

INSTRUCTIONS

Please note: These instructions are still under construction as of July 28, 2011. If you need immediate assistance, please contact Christy Cole (ckcole@iupui.edu or 4-4630).

If using Adobe Acrobat X

Open [application portfolio](#) and save to your desktop.

- Select “File” from your internet browser’s menu bar then choose “Save As” from the drop-down menu.
- Select the location on your computer where you wish to save the file.
- Re-name the file with your name (last name, first name) and your [School’s HRMS Code](#), for example:
 - Smith, John – MED
 - Doe, Jane - LART

Personalize the document with your information. The coversheet and declaration page are Adobe forms; they can be filled out directly as is. The application is a word document and in order to add your information, you will need to open the file. (NOTE: You are opening and saving the file within the portfolio itself, not as a separate document.)

If using Adobe Acrobat 9