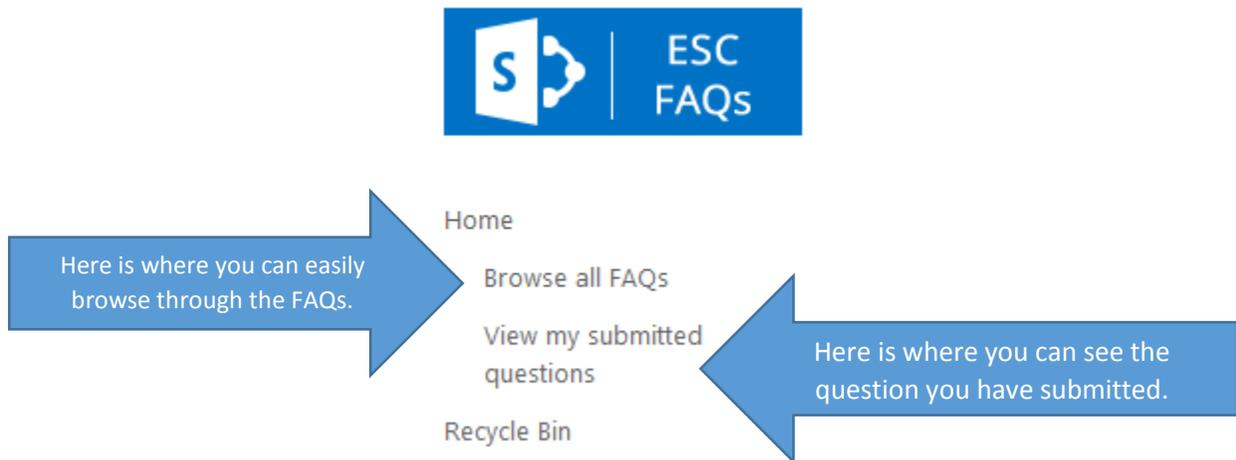Greetings:

Now that you are all experts on getting to the SharePoint site, we have created this tutorial on how to use the FAQ site.

<h2 style="text-align:center;color:red;">PART II: Using the FAQ site</h2>

Let's jump right in!

1) It is recommended that you are looking at the FAQ site as you read through this tutorial. If you do not know how to access the FAQ site. Please review the How to get to SharePoint Part I tutorial. First, let's look at the left hand side of the FAQ home page. There are some quick links that will assist you with your search.

Here is where you can easily browse through the FAQs.

Here is where you can see the question you have submitted.

2) If you have a specific question/topic, you can search the site. This is located in the upper right hand corner.

Type your topic or question right in here.
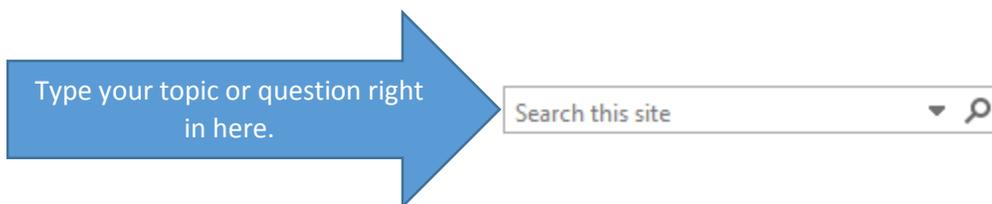
3) If you cannot find your question, please submit a question to the FAQ team. We are happy to find the answer to your question and it could be added to our FAQ repository. The question form is located in the bottom right of the FAQ home page. Below is a screenshot of the form. Instructions on how to fill this out are included within the screenshot.

Don't see an answer to your question?

Enter your question here (255 characters): If you need more space, use the "Question Details" box below.

You can ask a short question in the box above or include a question title. This is not for more detailed questions that need more space.

My question is for this office: Other/Not sure

If you know the department, select in the above box. The arrow will give a selection.

Question Details

If you have a longer question, please write this in the larger dialog box. You can write much more than the 225 characters.

(Optional) Would you like us to include your supervisor in our response to you?

Click in the box for yes.

Sometimes, it is helpful to let your supervisor know. This will educate both them and you. This is definitely not required.

If yes, enter your supervisor's name here:

If you want to include your supervisor's name, this goes here.

(Optional) Are you asking on behalf of someone else? If you are, enter that person's name here:

Sometimes, people are shy and do not want to ask a question for themselves. They will ask a colleague to do this for them. However, they do want the answer delivered to them. This was created just for that type of individual. We want everyone to feel welcome to submit a question.

Submit

To make sure that your question is asked, don't forget to click "submit!"

4) Here is a rundown of what else the FAQ has to offer. There are links underneath the explanation paragraph. In the screen shot below, you will see the list of links to the left, organization charts in the center and the question form to the right.

Submitted questions will be reviewed and directed to the appropriate office(s) and a response will be p

Questions that are asked frequently will be added to this FAQ.

Browse all FAQs

This is the same browse link as on the quick link on the left

Browse FAQs by Topic:

- Academic Decisions
- Areas of Study
- CRM
- Employee Travel
- Faculty
- Financial Aid
- Mentor Assignment
- Personnel Issues
- Reporting Structure
- Student Retention
- Student Services

Above are topics under which you can find any number of questions and answers. If you know your topic, you may want to start looking here.

Organization Charts:

OAA

OAA Org Chart Sep_26_2016RevA.pdf

OAA Academic Programs

OAAAcademicProgramsSept2016.pdf

OEM

Office of Enrollment Management Org Chart - 12-20-16.pdf

Above are our most current organizational charts for the different offices in the college. Many have asked what our structure is. You will find the most current picture here. Come back and check as we are refining our structure. This will be updated to the most current status.

Don't see an an

Enter your question here (255 characters):
If you need more space, use the "Question Details" box below.

My question is for this office:

Question Details

(Optional)
Would you like us to include your supervisor in our response to you?

If yes, enter your supervisor's name here:

(Optional)