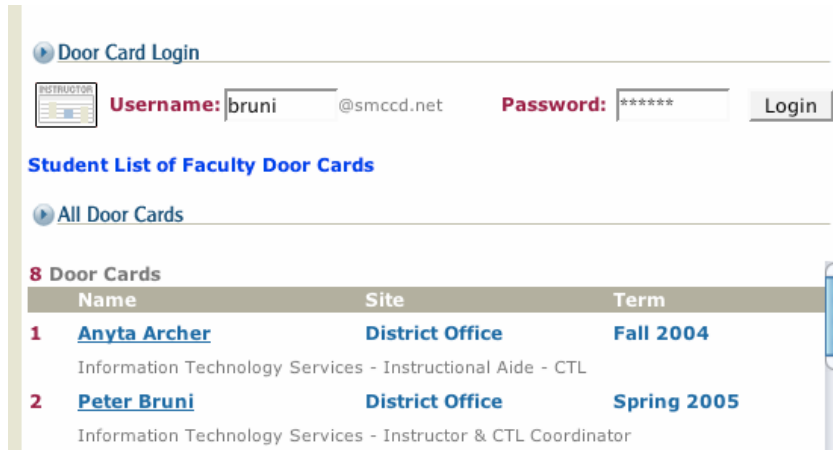


## Posting and Printing a Door Card Using the District's Online Template

- 1) Browse to – <http://doorcard.smccd.edu>
- 2) Login–Enter your email username and email password and click Login.(You will be taken to the “Step 1 Door Card” web page.)



Door Card Login

Username: @smccd.net Password:

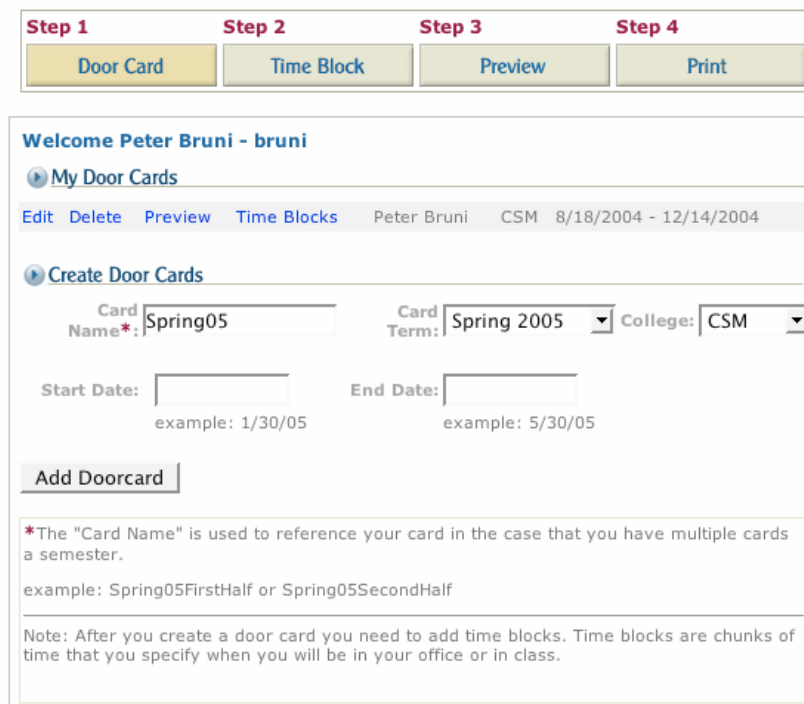
Student List of Faculty Door Cards

All Door Cards

8 Door Cards

	Name	Site	Term
1	<a href="#">Anyta Archer</a>	District Office	Fall 2004
	Information Technology Services - Instructional Aide - CTL		
2	<a href="#">Peter Bruni</a>	District Office	Spring 2005
	Information Technology Services - Instructor & CTL Coordinator		

- 3) Under “Create Door Cards,” enter your information; then click “Add Doorcard.”



Step 1 Step 2 Step 3 Step 4

Door Card Time Block Preview Print

Welcome Peter Bruni - bruni

My Door Cards

Edit Delete Preview Time Blocks Peter Bruni CSM 8/18/2004 - 12/14/2004

Create Door Cards

Card Name\*:  Card Term:  College:

Start Date:  End Date:

example: 1/30/05 example: 5/30/05

\*The "Card Name" is used to reference your card in the case that you have multiple cards a semester.

example: Spring05FirstHalf or Spring05SecondHalf

Note: After you create a door card you need to add time blocks. Time blocks are chunks of time that you specify when you will be in your office or in class.

- 4) Click on the “Step 2 Time Block” button and select your door card from menu. (You will be taken to the “Time Block” web page.)


<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Door Card	Time Block	Preview	Print

Select a Door Card

- 5) Under “Create Time Blocks,” enter your information; then click “Add Time Block.”

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Door Card	Time Block	Preview	Print

Select a Door Card

 - If you see this icon next to your time blocks then you may have a time conflict. Time conflicts will cause your time blocks to appear on the wrong days.

[My Time Blocks](#)

---

None

[Create Time Blocks](#)

Category:  Title:

Day(s):  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Start:  End:

\* A title is what shows up in your time blocks

- 6) Click “Preview” button and wait for your door card to load. (You can go back and edit your door card if necessary.)

**Step 1**
**Step 2**
**Step 3**
**Step 4**

Door Card
Time Block
Preview
Print

Select a Door Card:

Note: Door card may take several second to load, please be patient.

[Door Card Preview](#)

**Peter Bruni - Spring05**

Semester: Spring 2005

Office Phone: (650) 306-3160      Division: Information Technology Services

Office Number: 18-317      Email: bruni@smccd.net

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:30 AM	Instructor 7:30 - 8		Instructor 7:30 - 8		Instructor 7:30 - 8		
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							

- 7) Click the “Print” button. To Print properly, follow these steps:
- Read “Note” and make sure your browser is set up to print background images.
  - Then select “Print Small” or “Print Large” to print a door card which can be used in your door card holder or to print a full-sized (8.5” x 11”) door card.

**Step 1**
**Step 2**
**Step 3**
**Step 4**

Door Card
Time Block
Preview
Print

**Note:** When printing you need to make sure "print background" is selected in your browser preferences. Otherwise the lines and colors will not show.

**PC Instructions:** In Internet Explorer go to Tools ->Internet Options -> Advanced. Then scroll down to "printing" and ensure the box is checked.

**Mac Instructions:** In Safari see [screenshot](#).

[Print Door Card](#)

Print Small	Print Large	Peter Bruni	CSM	8/18/2004 - 12/14/2004
Print Small	Print Large	Spring05	Skyline	2/1/2005 - 2/5/2005

- Choose “File > Print” from your computer’s main menu to print door card.