**Accessing the School of Business**

**Bunker Files**

Start

Computer

On left hand side choose “Bunker (S:)

Scroll down to “School of Business” folder – click to open

Click on “Public” folder for most up to date information (the “Private” folder has many archives in it that need to be “cleaned” out but pertinent information may be in there for some)

The public folder currently contains the following most used files:

Important Dates and Reminders

Faculty/Staff Roster per semester

Forms

Procedural Instructions – using the EMS (Event Management System) to book rooms for special events

Travel Procedures and Reimbursement Process