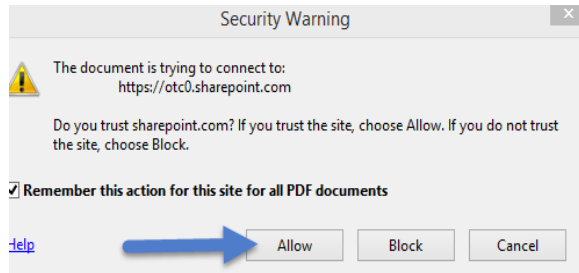


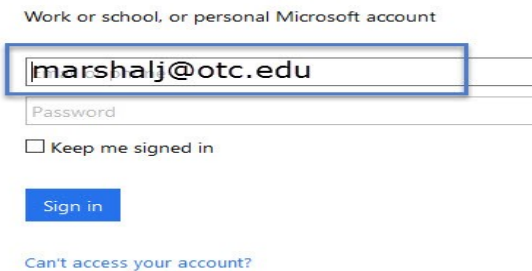
Instructions to Access Current Course Abstracts

1) Open a web browser and go to: <https://otc0.sharepoint.com/teams/ac/>.

2) If you get a security window as shown below, select “Allow”:



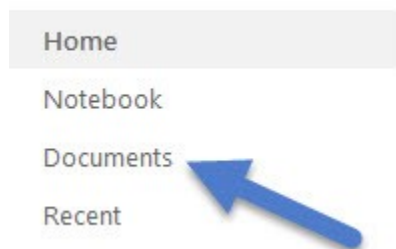
3) Enter your OTC username:

A screenshot of a Microsoft account sign-in form. The text above the form reads: "Work or school, or personal Microsoft account". The form has two input fields: the first contains "marshalj@otc.edu" and is highlighted with a blue box; the second is labeled "Password". Below the fields is a checkbox labeled "Keep me signed in". At the bottom is a blue "Sign in" button and a link that says "Can't access your account?".

4) You will be directed to another site page, enter your OTC password and select “Sign in”:

A screenshot of the Ozarks Technical Community College sign-in page. The logo "OZARKS TECHNICAL COMMUNITY COLLEGE" is at the top. Below it, the text says "Please sign in with your OTC user name and password." There are two input fields: the first contains "marshalj@otc.edu" and the second is labeled "Password". Below the fields is a blue "Sign in" button with a blue arrow pointing to it.

5) On the left side of the page, select “Documents”:



6) You have access to three folders:

