

PCI Website Quick Reference Guide



PCI Website Login

Login to the Website

NOTE: Three unsuccessful login attempts will cause your account to be locked out

1. Access the website at <http://www.albertapci.ca>.
2. Click the **Sign In** link in the upper right-hand area of the page.
3. Enter your assigned username your username is: Firstname.Lastname) and password and click the **Sign In** button.

Log Out of the Website

1. When logged in, click on your username in the upper right-hand portion of the page.
2. Select **Sign Out** from the list.

Reset your Password

NOTE: For security reasons PCI does not store your password.

1. Visit the **Forgot You Password** page found under **About PCI > PCI Website Account Management**.
2. Enter your User Name and click **Submit**.
3. Your password will be reset and emailed to you.

Change Your Password

1. Visit the **Change Your Password** page found under **About PCI > PCI Website Account Management**.
2. If you are not already logged in, enter your User Name and Password and click **Log in** to do so.
3. Type in your current Password, then your New Password and Confirm your New Password.
4. Click the **Change Password** button.

Note: For Use With Collaboration Sites Only – not all users can upload, check-in, check-out or edit documents

Document Libraries

Upload file to a library

NOTE: Documents may not be visible after uploading until it has been reviewed by an administrator of the Collaborative site.

1. If the library is not already open, click its title to access it.
2. In the **Upload** menu, click **Upload Document**.
3. Browse to the file you would like to upload and add comments if necessary.
4. You may also upload more than one file at a time by clicking on the **Upload**

Multiple Files link and checking off any files you wish to add.

5. Enter values for the fields provided, including: title, description, topics, etc. Ensure all mandatory fields are completed. Click **Check In**.

Open a document

1. If the library is not already open, click its title to access it.
2. Click on the file name to open the file.
3. If you receive an error or login screen, right-click on the file name and select **Open in New Window** or **Open in New Tab** from the drop-down menu that appears.
4. When you have finished with the file, close the document.

Check out a document

1. If the library is not already open, click its title to access it.
2. Point to the file name to display a down arrow.
3. Click the down arrow, in the menu that appears, click **Check Out**.
4. When any file except a picture is checked out, the icon for the file changes to indicate that the file is



checked out. When a picture is checked out, the button on the property page changes to **Check In**.

Check in a document

1. If the library is not already open, click its title to access it.
2. Point to the file name to display a down arrow.
3. Click the down arrow, in the menu that appears, click **Check In**.
4. If prompted, choose the kind of version you would like to check in and click **OK**.

Approve a document

(for Site Moderators only)

1. If the library is not already open, click its title to access it.
2. Point to the file name to display a down arrow.
3. Click the down arrow, in the menu that appears, click **Approve/reject**.
4. Select **Approved** and click **OK**.

Edit a document

Depending on how your library is set up, you may be required to check out a file before

you edit it, which prevents other people from changing the file at the same time. If someone else has checked out the file, you cannot edit it.

1. If the library is not already open, click its title to access it.
2. Do one of the following:
 - a. If you are opening a file that was created in a program that is compatible with Windows SharePoint Services version 3, such as Office Word 2007, click the file. If you see a dialog box that asks how you want to open the file, select the option to edit the file.
 - b. If you are editing the file in an earlier version of a program, or in a program that is not compatible with Windows SharePoint Services version 3, point to the file name to display a down arrow. Click the down arrow, and on the menu that appears, click **Edit in Application**.
 - c. In a picture library, select the check boxes for the picture or pictures that you want to edit. On the

Actions ▾

Actions menu, click **Edit**.

3. Edit the file, save the file, and then close the program.
4. If the file is checked out, and the program that you are using is compatible with Windows SharePoint Services version 3, you are prompted to check in the file when you close it. If you do not want to check in the file then, you can check in the file later by using the drop-down menu of the file. If your program is not compatible with Windows SharePoint Services version 3, you need to upload the document (ensure the "Add as a new version to existing files" checkbox is checked).
5. Then Check in the document (see instructions above).

