

## Navigation Instructions

### System Requirements:

The Compliance Certification document and accompanying compliance audit files may be accessed by one of two methods, through use of the self contained CD-Rom or through the internet. Adobe Acrobat Reader is required for navigation of both locations. This free software can be downloaded from:

<http://adobe.com/products/acrobat/readstep2.html>

### FOR CD-ROM ACCESS:

1. Insert the CD in your CD-Rom drive. The compliance audit files index page should open automatically.
2. If the CD does not load automatically, the autorun feature has been disabled on your PC. You then must open the document manually. To do this, open the CD folder on your computer and click on the AUTORUMPRO file. This will open what appears to be an Internet Explorer index page. This page has links to Welcome Letter, Summary Form, Compliance Certification, Acronym List, Document Reference List, Organizational Chart, Navigation Instructions, Annual financial Report, and College Catalogs.
3. The Compliance Certification document contains hyperlinks to all supporting evidence. Links to external websites are designated separately from those links that are contained on the CD-Rom. Internet access is required to view the external links. The external website links are provided as additional support of compliance but are not the primary source documents.
4. Attached is a list of the Usernames and Passwords required for access to; online faculty professional development, Prometheus training, and the Texshare, and Loislaw databases. Usernames and Passwords for access to live online courses will be provided, by request, at the time of the off-site review.
5. The only documentation not provided in electronic format is the Faculty Roster report. This report is provided in hardcopy and only to those off-site reviewers assigned the faculty review.

## FOR INTERNET ACCESS

1. The Central Texas College compliance audit files are located at <http://www.ctcd.edu/sacs1/indxsac2.htm>

## PASSWORDS

### Online Faculty Development

- URL: <http://online.ctcd.edu/faculty-lounge/faculty-lounge.cfm>
- User Name: ctc\faculty
- Password: cd9899
- Account Status: Active

### Prometheus Training

- URL: <http://ctc.prometheus.com/ctc/>
- User Name: socAccess
- Password: socAccess
- Account Status: Active

### Texshare

- URL: <http://65.161.6.147:2048/login>
- User Name: ctcd
- Password: blue\*e??

### LoisLaw

- URL: <http://www.loislaw.com/SNP/login.htm?OLDURL=/pns/index.htm>
- User Name: ctc1
- Password: blue\*e??

### Live Online Course

- Contact Erin Rhoden at [erin.rhoden@ctcd.edu](mailto:erin.rhoden@ctcd.edu) or phone 1-254-526-1154.

## **General Navigation Instructions for Adobe Acrobat/PDF Documents**

### **BOOKMARKS:**

Bookmarks assist with navigation within the document.

Most multi-page documents are bookmarked. Documents should open with the bookmarks exposed on the left hand side of the screen. If the bookmark is not opened, click on the bookmark tab found on the left hand side of the document.

Bookmarks will take you to the **page** on which the information is found not necessarily to the exact location on the page. It may be necessary to scroll up or down on the page to arrive at the exact location.

### **MAGNIFICATION:**

The magnification of the Compliance Certification document and most supporting evidence has been set to 100%. The magnification may be increased or decreased by any of three different methods:

1. on the menu bar, click view, then choose either, zoom in, zoom out, zoom to;
2. on the keyboard, hold down the control key and press either the + or the – keys;
3. on the tool bar, the magnification percentage maybe increased or decreased using the drop down box.

### **SUPPORT EVIDENCE LINKS:**

Support Evidence has been linked in a manner to open a file in a new Adobe Acrobat document window. When you have completed reviewing the support evidence document, click on the small x, below the red X in the top right hand corner, of the windows screen. This small x, closes the document window. The red X closes the adobe acrobat reader. By clicking on the small x you will be returned to your place in the Compliance Certification document. Clicking on the red X will return you to the compliance audit files index page.

Bookmarks

Magnification

Exit Application

Exit Document

