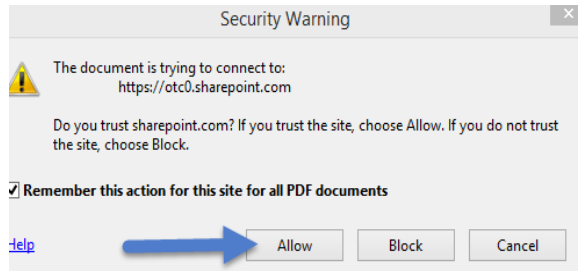


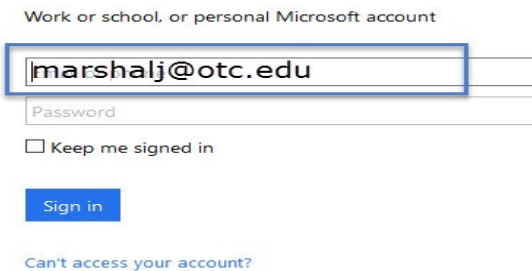
Instructions to Access Current Course Abstracts

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”:



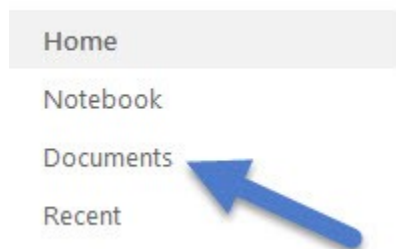
3) Enter your OTC username:

A screenshot of a Microsoft account sign-in form. It includes the text "Work or school, or personal Microsoft account" above a text input field containing "marshalj@otc.edu". Below this is a "Password" input field, a "Keep me signed in" checkbox, a blue "Sign in" button, and a blue link "Can't access your account?".

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

A screenshot of the Ozarks Technical Community College sign-in page. It features the college's logo at the top, followed by the text "Please sign in with your OTC user name and password." Below this are two input fields: one containing "marshalj@otc.edu" and another labeled "Password". A blue "Sign in" button is at the bottom, with a blue arrow pointing to it.

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



6) You have access to three folders:

