Updating Adobe for EHS Tests (IF NEEDED)
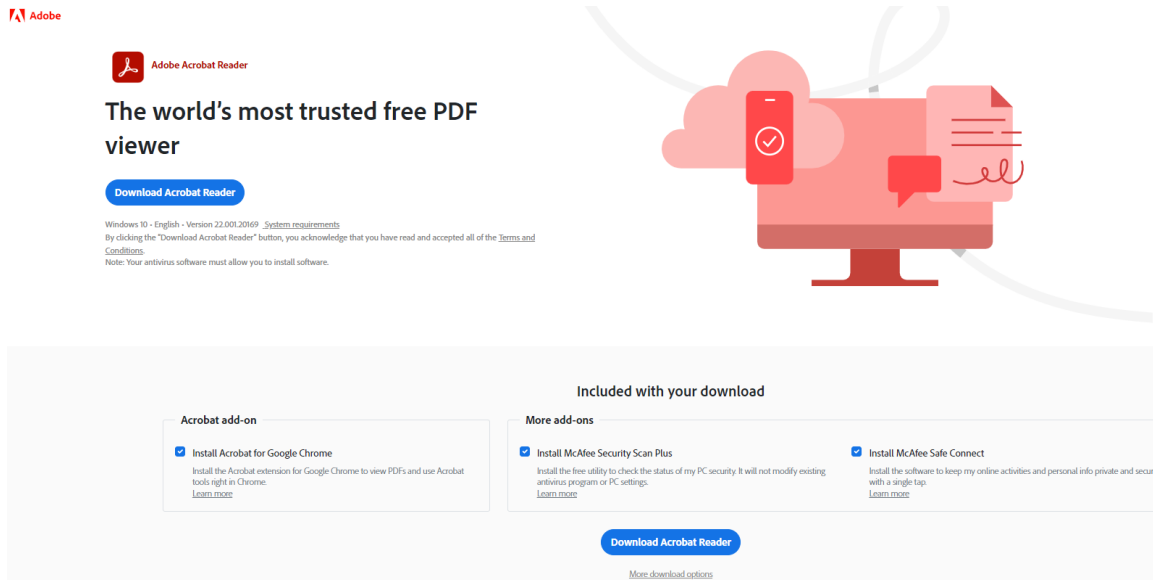
1. Download the latest version of Adobe Reader by going to https://get.adobe.com/reader/
2. The following page should appear:

Then click the blue "Download Acrobat Reader button"
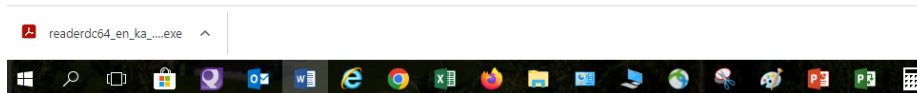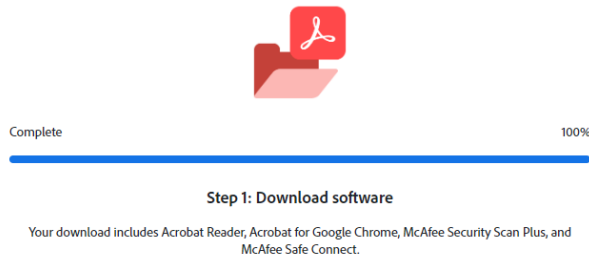
Once you click the "Download Acrobat Reader button" you will see a small icon box in the bottom left of your screen, click on the up ^ arrow and select open.

3. Click yes in the pop up dialog box below to allow the program to download.
4. Once complete you may proceed with the downloading and submitting of your EHS test.
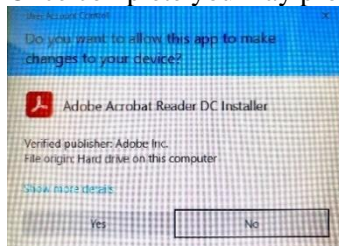
Downloading and Submitting of EHS Tests

