

Requirements and Instructions for Using Electronic Version of the Secure Material Transfer Form

Requirements

1. Adobe Acrobat® Reader® 3.0 (or higher) **OR** Adobe Acrobat® 3.0 (or higher)
2. A printer to print out form(s)

Using Adobe Acrobat® Reader®

1. Fill out each form by completing all information requested
2. Click File → Print
3. Select printer and print the form
4. Repeat steps 1 through 3 as needed for each form
5. Include all completed forms in Box 1 of the materials being sent to Riverside per the instructions provided in the administration manuals

NOTE: The forms **CANNOT** be saved with Acrobat® Reader®. A full version of Adobe Acrobat® (Standard or Professional) is needed to save the forms onto computer or disk.

Using Adobe Acrobat®

1. Fill out each form by completing all information requested
2. Click File → Print
3. Select printer and print the form
4. There is an option to save the form:
 - a. Click File → Save As...
 - b. Choose a folder in which to save the form
 - c. Enter a unique file name for this form
5. Repeat steps 1 through 4 as needed for each form
6. Include all completed forms in Box 1 of the materials being sent to Riverside per the instructions provided in the administration manuals

Entering Information on the Secure Material Transfer Form

1. Use the *Hand Tool* to click on the box or line where you want to enter information.
2. Use the *Tab* key to navigate to the next field in which information can be entered.
3. Click on each line to enter the information requested on each form.
4. On the Affidavit Waiver Form, click on the dropdown boxes to select the accommodation, grade, and test booklet form.