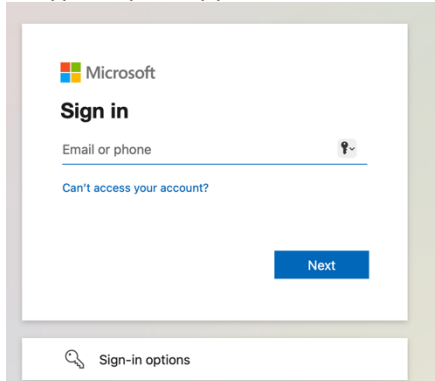


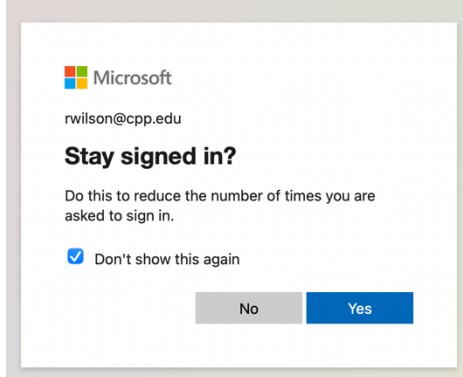
1. Click on Fill Out Form.

2. Type in your cpp email and click next here.



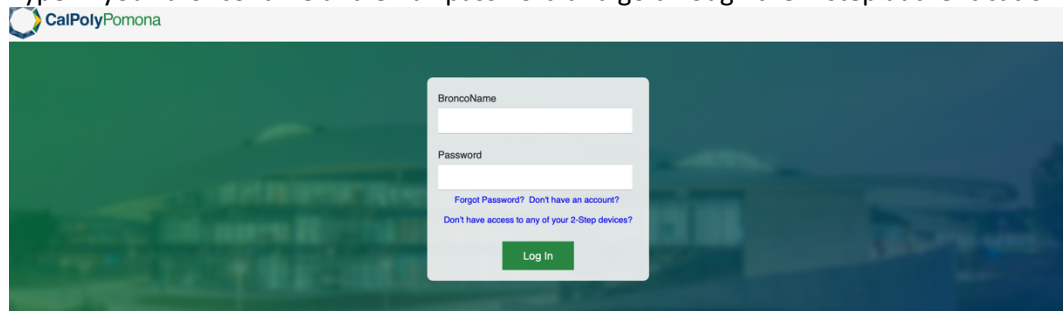
The image shows a Microsoft sign-in form. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field labeled "Email or phone" with a small eye icon to its right. Below the input field is a link that says "Can't access your account?". At the bottom right of the form is a blue button labeled "Next". At the bottom left, there is a magnifying glass icon followed by the text "Sign-in options".

3. It will ask you if you want to stay logged in. Make your selection.



The image shows a Microsoft "Stay signed in?" form. At the top left is the Microsoft logo. Below it, the email address "rwilson@cpp.edu" is displayed. The heading "Stay signed in?" is followed by the text "Do this to reduce the number of times you are asked to sign in." Below this is a checked checkbox with the label "Don't show this again". At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button.

It may ask you to do campus 2 step authentication process, (if it does) please go through that. Type in your bronconame and email password and go through the 2-step authentication



The image shows a login form for CalPoly Pomona. At the top left is the CalPoly Pomona logo. The form is overlaid on a background image of a building. It contains two text input fields: "BroncoName" and "Password". Below the "Password" field are two links: "Forgot Password? Don't have an account?" and "Don't have access to any of your 2-Step devices?". At the bottom right of the form is a green button labeled "Log In".

4. The form should appear allowing you to enter in news you want to share.

Please feel free to contact Pali Wilson at rwilson@cpp.edu if you have any questions.