1. Open the test you need to take using Microsoft Edge (formally 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**

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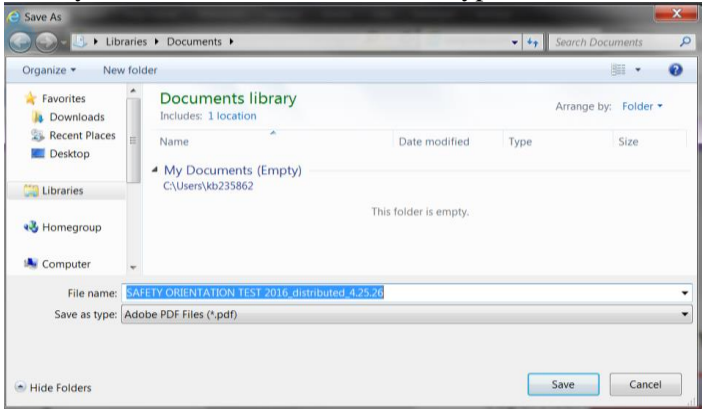

4. **First you will need to save it to your computer.**

5. This can be done by left clicking on the save icon which looks like a disk in the top left corner


6. It is recommended to save the test to your desktop Then deterime where and by what name you would like to save it as and type that in the blue section shown below.


7. Once the test has been saved you can close the web browser
8. Open the test you saved to your computer.
9. 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:
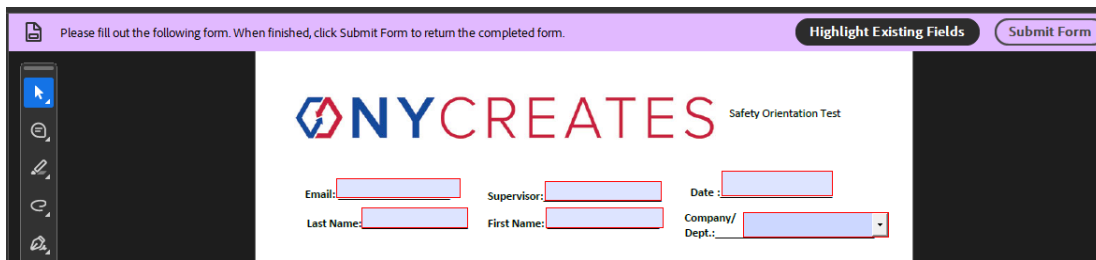
10. Take the test filling out all fields and answering all questions.
11. Once the test is complete you can now submit the test.
12. Click on the Submit form in the upper right hand corner of the colored banner.
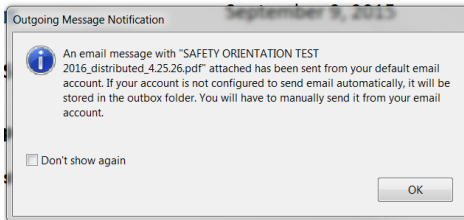13. A window will pop up that looks like this:
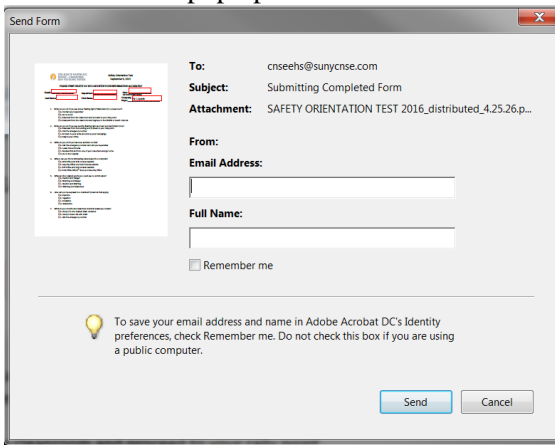
14. Fill in your email address and full name in the white fields.
15. Click on send.
16. The following window may pop up:
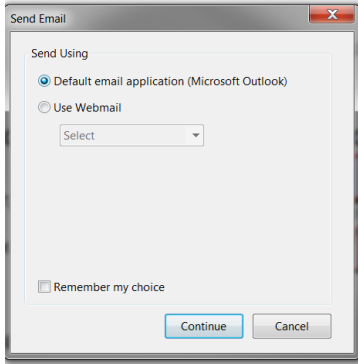
If this does pop up make sure default email application is checked as seen to the left
Then hit continue.

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:

ehs@ny-creates.org

Do not send scanned copies!