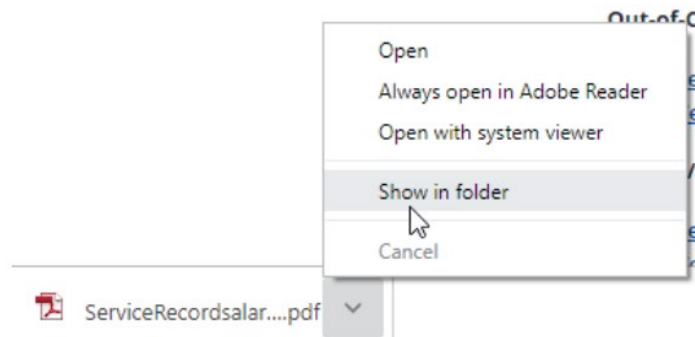
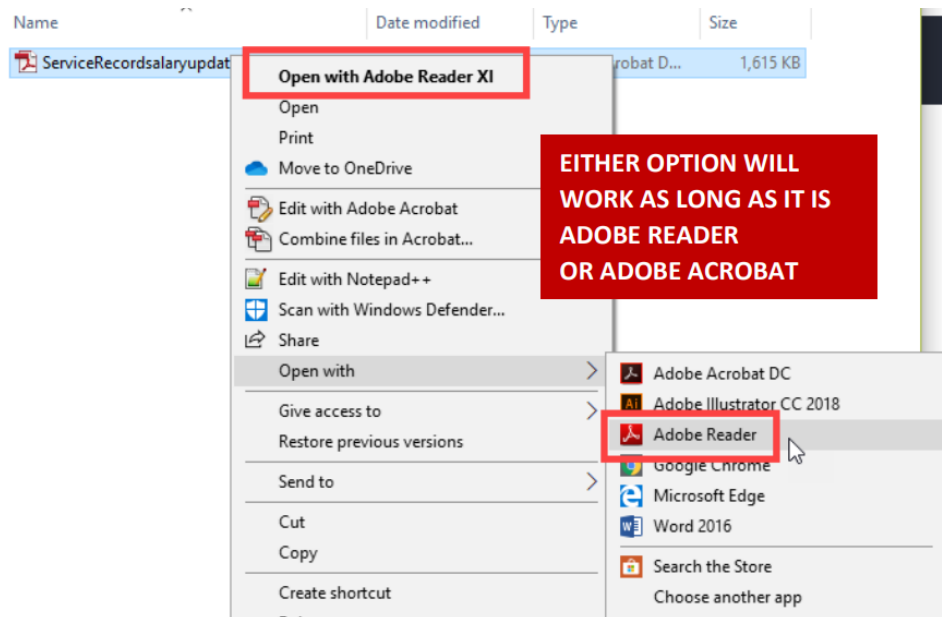


In Google Chrome:

1. Click on the “Teacher Service Record” link to download the PDF
2. **Ignore** the new tab that opens with a “please wait...” message
3. At the bottom of the screen, Google Chrome will show you the PDF downloaded
4. Click on the caret to open a box with options
5. Click on “Show in Folder”



6. From the folder, right-click on the PDF document you just downloaded
7. Open with Adobe Reader (either your first option or you can find it under the “Open with” option, depending on your computer)



8. If you do not have Adobe Reader, you will need to download it from Adobe and repeat the above steps.
 - a. <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
 - b. Choose “Download Now” – it’s FREE