Door Cards in KMBL

Near the beginning of each semester, the student secretary will send out an email that will direct you to fill out your door card that they will put in the little square slot by your door. Once you have received the email, please follow these steps:

1. Open this link: Door Card Spreadsheet (Do not make changes on the Door Card itself!)

2. Go to the bottom left, click on the button for All Sheets and find your name. You will have two tabs.

3. Select the Input tab.
4. Follow the instructions in red.

5. Done. Your Door card is now formatted perfectly to fit your door without having to reformat it.

6. You can view your door card by selecting on your name followed by (card) to check to see if everything worked correctly. DO NOT make corrections on the card itself! If something is incorrect, go back to you "Input" tab to correct it.

7. Send us a message if something did not work correctly.

8. Email us when it is completed (psychology@byu.edu).