



Registrar's Office

To: All persons responsible for updates to the college catalog.
From: The Registrar's Office

RE: Updating the College Catalog

All updates to the college catalog are to be made using the Sharepoint software. The current catalog is available to be updated.

1) Logging into Sharepoint:

Click or copy this link: https://sharepoint.kings.edu/sites/college_catalog

The following security box will appear.



If you have Windows XP:

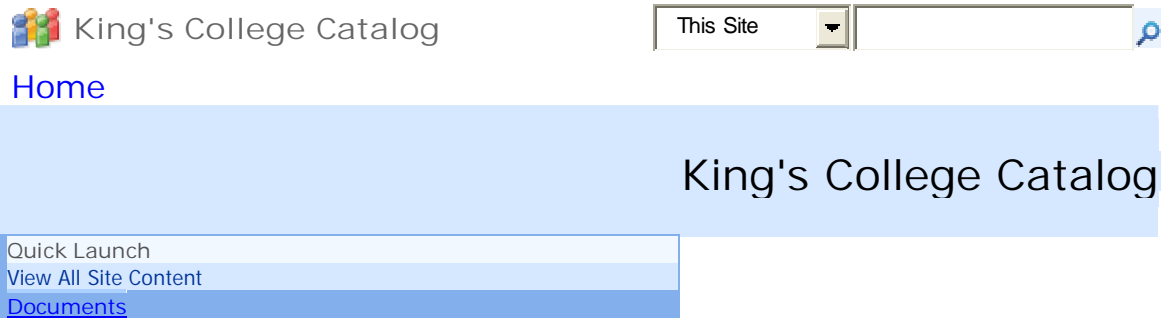
Enter your email address ex. johnsmith@kings.edu
Enter your network/email password

If you are NOT using Windows XP:

Enter your username: ex. johnsmith
Enter your network/email password
In the "Domain" field, enter kings

II) Selecting a document to be edited:

Click the word **Documents** in the upper-left portion of the screen.



The screen will open showing only those documents that you have authority to update.

To Open A File from the Network Drive:

- 1) **Place your cursor on top of the file name.**
This is cause a drop-down box to appear.
- 2) Click the **down arrow** at the right-side of the drop-down box.
- 3) Click, **Edit in Microsoft Office Word**

This window will appear. Click OK.



- 4) Next, the **security box** will appear again in order to access the particular file.
Re-enter the same security information as listed in item I above.



- 5) The document that you selected will open as a Word document.
Make any changes to this document and **remember to save them**.
All changes that you make will be incorporated into the catalog for next year.