

# Saving a Portal Document

If you do not have the free ADOBE Reader, it can be downloaded at the following website. This step must be done first. <https://get.adobe.com/reader/>

[Using a PC Mozilla Firefox as your Browser](#)

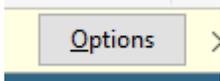
[Using a PC Internet Explorer or Microsoft Edge as your Browser](#)

[Using a PC Chrome as your Browser](#)

[Using a MAC Mozilla Firefox is the recommended Browser](#)

## Using Mozilla Firefox as your Browser (Recommended)

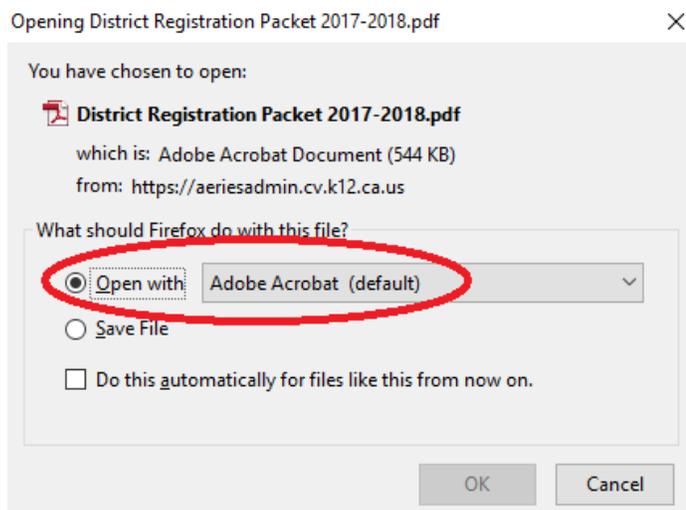
Click on the document to open. It will open in a new window. Be sure you have enabled popups by clicking on the options at the upper right hand corner of your browser, choose 'allow popups'.



Download the document before trying to fill it out by clicking the down arrow

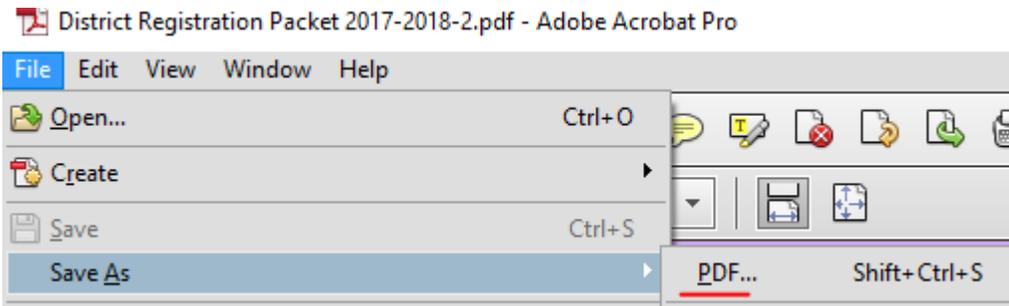


A popup box will appear, choose open with Adobe Acrobat. (If you do not have Adobe Acrobat Reader please see the link above)



Type in the required information, print the documents to bring to the site walk through. You can re-save the document to your computer for future reference. To **SAVE** click on the **File**

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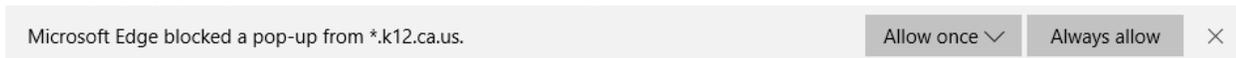


Clicking on the Printer Icon will automatically print the full document.

## Using Internet Explorer or Microsoft Edge as your Browser

Click on the document. It will open in a new window.

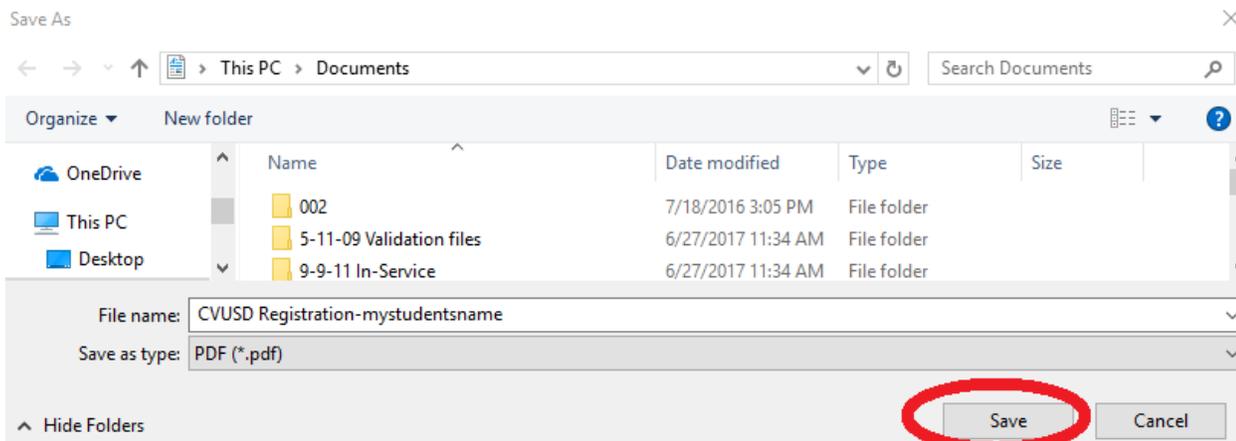
Allow popups, if you have not done so already.



Save the document to your computer by clicking the disk icon in the upper right hand corner.



Type in a name for your document and the location where you wish to save it and click Save.



