










**English Department:**  
[Quick Reference/Information Guide](#)

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| <p><b>Box.com User Guide</b></p>           |    | <p><a href="#">Box Guide</a></p>   |
| <p><b>Room Reservation Information</b></p> |    | <p><b>Please provide the following information when requesting room reservations:</b></p> <ul style="list-style-type: none"> <li>• Name of Meeting/Event</li> <li>• Date</li> <li>• Start Time</li> <li>• End Time</li> <li>• Room Size</li> </ul> |
| <p><b>Event Planning (Box Notes)</b></p>   |   | <p>After requesting assistance with your event, you will receive a link to a shared folder that includes the “Box Note” project management tool.</p> <p><a href="#">Box Notes for Events</a></p>   |
| <p><b>Financial Services Forms</b></p>     |  | <p><a href="#">Financial Services</a></p>  |
| <p><b>Permission Numbers</b></p>           |  | <p><a href="#">Permission Numbers Protocol</a></p>   |
| <p><b>Reimbursements</b></p>               |  | <p><a href="#">Reimbursement Guidelines</a></p>  |

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| <p><b>Submit Your News</b></p> <p>The English Update!<br/>Deadline is<br/>Thursday by 2 p.m.</p> |    | <p><a href="#">English Department Submit Your News</a></p> <p>Please be sure to add your short blurb, links, files, and images to compliment your news story.</p> |
| <p><b>The English Update!</b></p>  | <ul style="list-style-type: none"> <li>• Announcements</li> <li>• Deadlines</li> <li>• Upcoming Events</li> <li>• Meeting Calendar</li> </ul> | <p><a href="#">Current and Past Issues</a></p>  |
| <p><b>Testing Center</b></p>   |   | <p><a href="#">Testing Center Forms</a></p> <p>*Please allow 2 days for processing</p>  |
| <p><b>Travel Request Forms</b></p>   |    | <p><a href="#">Travel Requests</a></p>  |