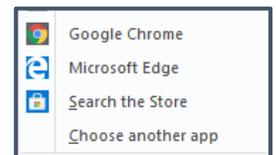
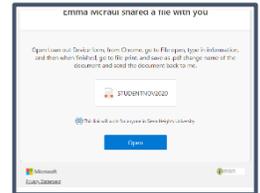


Google Chrome and fill in the online form. Windows Computer

Opening and downloading your form document SharePoint or download online from SHU.

1. Download your form from the **SHU web page** to your download folder.
2. Open your **Google Chrome browser**, type in **https://office.com**, log in with your **sienaheights.edu** e-mail, and then click on your Exchange e-mail icon.
3. Upon receiving your **SharePoint** or **e-mail message**, click on the **Blue Open button** on the **Microsoft SharePoint** menu, then click on the option to download the file to your download location on your **Windows computer**.
4. Go to the **download form, which is in the download folder**, select the **online form, and then right-click to get another menu to open the form** in Google Chrome.



Editing your downloaded PDF form

5. Fill in your text in the open sections of the **Online form**.
6. Next, select the **printer icon**, located on the top right, (access to the black floating bar menu) to the drop-down menu, and then click on **save as pdf document**, tap on **save** and **rename the document**, and then select the drop-down arrow to **all files**, and **tap on the save button**.
7. E-mail the filled-out loan form to username@sienaheights.edu.

