

## Course Outline Mapping and Management System (COMMS 3.0) Resources

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### Entering Department Information in COMMS 3.0

#### Log in

A. Navigate to COMMS at [www.algonquincollege.com/comms](http://www.algonquincollege.com/comms).

COMMS

Sign in

Email address

Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

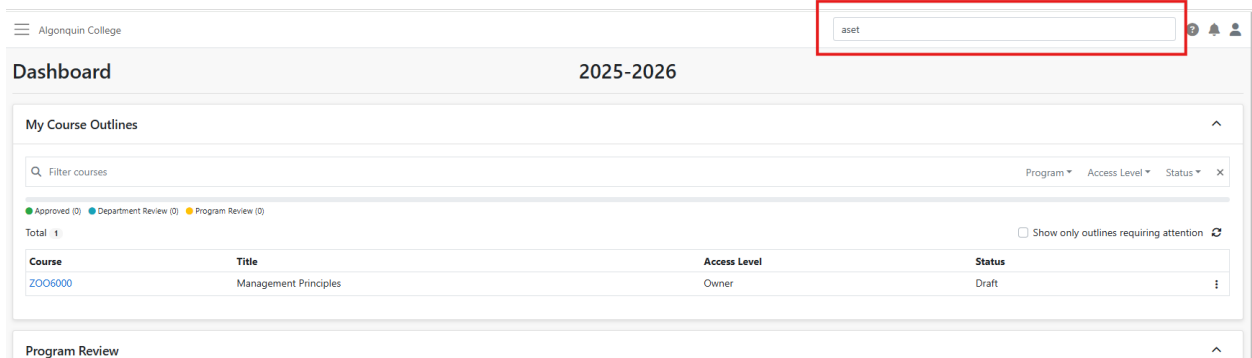
[Continue with Microsoft](#)

[Continue with Quicklaunch](#)

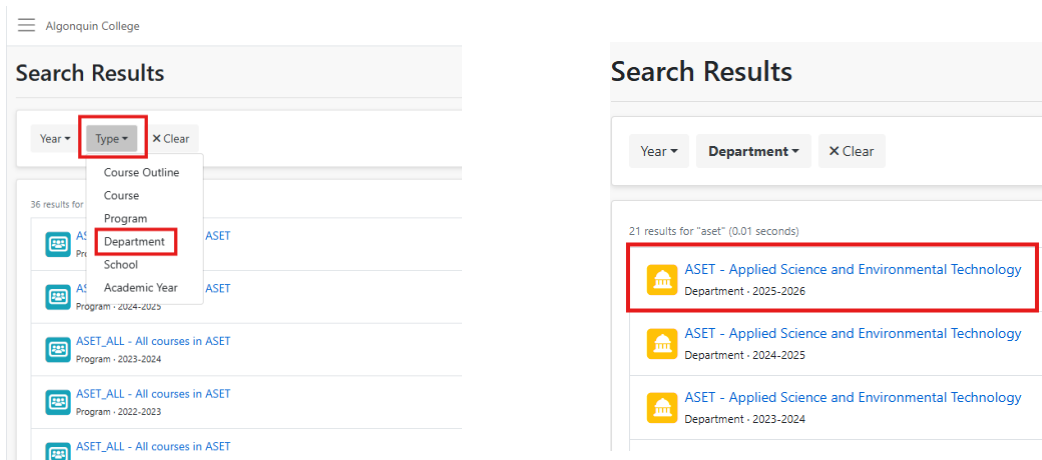
B. If you access COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!

## Locate the Department

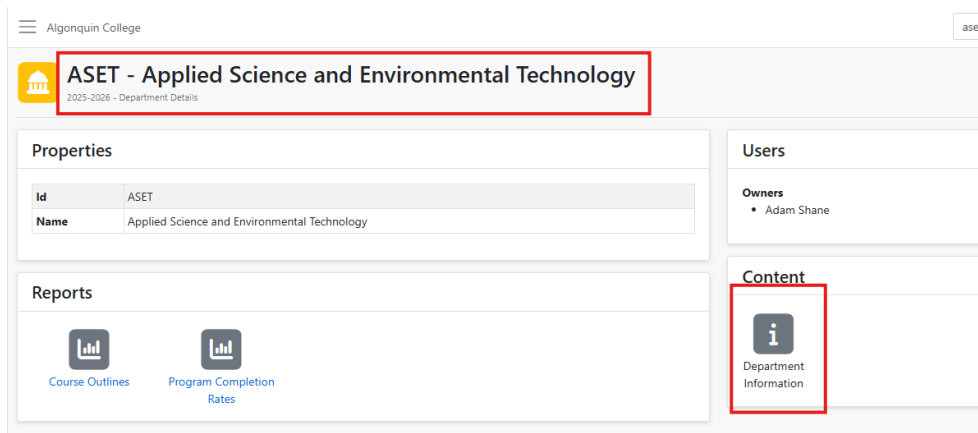
- A. Using the Search Bar on the top right-hand side of the screen, enter your department 4 letter code or type your department name.



- B. Click "Type" so you can filter by department. Click the appropriate department and ensure you are selecting the right academic year.



- C. On the Department Page, click the Department Information



- D. Click on the pencil icon and add your information in the text box. Click 'Save' When you are done.

