Online Information and Instructions

May 2015 — Issue 88

PRESS

Policy **R**eference **E**ducation
Subscription **S**ervice

1. Go to the IASB website homepage at: *www.iasb.com.*

2. Click on the blue **Policy Services** button.

3. Scroll down to **PRESS** then click on **Log in HERE**.

4. The **PRESS Online Login** page appears. Use the following commands to access:

Username:	**iasbpolicyservices** (not case sensitive)

Password:	**update88** (not case sensitive)
	(effective May 15, 2015)
This password may change when the *next* PRESS issue is published.	

  Click **Submit**

5. The **IASB Policy Website User Agreement** page appears. You must accept the terms to proceed.

6. The **PRESS** homepage welcomes you. You may select:
   - **PRESS Issues** are published periodically and are used to update your board policy and administrative procedures.
   - **Policy Reference Manual (PRM)** is an encyclopedia of current sample policies, administrative procedures and exhibits legally referenced and footnoted.
   - The other selections on this menu are self-explanatory.

7. If you want to locate a specific area quickly, select Search or Table of Contents, located on the upper right side of the PRESS homepage. Clicking on the + signs in the Table of Contents will open the section further allowing Administrative Procedures and Exhibits associated with that policy to be viewed.

8. To download only **Tables of Content** and **Indexes,** click on **Table of Contents** (upper right corner), go to bottom of page and click on the **Table of Contents** you wish to download.

Find additional help in the **IASB Policy Services - Main Menu.**
Click on **Online Instructions.**

For questions on using PRESS online, please contact Linda Cala at
630/629-3776 or 217/528-9688 ext. 1227, or by email at *lcala@iasb.com.*

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