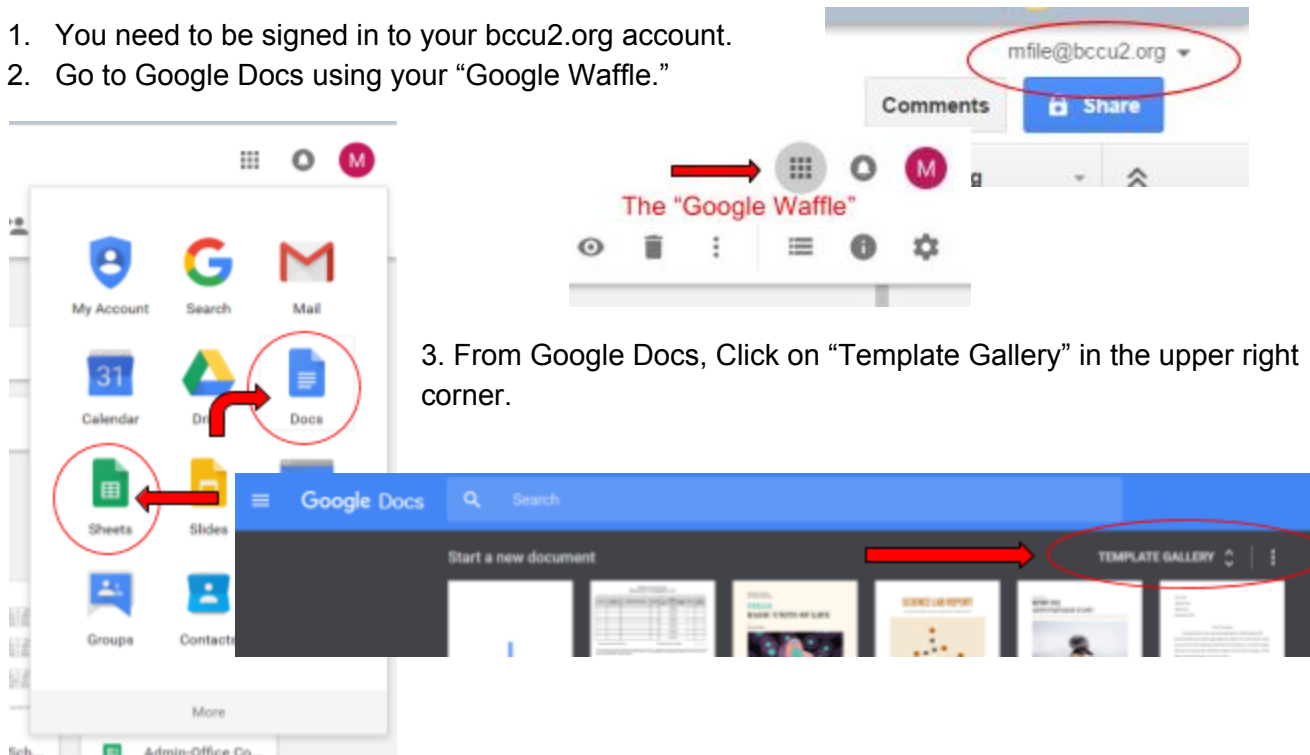


Template Gallery “How To’s”

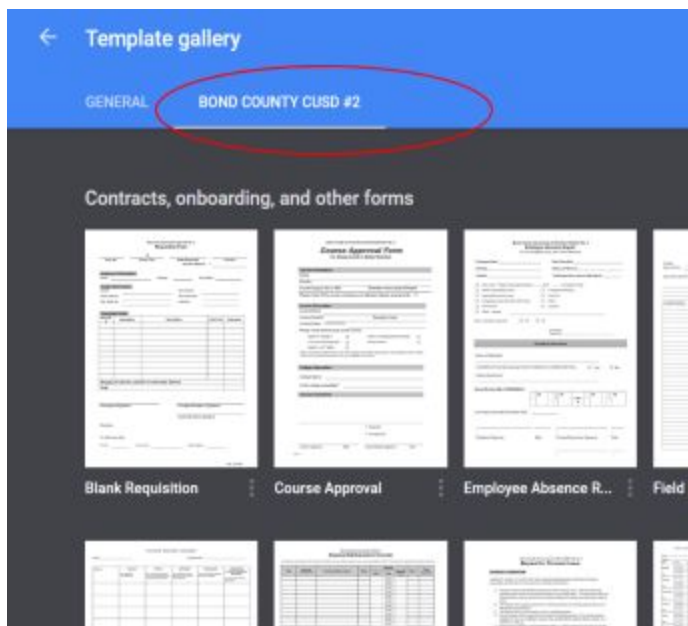
1. You need to be signed in to your bccu2.org account.
2. Go to Google Docs using your “Google Waffle.”



3. From Google Docs, Click on “Template Gallery” in the upper right corner.

4. From the Bond County CUSD #2 Template Gallery, you can access all of our commonly used forms including the NEW Employee Travel Request Forms.

If you don't see the form you need, let us know so we can make sure to add it!



5. When you click on the form you want to use, a copy will automatically open and save in your Google Drive.

6. Once you have completed your form:

Share or Print document and send to appropriate district staff member.

If you are wanting to use a template that is a spreadsheet, please select “Sheets” in Step 2.