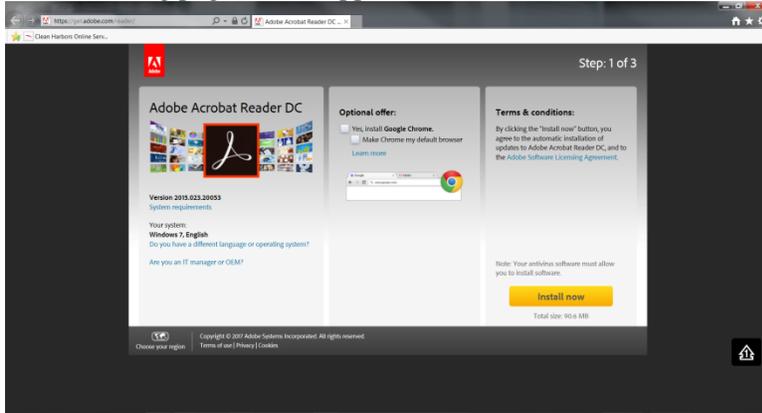


## Updating Adobe for EHS Tests (IF NEEDED)

1. Download the latest version of Adobe Reader by going to <https://get.adobe.com/reader/>
2. The following page should appear:



Make sure to uncheck the optional offers in the middle

Then click install now in the yellow on the bottom right hand corner.



once you click the install now button there will be a bar that pops up on the bottom.

3. Click Run a window will pop up that looks like this:



4.

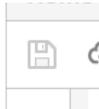
will need to click yes then another window will pop up and run the install once complete click on finish and you will have the newest version of Adobe Reader.

## Downloading and Submitting of EHS Tests

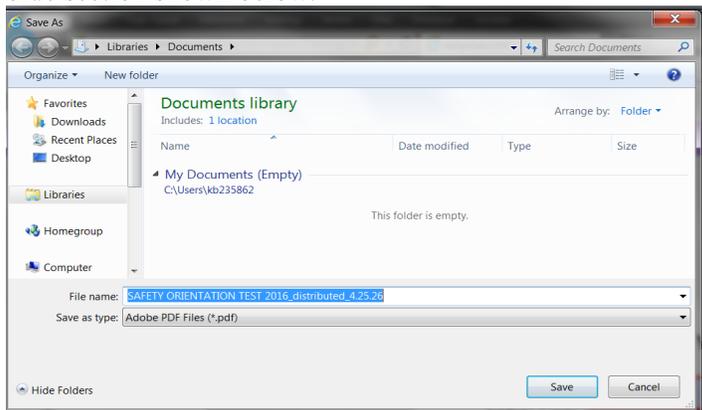
1. Open the test you need to take using internet explorer (using a different browser like Firefox, Chrome etc. may not work) to access the internet or intranet. You should not be sending a test that you already saved to your computer. The tests change on occasion and using an old test could result in improper grading.
2. **IF** you open the test and it looks like the following with the colored bar across the top of the test and a colored submit form button on the right take the test and continue to **step #10**

- If upon opening, the document appears as any of the following you will need to continue these instructions.

- First you will need to save it to your computer.
- This can be done by left clicking on the save icon which looks like a disk in the top left corner

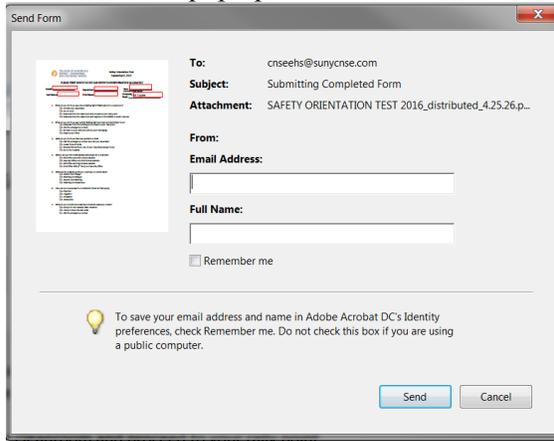


- Then determine where and by what name you would like to save it as and type that in the blue section shown below:

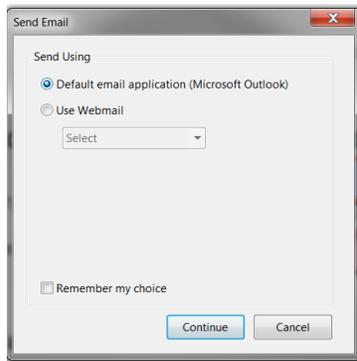


- Once the test has been saved you can close the web browser
- Open the test you saved to your computer.
- At this point you should now have a test that looks like the following with a colored banner at the top with a colored submit form button:

10. Take the test filling out all fields and answering all questions.
11. Once the test is complete you can now submit the test.
12. Click on the Submit form in the upper right hand corner of the colored banner.
13. A window will pop up that looks like this:

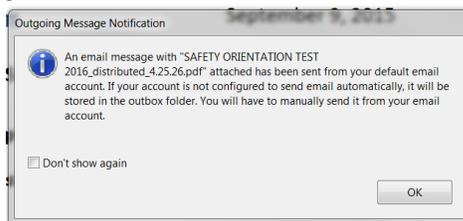


14. Fill in your email address and full name in the white fields.
15. Click on send.
16. The following window may pop up:



If this does pop up make sure default email application is checked as seen to the left  
Then hit continue.

17. Once you hit continue another window will pop up confirming you sent an email with your test attached.



18. Click ok and the window will disappear. It is a good idea to save the completed test at this step in case you have issues.
19. Once EHS receives your email you will get a confirmation e-mail.

This may take a couple of minutes. If you **do not** get a confirmation email in 15 minutes

**Please send your completed test (with answers) to:**

**[SUNYPOLYEHS@SUNYPOLY.EDU](mailto:SUNYPOLYEHS@SUNYPOLY.EDU)**

**Do not send scanned copies!**