



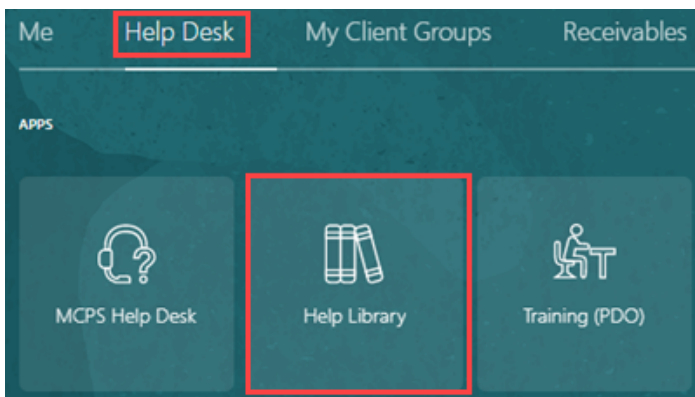
# How to Search for Support Guides in the Hub

This tip sheet will help you learn how to navigate to the Help library in order to find detailed step-by-step guides with screenshots, screencasts, and FAQ's on all elements in the Hub.

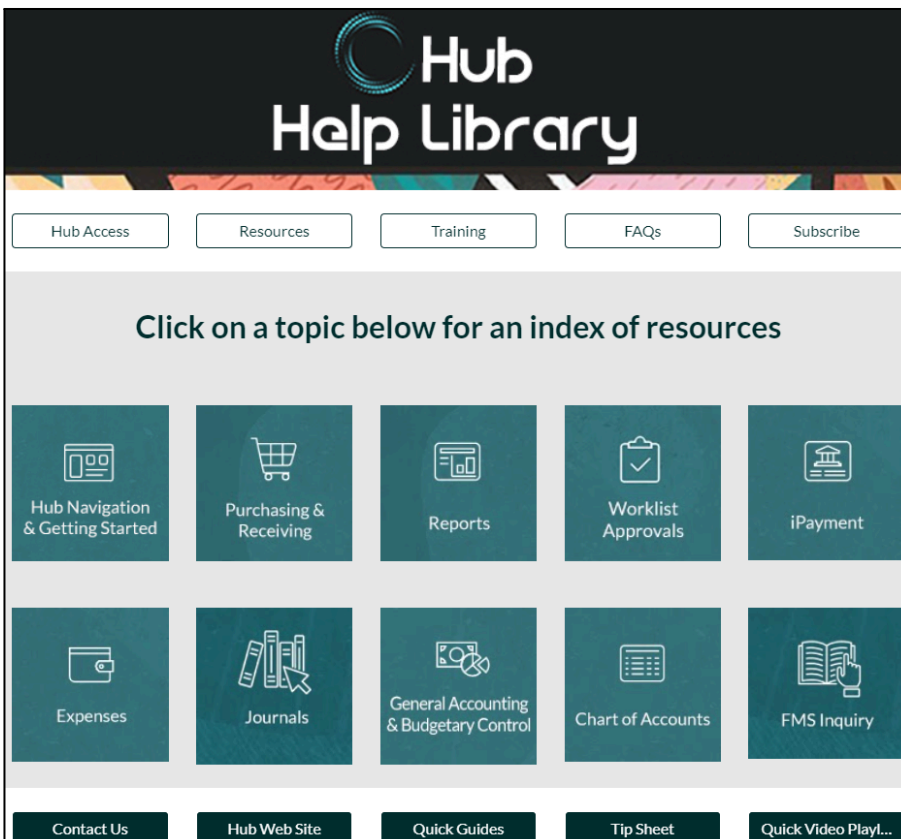
*Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.*

## Directions

1. After logging in to the MCPS Business Hub, the **Springboard** (or "Homepage") work area will display. Select the **Help Desk** menu and click on the **Help Library** tile.



2. A new tab will open in your browser, showing a dashboard of links, in the form of buttons and tiles.





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3. Along the top of the homepage, you will see buttons for additional resources.



**Hub Access** - outlines the process for requesting access to modules in the Business Hub

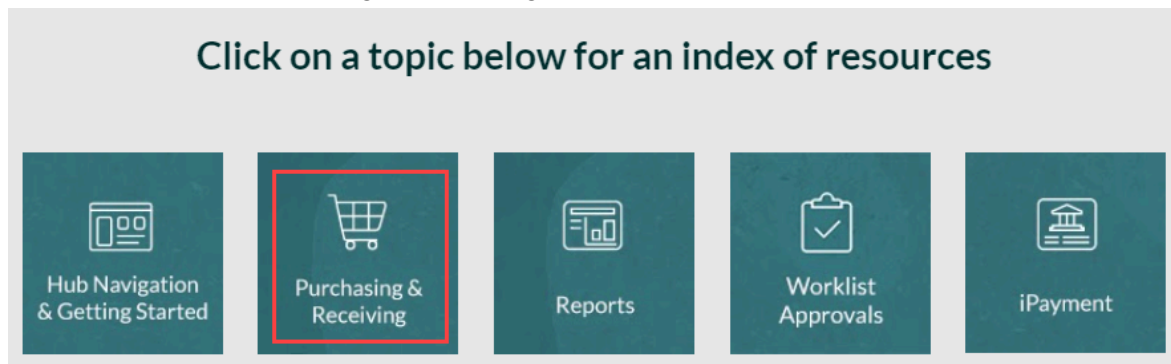
**Resources** - links to the MCPS Technical Help Desk, MCPS Organization list, and more

