



Registrar's Office

SETTING YOUR TIME ZONE

09/02/16 dl

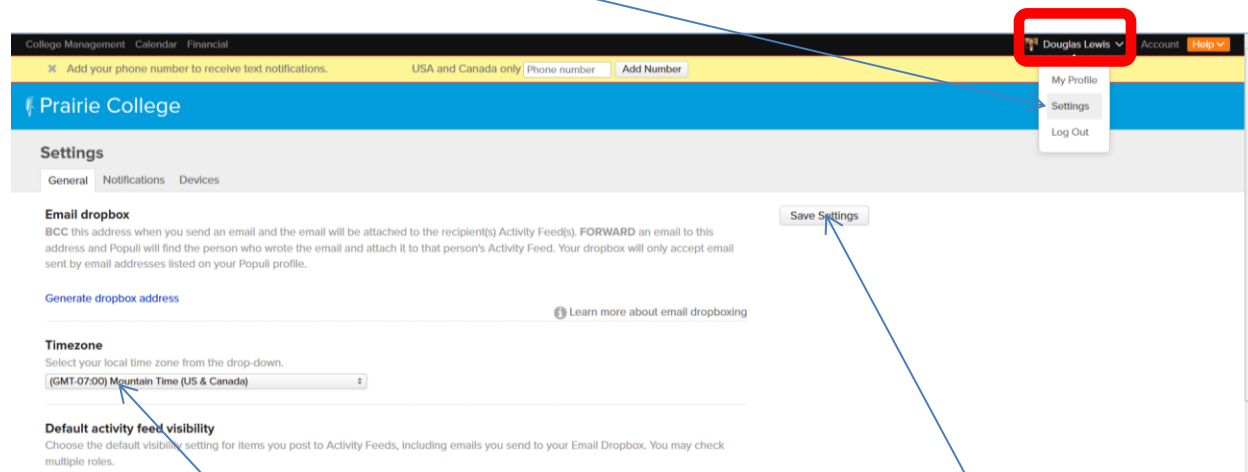
Most Prairie classes start at one of these times: 8:30 am, 11:15 am, 1:30 pm, 2:55 pm, 4:20 pm. Chapel starts at 10:00 am. If Populi shows peculiar meeting times, the Time Zone setting in your account is probably wrong.

Go to My Profile. Your 'local time' on the left should be what the time really is in Three Hills. When you hover over it, this is what it should show.



If it's wrong, here's how to correct it.

Click on your name , then on Settings.



Choose 'Mountain Time (US & Canada)' from the dropdown menu, then save the settings.

Go back to 'College Management' and 'My Profile.' The 'local time' and all times in the Registration tab and the Calendars should be correct now.

*If you have any questions or problems, please get in touch with us:
2nd floor Maxwell Centre, 403-443-5511 ext. 3044,
douglas.lewis@prairie.edu, cheryl.mclim@prairie.edu*