

How to Access Quarterly Reporting Results

Updated Jan. 2020

Easiest Access:

1. Login to your East Kingdom email account using your preferred browser.
2. Locate the 9 dots located in the upper right hand corner (Circled in red in image 1.1) and left click on them. This opens a small window with other available applications.
3. Left click on “Drive” (Image 1.2)

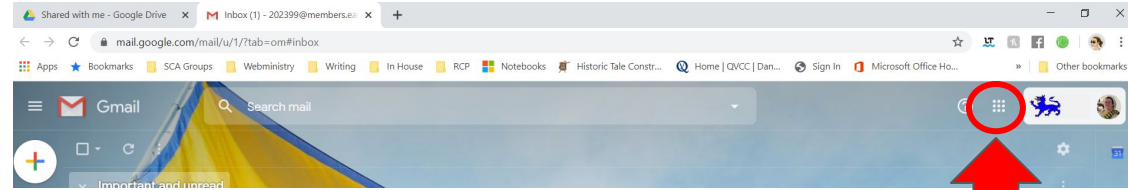


Image 1.1 - Step 2.

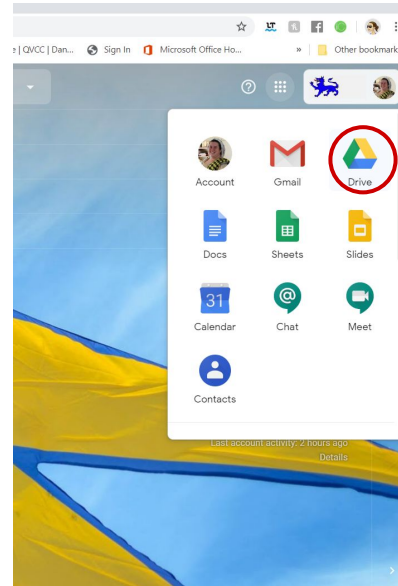


Image 1.2 - Step 3

Shared Documents

4. Once in your drive, look to the left hand menu for “Shared with me” and left click on it. (Image 2.1)

5. Spreadsheet will be listed as “Your Region Quarterly Report Responses 2020”

Please note that spreadsheets are locked so that the formulas can't be altered.