**Training** - resources for Hub training, including course list, finding completion certificates, and PDO

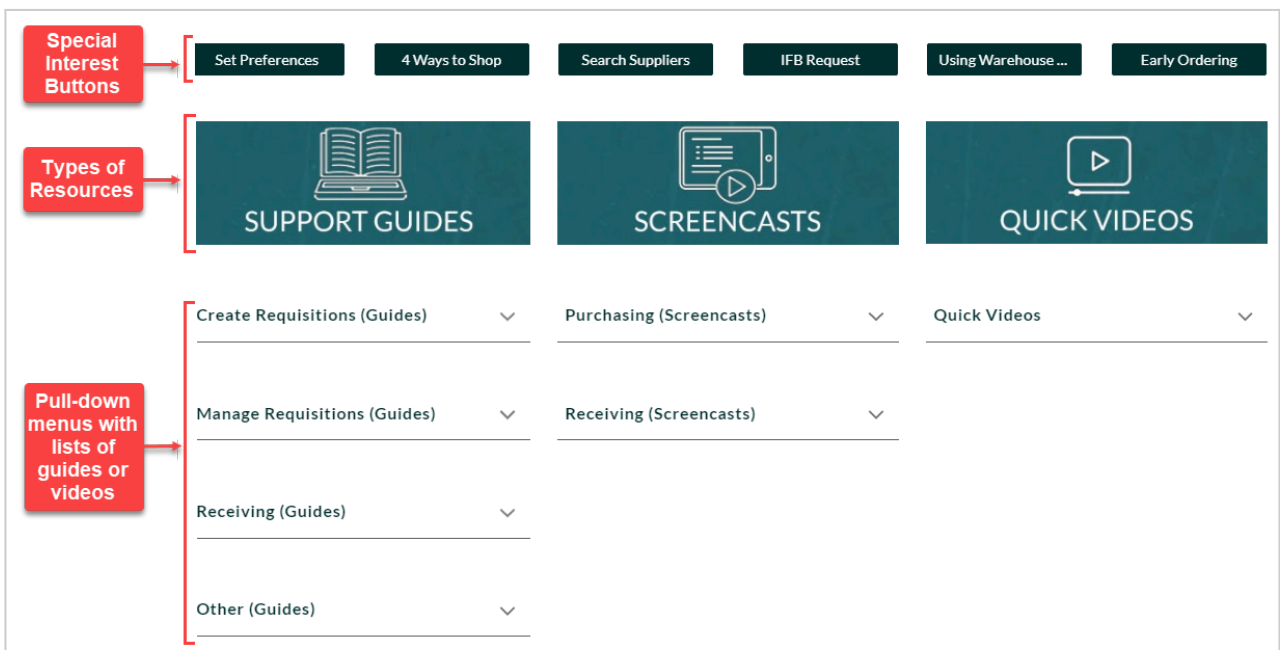
**FAQs** - frequently asked questions from Business Hub users, and the most up to date answers

**Subscribe** - link to subscribe to the quarterly *Business Hub Update* newsletter, plus the option to receive occasional Change Alert emails with Hub announcements

4. Click on a tile to find support materials for that topic. For example, to find a guide for receiving items in the Hub, click on the Purchasing & Receiving tile.



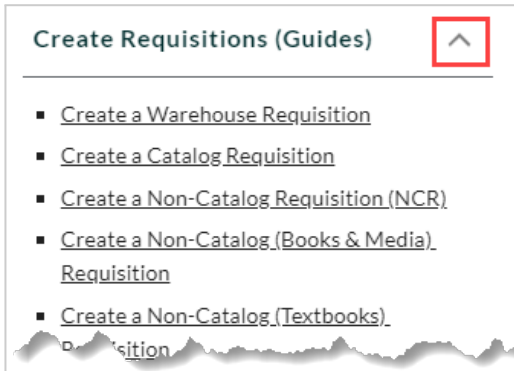
5. Select the subject area folder for the documentation you would like to view, e.g., **Procurement**. That will take you to a page that displays buttons along the top (for areas of special interest), and all the support materials related to purchasing and receiving activities under the resource headings.





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6. Use the pull-down menus (where shown) under each resource area to find links to open those guides or videos.



7. In the footer of each page of the Help Library, you will see additional buttons.



**Contact Us** - list of offices and their contact information for help with various parts of the Hub

**Hub Web Site** - link to the MCPs web page with Business Hub info and login buttons

**Quick Guides** - one- to two-page guides suitable for quick refreshers on popular processes

**Tip Sheet** - A few good to know pointers that do not appear in support guides or videos

**Quick Video Playlist** - complete playlist of To-the-Point Videos, which demonstrate specific tasks in the Hub

8. To return to the Business Hub, click on the adjacent tab at the top of your browser window.



**Note:** Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.