## 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:

Adobe			
۸۵	Jobe Acrobat Reader		
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Download Windows 10 - E By dicking the <u>Conditions</u> Note: Your anth	Accobat Render with - Venion 22.001.20169 <u>System requirements</u> Download Arcobat Render <sup>1</sup> battor, you acknowledge that you have read and accepted all of the irous software must allow you to install software.	Terms and	
		Included with your download	
	Acrobat add-on	More add-ons	
	Install Acrobat for Google Chrome Install the Acrobat extension for Google Onome to view PDFs and use Acrobat tools right in Chrome. Learn more	Install McAfee Security Scan Plus Install the free utility to check the status of my PC security It will not modify existing artiforms program or PC settings. Learn more	Install McAfee Safe Connect Install the software to keep my online activities and personal info private and secure with a single tap Learn more
		Download Acrobat Reader	

Then click the blue "Download Acrobat Reader button"





Once you click the "<u>Download Acrobat Reader button</u>" 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. <u>Once complete you may proceed with the downloading and submitting of your EHS test.</u>



## 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**

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] 4		Fill & Sign C	comment	-
Th Yo	in the include fillable from fields. Les point the completel from mainte aut hts your device au Accobat.com.	📑 Highlight Existing Fields   🔁 Sul	abmit Form	
	COLLEGES OF NANOSCALE Safety Orientation Test SCIENCE + ENGINEERING September 9, 2015 PLEASE PRINT NEATLY SO WE CAN ENTER YOUR INFORMATION ACCURATELY		E	E
	Email:       Supervisor:       Date :         Last Name:       First Name:       Company/ Dept.:			

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

all: Supervisor: Date: LABORATORY S t Name: First Name: Company/Dept. Air Liquide Check all arswers flat apply. You must score at Heast an 40% to pass the test. 1. How do you report an emergency on the CNSE campus? 2. Clast Bit A company in the CNSE campus? 3. Clast Sti Structure 3. Clast Sti Str	FETY QUIZ 2015 Date: g chemicals in the lab: e shield and closed tee/heel shoes
t Name: First Name: Company/Dept. Air Liquide Check all answers that apply. You must score at least an KP/s to pass the test.  1. How do you report an emergency on the CNSE campus?  a. Call your mom b. Call your mom c. CROME and lease the area	Date: Company/Dept. Air Liquide g chemicals in the lab: e shield and closed toe/heel shoes
Check all answers that apply. You must score at least an 40% to pass the test.          1. How do you report an emergency on the CNSE campus?       Email: First Name:         aall Still	Date:Company/Dept. Air Liquide g chemicals in the lab: e shield and closed toe/heel shoes
I. How do you report an emergency on the CNSE campus?     aat = 1. What is the minimum PPE required when hand     bat = 0. Last Name:1. What is the minimum PPE required when hand    a. Lab coat, nitrile gloves, safety glasses, f	Company/Dept. Air Liquide g chemicals in the lab: e shield and closed toe/neel shoes
CUNV POLYTECHNIC Safety Orientation Test	
Pebruary 16, 2017	a
CONTINSTITUTE	
Email: Supervisor: Date :	
Last Name: First Name: Company/	
оср <u> </u>	

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.

Libi	raries 🕨 🛙	Documents •		▼ ◆↑ Searc	h Documents
Organize 👻 Nev	folder				· 11
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🝓 Homegroup			This folder is empty.		
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File name:	SAFETY C	RIENTATION TEST 2016_distributed	1_4.25.26		
Save as type:	Adobe PD	OF Files (*.pdf)			
Hide Folders				Save	Cance

- 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:

Send Form				x		
	To: Subject: Attachment: From: Email Address Full Name:	cnseehs@sunycnse.com Submitting Completed Form SAFETY ORIENTATION TEST 2016_distri	buted_4.25.26; -	p		
Remember me  To save your email address and name in Adobe Acrobat DC's Identity preferences, check Remember me. Do not check this box if you are using a public computer.  Send Cancel						

- 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: <u>SUNYPOLYEHS@SUNYPOLY.EDU</u>

Do not send scanned copies!