TRiO
STUDENT SUPPORT SERVICES

Instructions for Completing Student Support Services Application
Electronically to Be Emailed Using a .PDF File through Acrobat Reader

Acrobat Reader can be downloaded for free at: Get Adobe Reader

1. Double-click "Student Support Services Application" link, located on the Student Support Services webpage to go to application.

2. Click "Download" button (dog-eared paper icon featuring a downward arrow)

3. Select "Open with" Adobe

- Click OK

4. Select "Tools Tab", located near top of your computer window

5. Click "open" beneath "Fill & Sign" option

6. Complete TWO PAGE application by completing each application item as follows:

- Click Ab button from "Fill & Sign" bar located near top of your window
- Click "Ab" pointer at beginning of each question/line item (Ab or a text box will appear)
    - *NOTE*: For "Yes"/"No" questions, select the underline button (_) located in the "Fill & Sign" bar near the top of the window, and then click your (_) pointer beneath your choice ("Yes"/"No"). To change back to Text, simply click the "Ab" button in the Fill & Sign bar located near the top of the screen.
    - *NOTE*: For line items that require an "X" or check mark symbol, select the "X" or check mark buttons located in the "Fill & Sign" bar near the top of the window, and then click your "X" or check mark pointer in the appropriate area to note your choice. To change back to Text, simply click the "Ab" button in the Fill & Sign bar located near the top of the screen.
- Type your answer/information for each question/line item
    - Press "Enter" button on keyboard after inputting information
    - Repeat sub-steps 2 and 3 for each line item on page one of application
- When you reach the bottom of PAGE ONE of application, Click the downward "Next Page" arrow located at the bottom of your window to go to and complete PAGE TWO of the application
- Repeat sub-steps 1 – 3 to complete PAGE TWO of the application
- Sign the application as follows:
    - Click the "Sign" button in the Fill & Sign bar located near the top of the document window
    - Click "Add Signature"
    - Type your name
    - Change Style if you would like
    - Click "Apply"
    - Using your mouse, move your signature to the signature line
    - Left-click on your mouse to place your signature on signature line

- Date the application as follows:
  - ○ Use the same technique as used to sign the application

  OR

  - ○ Select the "Ab" button from the Fill & Sign bar located near the top of your window
    - Enter the date
    - Click "Enter" key

7. Save your application:

- Click Floppy Disk button ("Save File") from bar located near the top of your window
- Choose a location from your computer or memory device to save your application to
- Give file a name, if necessary
- Click "Save"

8. Email your application:

- Create your email to Student Support Services as you normally would
- Attach the application file you created to your email
- Email to Christie Adams, TRiO Administrative Assistant at cadams@wilsoncc.edu