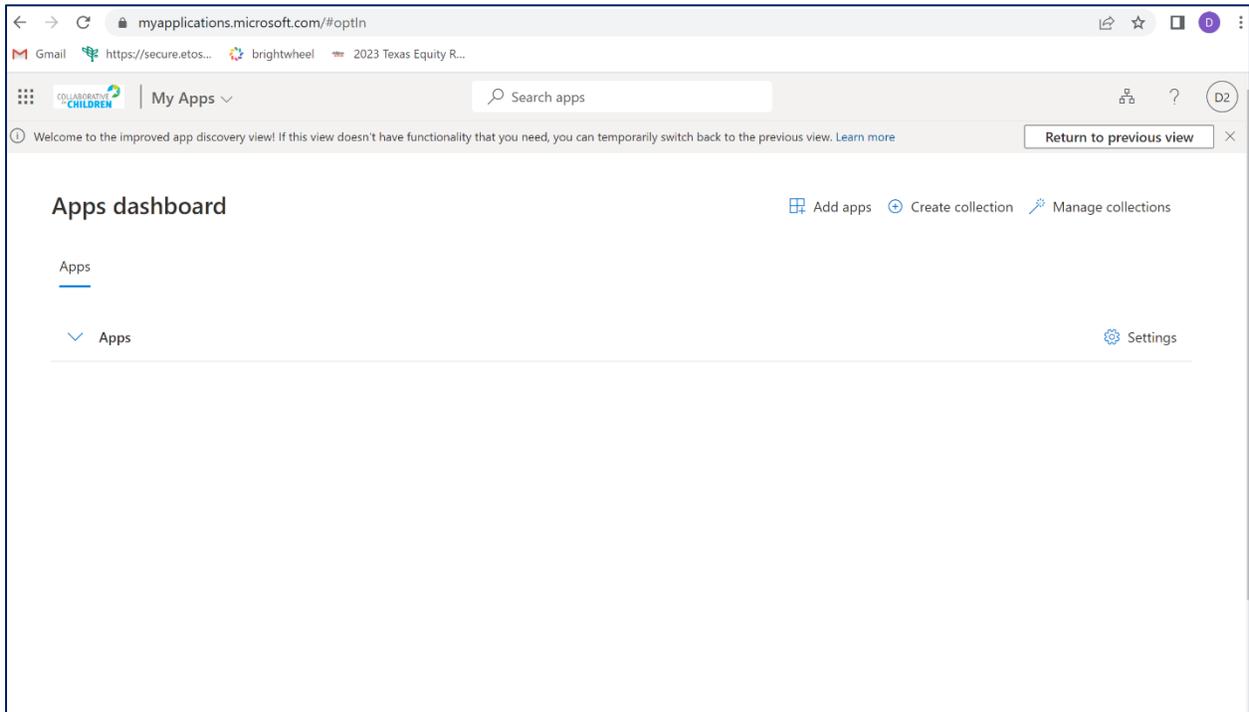
- ✓ **Receive your profile data**  
Your profile data means your name, email address, and photo
- ✓ **Collect and log your activity**  
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ **Use your profile data and activity data**  
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust Collaborative for Children. **Collaborative for Children has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)

**This resource is not shared by Microsoft.**

← **CLICK HERE!**

Step 4: Once you accept, it will take you to this site. This is just an empty dashboard, so **close this window!** You now have access to applications in Collaborative for Children, but need to proceed to step 5 to access the member portal.



Step 5: You now have access to applications in Collaborative for Children. To access the Shared Services Member Portal, go to <https://collabforchildren.sharepoint.com/sites/SharedServicesAlliance/>

