

Mission Impossible **Update Job Webpage & View Past Reports**

*Your mission, should you choose to accept it.....
is to find your job webpage & update, and view past reports ...this page will
self-destruct in ten seconds!*

FIND JOB WEBPAGE AND UPDATE

Start at www.missionprep.org

1st Click Quick Links (*Drop Down Menu at top of page*)

2nd Click Parent Association Page

3rd Click Job Reports Log in Link

email: parents.mcp@gmail.com

password: 682parents

4th Click Log In

5th Scroll down color-coded right side bar and

6th Click on your position

Welcome to your job webpage!

Update for the 2016-2017 school year.

7th Click Edit (top)

8th Check to be sure last year's PAL is in Honorarium. If not, add.
(See 10th below for how to)

9th Fill in your information at top, replacing predecessor: Year,
Coordinator, Email, Phone

10th Scroll to Honorarium:

- Add a row by moving curser into the box with the most recent date, at top of page click on "table", then "row", then "insert row before"
- Add your Year, Name, Email, Phone

11th Click Save (bottom)

LOCATE VOLUNTEER LIST

- Scroll down color-coded sidebar
- Under Parents Assn. Documents, click on Volunteer List link
- Open current year

VIEW PAST REPORTS

Click on the most recent report. Some will require you to click the Download tab (top) for best results.

Mission Accomplished!