

## ACCP Fileshare Instructions for Retrieving Electronic Syllabus

Dear 36<sup>th</sup> Annual Meeting Registrant:

Instructions to obtain the Electronic Syllabus & Speaker Slides are shown below. It is advisable to recheck this Fileshare site since it will continue to be updated as speaker slides are submitted.



**PLEASE NOTE: You will need Adobe Acrobat Reader® downloaded on your computer to view our files on-line. If you do not have Adobe Acrobat Reader® you may download it for free by clicking on the link at the Fileshare location.**


1. Go to the ACCP Website ([www.ACCP1.org](http://www.ACCP1.org)) and locate the Fileshare area located directly under the Member Login area on the home page.
2. Log in, using the following: (not case sensitive)

**Log In: ACCP36**

**Password: AM2007**

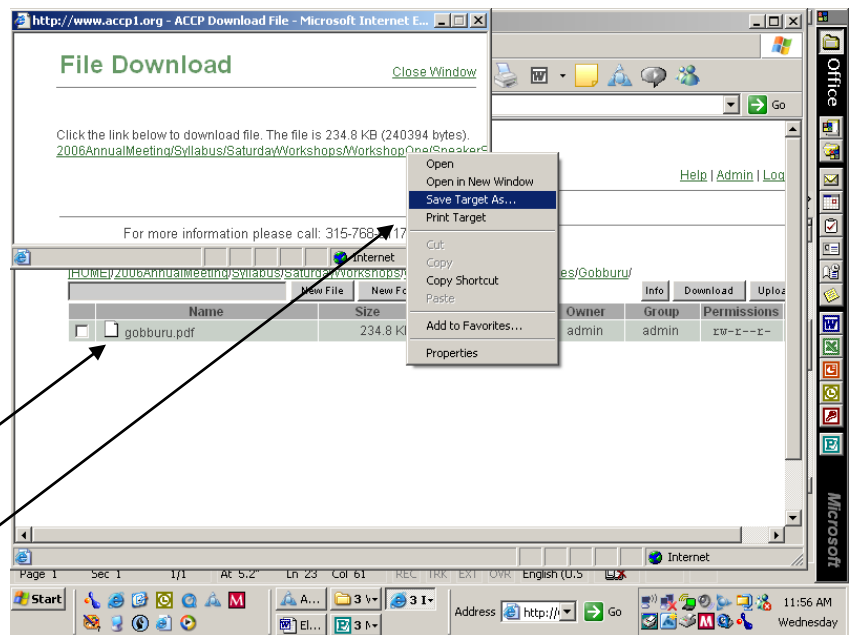
3. Two folders are available for download. 1) The folder entitled “**Syllabus**” contains all contributed materials by faculty. 2) The folder entitled “**Speaker Slides**” contains slides submitted by faculty members or may contain slides with revisions. Do not use a check mark in the empty box adjacent to the folder icon.

4. Continue to navigate through folders until you find the desired file (pdf).

• Click the following icon  that is associated with your choice.

• When the “File Download” box appears on your computer screen, “right-click” on the green file name and select from the following options: “Save Target As” then choose your desired save location.

• After your successful save/download, you may open and view the documents, or print them as you wish.



**PLEASE NOTE: THE SYLLABUS AND SLIDES WILL BE AVAILABLE BEGINNING AUGUST 31, 2007 AND WILL CONTINUE TO BE AVAILABLE UNTIL SEPTEMBER 28, 2007.**

**\*In the event that speakers have not provided their electronic slides to the College in advance of the Annual Meeting for posting to the Fileshare site, the College will post them after the meeting.**

**If you experience any difficulty or need assistance, please call the Executive Office at 315-768-6117 during normal business hours (8:00 AM – 4:00 PM Eastern Time - Monday-Friday).**