



DEPARTMENT OF TEXAS - MARINE CORPS LEAGUE

TRAINING PROGRAM

# ACTIVITY REPORTS

ACCESSING YOUR ACTIVITY REPORT

# TRAINING EXERCISE

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## *Accessing Your Activity Report — Guided Practice*

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### **0:07 — Welcome**



Welcome. In this short video, you'll learn how to open and edit your Activity Report using Excel for the web.

### **0:13 — If You Get Stuck**



If you get stuck, or just get frustrated, please contact the Department Senior Vice Commandant, and they will get you up to speed.

### **0:21 — Open the Email & Click the Link**



Start by opening the email that contains the shared Excel file. Look for the message from the person or organization who sent you the Activity Report.

When you're ready, click the link in the email. It may say Open, Open in Excel for the web, or show the file name. Your browser will open the workbook in a new tab.

You may be asked to sign in with a Microsoft account. If you already have one, enter your email and password to continue. You don't need a paid subscription to edit the file.

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### 0:21 — Verification Code Step



You may also receive a message asking for a verification code that was sent to the email address you entered.

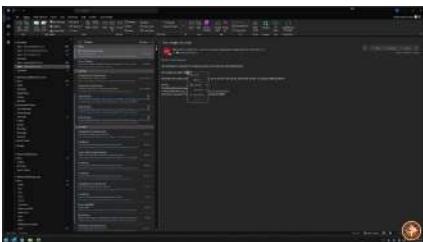
Go back to your email inbox and find the message with the verification code. It should include "Verification Code" somewhere in the subject line.

If you can't find the email in your inbox, check your junk or spam folder.

Copy the Account verification code from the email message.

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### 1:20 — Enter the Verification Code



Next, go back to the web browser window asking for the verification code, and paste the code.

You may see a popup that says "Setting up your passkey." Click the Next button to continue.

If you are asked if your security info is still accurate, simply click "Looks good."

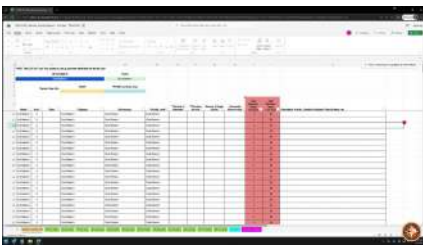
Click Yes or No to stay signed in.

Finally, select Accept on the permission request popup.

That's it! The Activity Report should load. You shouldn't have to complete all of these steps the next time you access your file.

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 **1:55 — Watch the Next Video**



Make sure to check out the next video, which explains how to enter your data in the Activity Report.

Once again, if you need any help, contact your Senior Vice Commandant at: [seniorvice@txmcl.org](mailto:seniorvice@txmcl.org)