

Informational Page Format

[Title: Overview of <Tool/Service/Topic>]

Summary

Brief explanation of what this article covers and why it matters.

Purpose

Explain the goal or intent of this service, policy, or topic.

Key Features / Highlights

- Feature or capability 1
- Feature or capability 2
- Feature or capability 3

Availability

- ****Who can use it:**** (e.g., Faculty, Staff, Students)
- ****When it's available:**** (e.g., 24/7, business hours only)
- ****Where it's accessed:**** (e.g., Portal, specific link, application)

How It Works

Describe how the system/process functions. Include diagrams or screenshots if helpful.

Access / Permissions

- How users gain access
- Who approves access
- Any required training

Maintenance / Updates

- Scheduled maintenance windows
- Version updates or release cycle

Related Policies / Guidelines

- [Policy Name – link]
- [Usage guidelines – link]

Related Articles

- [Link to any related KBs or how-tos]
- [External documentation, if applicable]

Contact / Support

For questions or support, contact [Help Desk / Team Name] at [email or link to ticket form].

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