

BoardDocs for Board Members

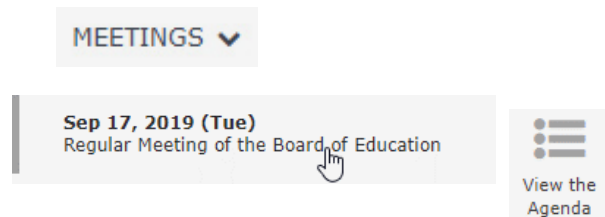
LOGGING IN TO BOARDDOCS

1. Run a **web browser**, and enter the following URL; <https://go.boarddocs.com/ca/sbcusd/board.nsf>
2. **Click on Authenticate**, and enter your **username** and **password**
Username: firstinitiallastname Initial account **password:** contact Karen Cunningham
3. **Click on Sign In**

NOTE – You will want to change the default password assigned to a password of your choosing. Once logged in, click on the Profile Menu in the upper right and choose Change Password

VIEW MEETING AGENDAS

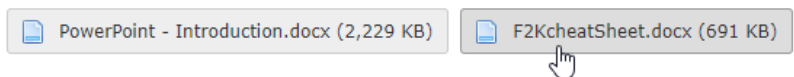
1. **Click on the Meetings Menu** and choose **Active**
2. **Click on the Meeting** you wish to view agenda items
3. **Click on View the Agenda**
4. In the left panel, scroll through and select any meeting item or agenda item



VIEWING ATTACHMENTS/SUPPORTING DOCUMENTS

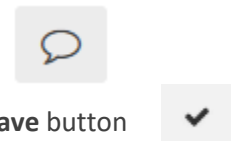
1. **Click on the Meetings Menu** and choose **Active**
2. **Click on the Meeting** you wish to view agenda items/attachments
3. **Click on the Agenda Item** that maintains attachments you wish to view
4. **Click on the desired attachment** below the Pubic Content section of the agenda item

The agenda attachment will download to your device.



ANNOTATING AGENDA ITEMS

1. While viewing the agenda item, **click on the Annotate icon** in the upper right
2. Enter any notes, or comments into the Annotations window and **click on the Save button**



NOTE – You can add/save as many annotations you wish for any agenda item.