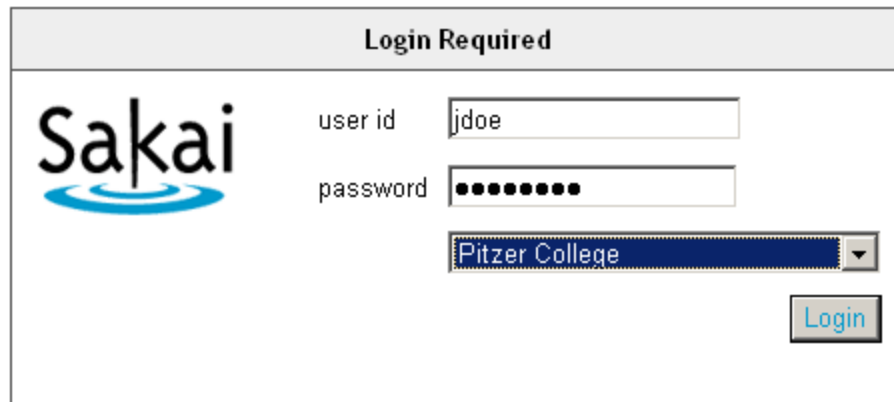


## How to Access Strategic Plan Site on Sakai

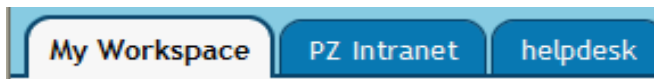
### Logging in

1. Open a web browser and point to: <http://sakai.claremont.edu>
2. Click **Login** link located at the upper right side of the welcome page.
3. Use your Pitzer network/email account username and password to login. Make sure you have also selected Pitzer College from the list before you click Login button.



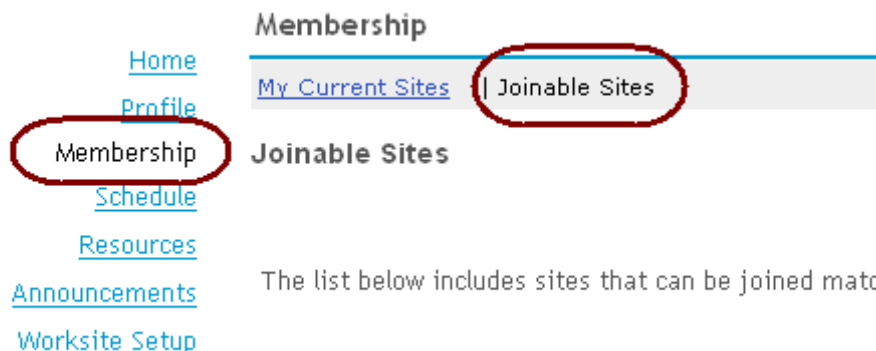
The screenshot shows a login form with the Sakai logo on the left. The form includes a 'user id' field with the text 'jdoe', a 'password' field with masked characters, and a dropdown menu currently showing 'Pitzer College'. A 'Login' button is located at the bottom right of the form.

1. After you have logged in, you will see courses and sites you belong to appear as tabs across the top of the screen on the blue **Site Navigation Bar** as shown below; click My Workspace.

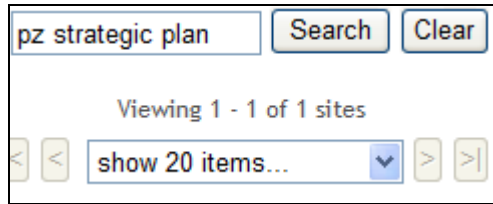


### Joining PZ Strategic Plan Site

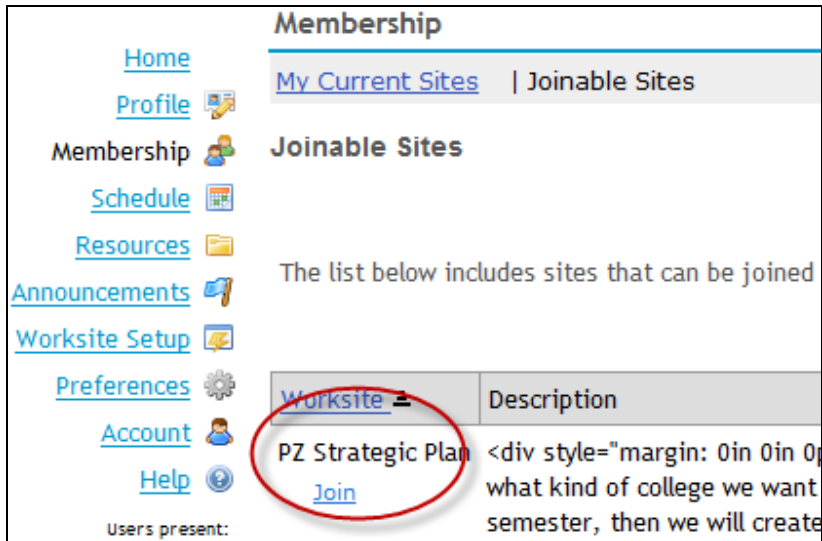
Click the **Membership** button from the left menu bar, then **Joinable Sites** from the sub menu bar at top, as illustrated below.



1. Use **Search** function located at the right hand side to help find the site quickly. Enter “PZ Strategic Plan” in the search box and click Search.



2. When the site shows up as a search result, click **Join** button to join it.



3. Refresh your browser and you should now see **PZ Intranet** on the **Site Navigation Bar** . Click it to access.