**Editing Home Page – DEC**

Step 1: Click on the little cross to the right of the Instruction box to minimize the instructions
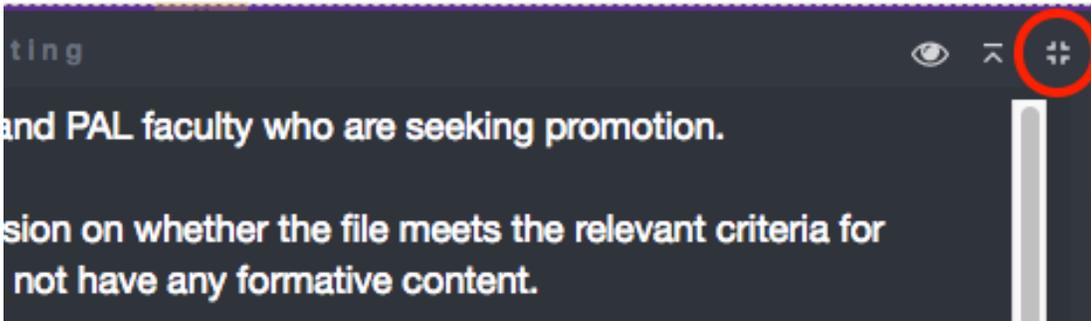
Step 2: Point to the "Name of Faculty Member" box and click on the Edit button on the right-hand side of the screen and then type in the box:
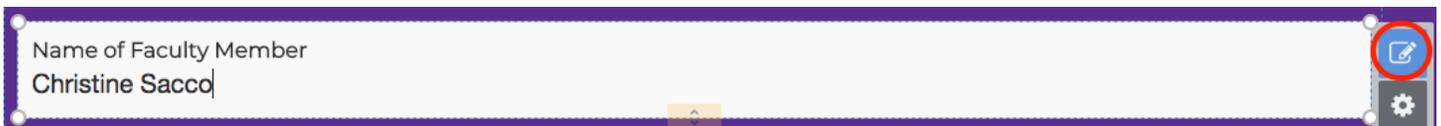
Step 3: You must do this for every box; for example: "Type of Evaluation"
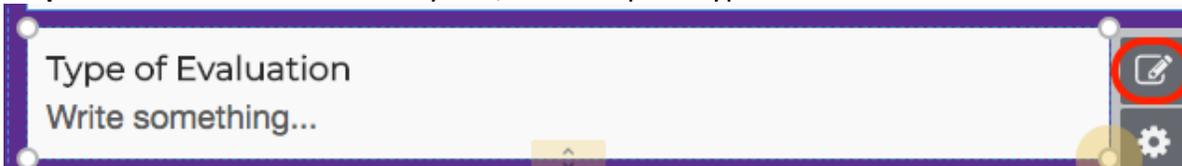
Step 4: Continue for "Date of Submission"

Step 5: Publish your changes at the end:
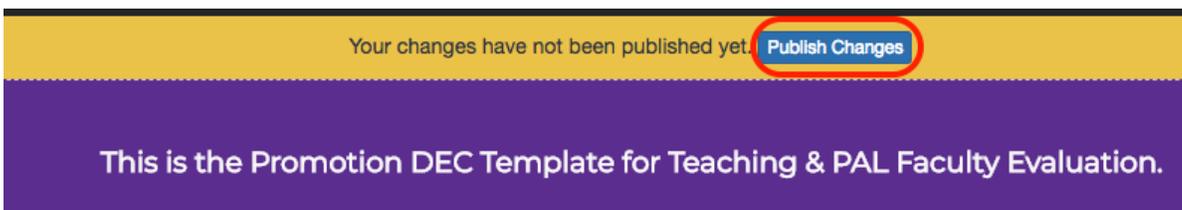
Step 6: To restore the Instructions, click on the square at the bottom of the screen next to PROMPT: