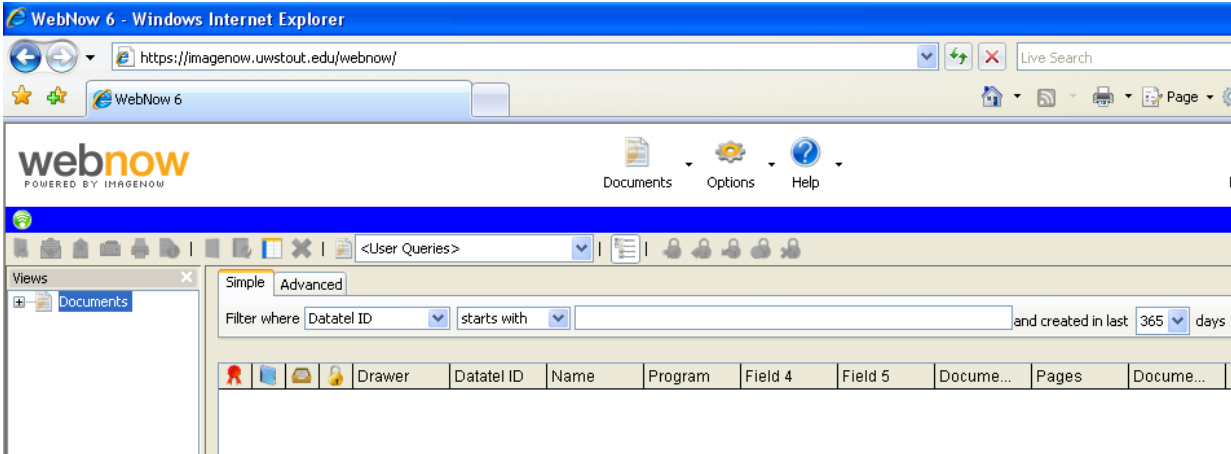


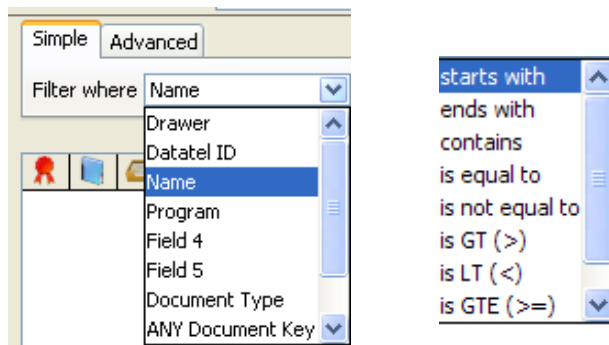
How to View/Search for Documents using WebNow

The WebNow website is as follows: <https://imagenow.uwstout.edu/webnow/>

1. Log in with your Stout username/password to get to the Documents Screen



2. From here you can do multiple queries by using the 'Filter' toolbar depending on how you would like to look up documents.



3. To locate your Course Evaluation Documents, simply choose 'Name' 'starts with' and type your last name. ****Please be sure you choose 'Starts with' or your results will be "No Records Found"***

- a. This will show all documents you have access to in your folder. The column titled 'Field4' will help you choose what term you would like to view.
- b. Double-click on that row to view the documents.

