

NHS Electronic Submission Procedure

1. Must be using a St. Francis computer in either the library or the computer lab
2. Open Candidate Form (Do **NOT save** Leadership/Service Activity Sheet)
3. Click on File (upper left corner)
4. Click Save As
5. Scroll down of left side to the S drive
6. Click on the S drive (studata)
7. Click on the Science Folder
8. Click on Dahle folder
9. Click on the NHS Application 2012 Folder
10. Change name of file NHS with Your Last Name, (ex. NHS Dahle)
11. Click Save (Go back and check S drive to see if the form has been saved properly)
12. If you have problems saving the Candidate form, please see Mrs. Dahle in room 2511