# SUPPLEMENTAL FAQ GUIDE

Get answers to frequently asked questions



This supplemental frequently asked question (FAQ) guide provides information and step-by-step instructions on how to perform frequently asked about tasks in the Online Catalog.

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#### How do I search and save content?



The Search Catalog feature allows you to type in a search term and find content.



The Advanced Search feature helps you narrow down the content that you want. Find courses, programs, all curriculum, and other content.



You can also **browse content** by simply selecting the links on the left navigation.



The My Portfolio Tool allows you to save courses, programs, links, divisions, and past searches so that they are easy to find later. You can use any email address to set up your account. Look for and click the star  $\mathbf{E}$  icon in the top section of a page that you want to save to your portfolio.



## How can I see the full course description after performing a course search?

Click on the name of the course Step 1 that you would like to view.

Step 2 The link will then expand the content at which point you can click the star or print icon to save the course to the My Portfolio tool or print the description.\*

> \*You can use the Print option to print to PDF option, which will save the content as a PDF file.

CATALOG SEARCH	×
Search Results [Modify search options.]	Sorting: Alphabetical   Ranked
Courses - Prefix/Code Matches	
No matches.	
Courses - Keyword/Phrase Matches	
Results for any term in "math". ACC-2001 Principles of Accounting I	
ACC-2001 Frinciples of Accounting 1	
CATALOG SEARCH	★?
Search Results [Modify search options.]	Sorting: Alphabetical   Ranked
Courses - Prefix/Code Matches	
No matches.	
Courses - Keyword/Phrase Matches	
Results for any term in "math".	
ACC-2001 Principles of Accounting I ACC-2001 Principles of Accounting I	
3 Credits University-parallel introductory accounting sequence. Covers major accounting theories, princip classroom and online formats available. Students should have had previous accounting or have of 1030. Prerequisite(s): Math (DVM-0071 or appropriate test score) and Reading proficiency or ACC-10	ompleted ACC-1000 or ACC-

(Formerly offered as ACC-1010. Students may not receive credit for both ACC-1010 and ACC-2001.)

★?

## How do I use the My Portfolio feature?

- **Step 1** Select **My Portfolio** from the left navigation menu.
- Step 2 Follow the instructions listed on the page for signing up. If you forget your password, enter your email address only and select the Reset Password button beneath the Reset Password field.

NOTE: You may use any email address to sign up.

**Step 3** During the course of navigating the online catalog, add content to the My Portfolio feature by selecting the **star icon**.

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МУ Р	ortfolio		
M	POR	TFOLIO	
If you h	e a login account, y	ou can retrieve everything in your Portfoli	io from a previous visit by logging in below.
If you a	a new user, you car	n create an account, which will allow you t	o save your Portfolio and access it later.
If you fo	ot your password, (	enter your e-mail address only and click R	leset Password.
E-mail	ddress:	Password:	
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To remo	e items from your P	Portfolio, check boxes next to the item to re	emove and click the <i>Remove</i> button.
CATA	LOG S	EARCH	· · · · · · · · · · · · · · · · · · ·
Search	Results	Modify search options.]	Sorting: Alphabetic
Courses - I	efix/Code Match	nes	
No matches.			
Courses - F	eyword/Phrase M	Matches	

## How do I access the Online Catalog on a mobile device?

PLEASE NOTE: All employees and students download and access mobile applications at their own risk as the Technology Services Help Desk is not authorized to troubleshoot issues with mobile devices.

ACC-2001 Principles of Accounting I

## **MOBILE ACCESS**

A mobile version of our catalog can be viewed on your Android or Apple device. Scan the QR code to connect to the MC mobile catalog.

If you don't have QR software on your mobile device, click on the <u>Apple App Store</u> button or the <u>Google Play</u> button to the right.

## **IMPORTANT MOBILE VIEWING TIPS**

High resolution mobile devices, such as an iPad, will show up in the desktop version of the online catalog. Some low resolution mobile devices may show up with a mobile version of the catalog. For the best viewing experience, please access the online catalog from a desktop computer or high resolution device.



## How do I print my degree plan while in the Online Catalog?

Step 1	Click the <b>Programs of Study</b> link from the left navigation.	Academic Programs and Courses
		Programs of Study
		Course Descriptions
		General Education
		Academic Policies
Step 2	Scroll down the page and	
•	click the link of a particular	Associate of Arts
	Program of Study.	Art Option, General Studies, A.A.
	с ,	Biology Option, General Studies, A.A.
		Chemistry Option, General Studies, A.A.
		Communication/Public Relations-Journalism Option, General Studies, A.A.
		Criminal Justice Transfer Option, A.A.
		Dietetics Option, General Studies, A.A.
Step 3	Select the <b>Print Degree</b> <b>Planner icon</b> to print your	ART OPTION, GENERAL
	degree planner.	STUDIES, A.A.
		A Return to: Programs of Study
		Associate of Arts   A A APTS AA   Transfer Program

Associate of Arts | A.A.ARTS.AA | Transfer Program www.pgcc.edu/programs\_and\_courses/program\_detail.aspx?programid=6442462336 | Visit Marlboro Hall, Room 1034 or call 301-546-0966 for your faculty advisor

## What's the purpose of the sharing icon that appears on the Programs of Study pages?

The sharing icon allows you to share content from the Programs of Study page with your Facebook or Twitter networks. Follow the steps below to do so.

Step 1	Click the <b>Programs of Study</b> link from the left navigation.	Academic Programs and Courses	
		Programs of Study	
		Course Descriptions	
		General Education	
		Academic Policies	
Step 2	Select the <b>Sharing icon</b> .	PROGRAMS OF STUDY	★<@? 
		This chapter provides a descriptive listing of each program of study offered at Prince George's Con study or curriculum is a series of courses designed to assist students in reaching academic, transfe Programs of study are classified as either career programs or transfer programs.	

Step 3 Select the social media site of your choosing (Facebook or Twitter).



Step 4 A dialogue window will open where you'll be prompted to log in and share the content.

Post a Tweet on Twitter - Internet Explorer		ma/legin php?-Li-	a ani lagin 18 ani kay 0662422222074479	
Log in to use your Facebook account with Share_platform_default.  Email or Phone: Password: Password: Cog In Car Forgot password?  Post a Tweet on Twitter - Internet Explorer https://twitter.com/intent/tweet/text=http%3A%2F%2Fbit.ly%2FlingmJXX++Check=out+this=page Aldentified by Ve Sign up >  What's happening?  Phone, email or username 57 Log in and Tweet Password Remember me - Forgot password?  Sign up Sign up Cot instant updates from your friends, industry experts, favorite celebrities, and what's happening around the word.		om/rogin.pnp?skip	p_api_login=1ccapi_key=9002422255971178/sighed_	next=10tnext=nttps%3A%2F
Email or Phone:   Password:   Cog In   Car    Post a Tweet on Twitter - Internet Explorer  https://twitter.com/intent/tweet?text=http%3A%2F%2FbitJ%2F1ngm1XX+++Check+out=this=page & Identified by VG  Sign up >  What's happening?  Thtp://bitLly/fingm.DXX - Check out this page at Prince GeorgeVs Community College  Phone, email or username 57 Cog in and Tweet Password Remember me : Forgot password?  New to Twitter?  Sign up Sign up Sign up Sign up Sign up	Facebook			
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