Close the browser window. Locate the document on your computer. Open the document and complete the forms. Print the documents to bring to the site walk through. You can re-save the document to your computer for future reference. To **SAVE** click on the **Disk** icon to save to your computer.

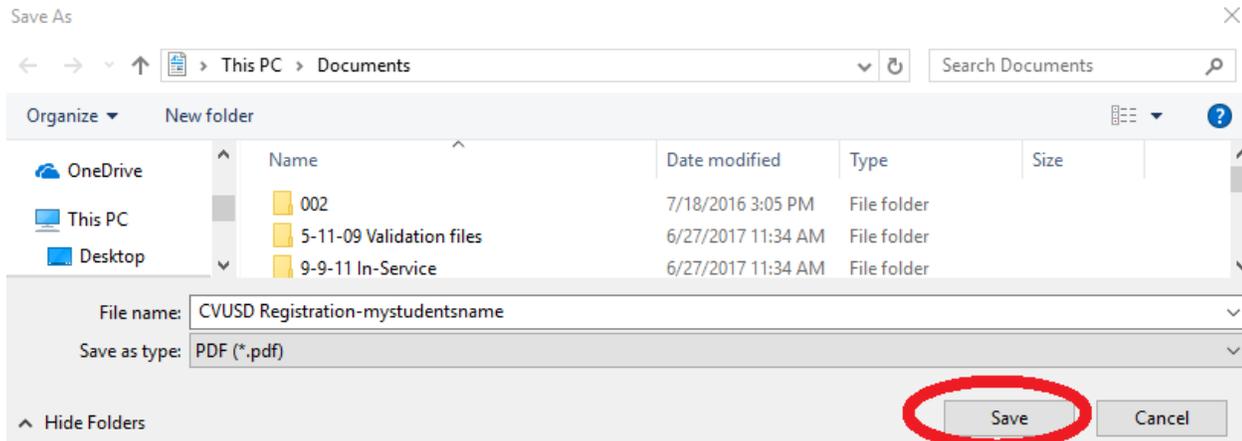
# Saving a Portal Document

## Using Chrome as your Browser

Click on the document to open. It will open in a new window. Type in the necessary information. Move your mouse up toward the top of the window, until you see this.



Click on the printer icon to print the documents. Click on the down arrow to save the document to your computer.



## Using a MAC (Mozilla Firefox is the recommended Browser)

The recommended Browser when using a MAC, is **Mozilla Firefox**. If you do not currently have the Firefox browser on your computer, click the following link.

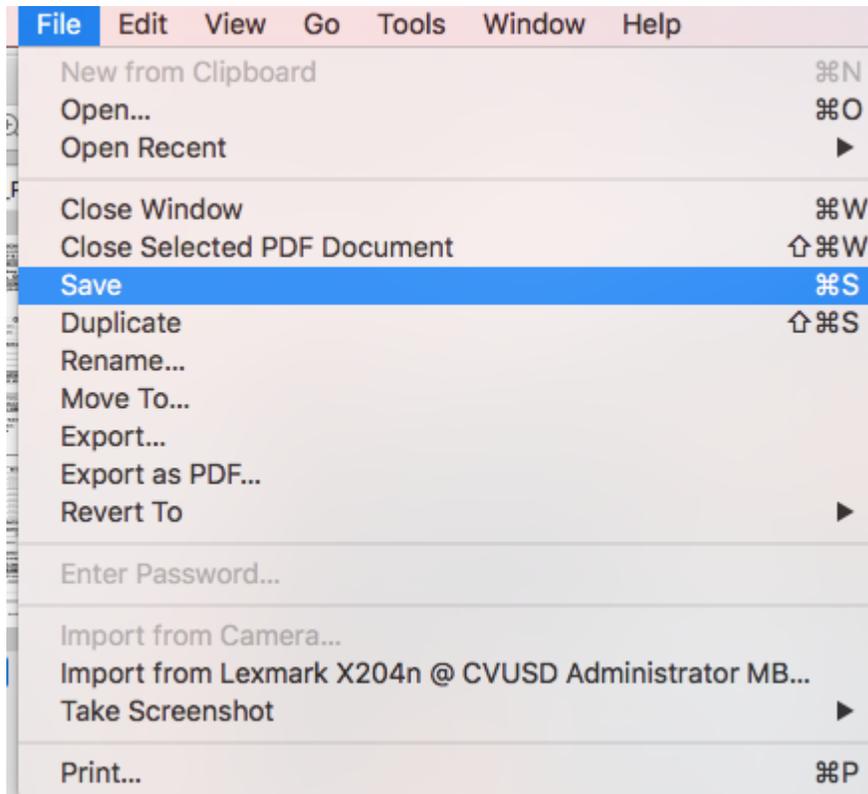
<https://www.mozilla.org/en-US/firefox/new/>

View the document in the documents tab in the portal. Type in the necessary student information on all documents, and save to your computer for future reference.

STUDENT INFORMATION			
Mouse	Mickey	M	1 01
Student's Legal Last Name	First Name	MI	Grade
Address		Phone	School
MEDICAL INFORMATION - Medical Conditions (check all that apply)			
<input checked="" type="checkbox"/> ADHD	<input type="checkbox"/> Cancer	<input type="checkbox"/> Epi-pen	<input type="checkbox"/> Kidney/Bladder
<input type="checkbox"/> Allergies (list below)	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Hearing Aide/Tubes	<input type="checkbox"/> Menstrual Problem
<input checked="" type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hearing Problem	<input type="checkbox"/> Migraine Headaches
			<input type="checkbox"/> Stoma

## Saving a Portal Document

To **SAVE** click on **File** on your menu bar, and select **Save As**, as a **PDF**.



Name and place your document so you will easily be able to find it. Once saved, you can now print your document. Click on File, go down to Print.

