



Registrar's Office

RE: Updating the College Catalog

Updates to the college catalog are made through **Office 365 SharePoint** software. Please follow these steps to access, update and save your catalog changes.

STEP 1) Logging into Office 365 SharePoint:

Copy link to your browser:

https://kingsedu.sharepoint.com/sites/college_catalog/default.aspx

[Note: If your browser does not open SharePoint try using a different browser].

Log in using your King's College email address and password.



Work or school, or personal Microsoft account

Keep me signed in

Sign in

STEP 2) Select a document to be edited:

Documents that you have permission to edit will appear under the heading “Documents”.
Double-click the document you want to modify.

Example:

Documents

Part A - General
Information

Part B - The Curriculum

Part C - Academic
Services

Part D - Special
Academic Programs

Part E - College Life

Part G - Directory
Information

Degree Programs

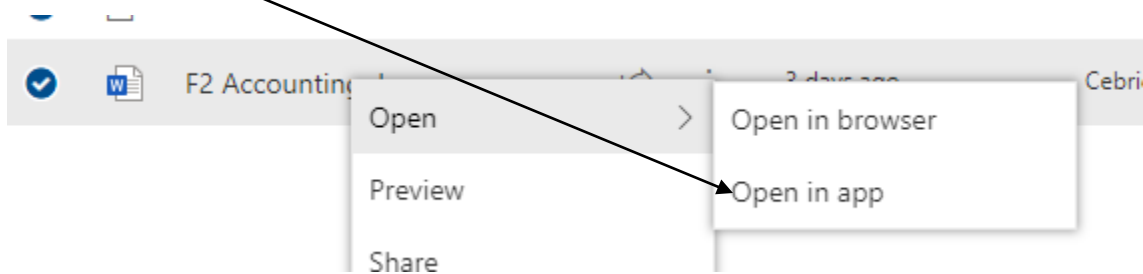
Accounting

STEP 3) Open the document to be edited:

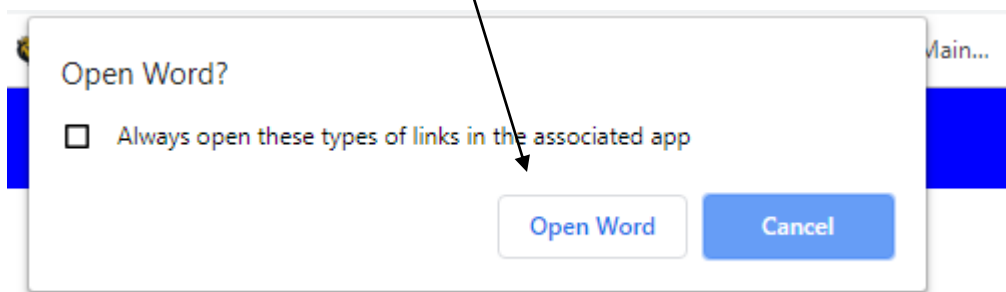
Click on the document that you would like to edit.

Next, place your cursor over the document name and **RIGHT-Click**

Select **Open in app**. **Using this option will save your changes back on the SharePoint site.**



Then you will see this option. Click **Open Word**



You are now ready to make changes to your document.

STEP 4) Save the edited document:

To save your changes click “File” and “**SAVE**”.

To exit the document, click “File” and “**CLOSE**”.

Suggestion: Verify that your changes were saved to the SharePoint drive. Re-open the document. If you see your most recent changes then everything worked correctly.