NOTE: If you are editing the file but do not have it checked out, your changes appear when you save the file back to the library. If the file is checked out, your changes appear when you check in the file.

Discussion Forums

Create a new discussion topic

1. If your discussion board is not already open, click its title to view the forum.
2. On the **New** menu, click **Discussion**.
3. Type the text that you want for the subject and body of the message, and apply any formatting that you want.
4. Click **OK**.

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Reply to a discussion

1. If the discussion board is not already open, click its title to view the forum.
2. Click the discussion topic that you want to reply to.
3. In the blue bar above the message that you want to reply to, click **Reply**.
4. Type the text of the reply, and then apply any formatting that you want.
5. Click **OK**.

Announcements

Adding a New Announcement

1. Click on the title of the announcements list to view it.
2. Under the **New** menu, select **New Item**.
3. Type in the Title, Body and Expiry Date for the announcement.
4. Click **OK**.

Editing an Announcement

1. If the announcement list is not already open, click on its title to access it.
2. Hover over the announcement you would like to edit such that a drop down arrow appears.
3. Click the drop down arrow and select **Edit**.
4. Make your changes to the announcement.
5. Click **OK**.

Alerts

Adding an Alert (document library, discussion forum, announcement, calendar)

For illustration purposes, the steps are outlined below for discussion forum alerts.

This alert applies to all discussion topics within the discussion forum/topics area.

1. Click on the Discussion Topics heading (grey bar) to view the list of Discussion Topics.
2. Under the **Actions** menu, select **Alert Me**.
3. Type in the Title (this will be the subject line of your alert e-mails).
4. Ensure your name is included in the Send Alerts To field.
5. Use the checkboxes to make selections about the frequency and type of alerts you are setting up. Recommendations are for the following:
 - a. Change type: all changes
 - b. Send Alerts for these changes: anything changes
 - c. When to send alerts: daily summary
6. Click **OK**.

Editing an Alert

This alert applies to all discussion topics within the discussion forum/topics area.

1. If the Discussion Topics / Forum area is not already open, click on its title to access it.
2. Under the **Actions** menu, select **Alert Me**.
3. Follow steps 3-5 above under **Adding an Alert** to change your alert settings.
4. Click **OK**.

Adding an Alert for a Specific Discussion Thread/Topic

This alert applies to only the discussion thread you select.

1. Click on the Discussion Topics heading (grey bar) to view the list of Discussion Topics.
2. Click on the title/name of the specific Discussion Thread/Topic for which you want to set an alert OR use the drop-down menu that appears next to the title/name and select **Alert Me**.
3. Under the **Actions** menu, select **Alert Me**.
4. Follow steps 3-5 above under **Adding an Alert**.
5. Click **OK**.

Editing an Alert

This alert applies to only the discussion thread you select.

1. Click on the Discussion Topics heading (grey bar) to view the list of Discussion Topics.
2. Click on the title/name of the specific Discussion Thread/Topic for which you want to modify an alert OR use the drop-down menu that appears next to the title/name and select **Alert Me**.
3. Under the **Actions** menu, select **Alert Me**.
4. Follow steps 3-5 above under **Adding an Alert**.
5. Click **OK**.

Managing Alerts

1. Click on the Discussion Topics heading (grey bar) to view the list of Discussion Topics.
2. Click on the title/name of the specific Discussion Thread/Topic for which you want to modify an alert OR use the drop-down menu that appears next to the title/name and select **Alert Me**.
3. Click **View my existing alerts on this site** at the top of the page.
4. You will see a list of all of your alerts.

Deleting an Alert

1. Click on the Discussion Topics heading (grey bar) to view the list of Discussion Topics.
2. Click on the title/name of the specific Discussion Thread/Topic for which you want to modify an alert OR use the drop-down menu that appears next to the title/name and select **Alert Me**.
3. Click **View my existing alerts on this site** at the top of the page.
4. Use the checkboxes to identify the alerts you want to delete.
5. Click **Delete Selected Alerts**.