

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!)

Door Card

Tracy Abildskov Phone: 801-422-3407 Semester: Summer 2017
Psychology Office: 1190G

Classes	Days	Time	Room
Psych ____	T	2:30pm-5:40pm	150 Mark

Other University Assignments

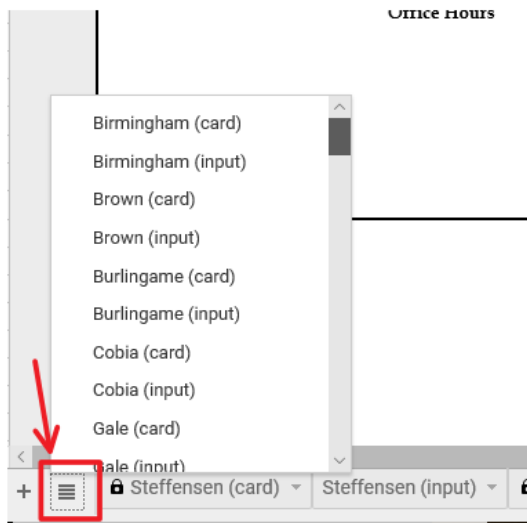
Devotional	T	11am-12pm	
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Office Hours

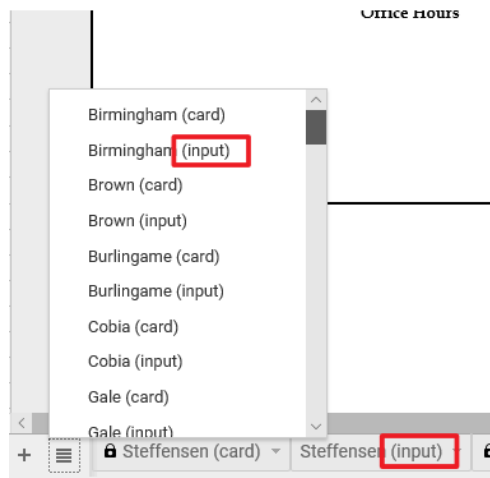
The Following days or by appointment	T	11:15am-12:30pm	1001 STVKT
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Do not make changes to this page

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.

Input

Make sure your office and contact information are correct.
Fill in the grey boxes (including School Term) and your door card will be created on your (card) tab
Email us when you complete it.

Name Employee 12
Department Psychology
Phone (last four digits)
Office School Term
Semester
Year

Classes	Days	Start time	End time	Room
Psych ___	T	8:00am	2:00pm	250 Marb

Other University Assignments	Days	Start time	End time	Room
Devotional	T	11am	12pm	

Office Hours	Days	Start time	End time	Room
	T	11:15am	12:30pm	1001 SWKT

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).