

Instructions for Downloading Accreditation Excel Spreadsheets

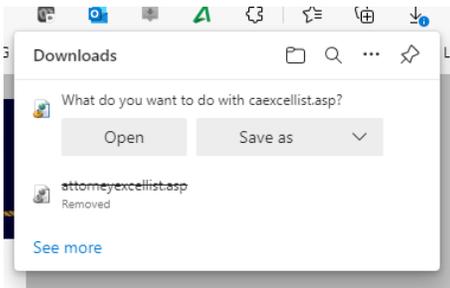
(scroll down for more browsers)



Close Excel

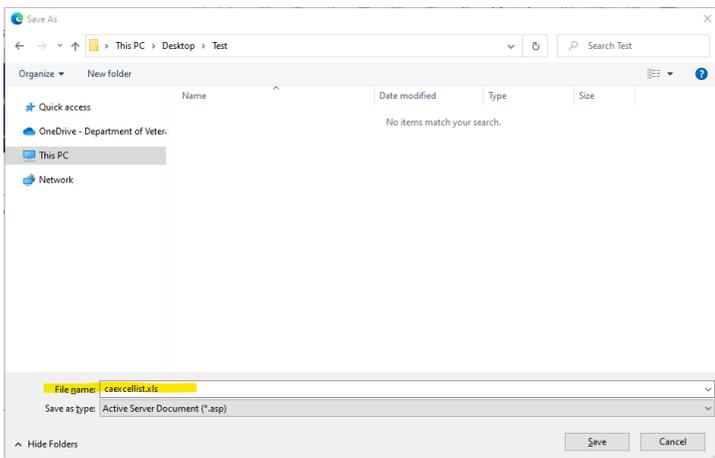
Click the Download button

In the top right click on Save As

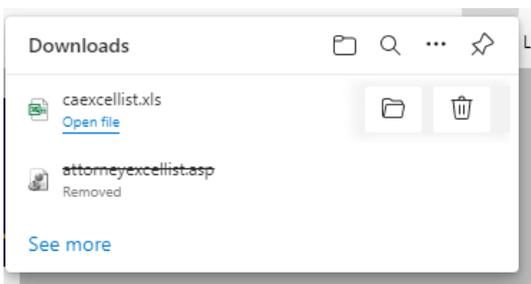


Choose your Desktop or someplace easy to find

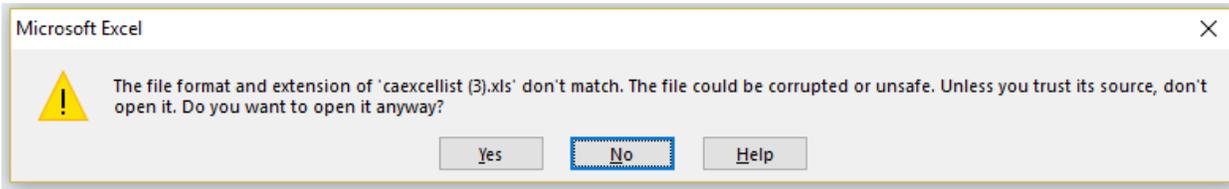
Change the file extension to .xls and click Save



In the top right click the small words > Open File



Click Yes



*This alert is because the asp code is connecting to the database to pull the most current information to download into an excel file

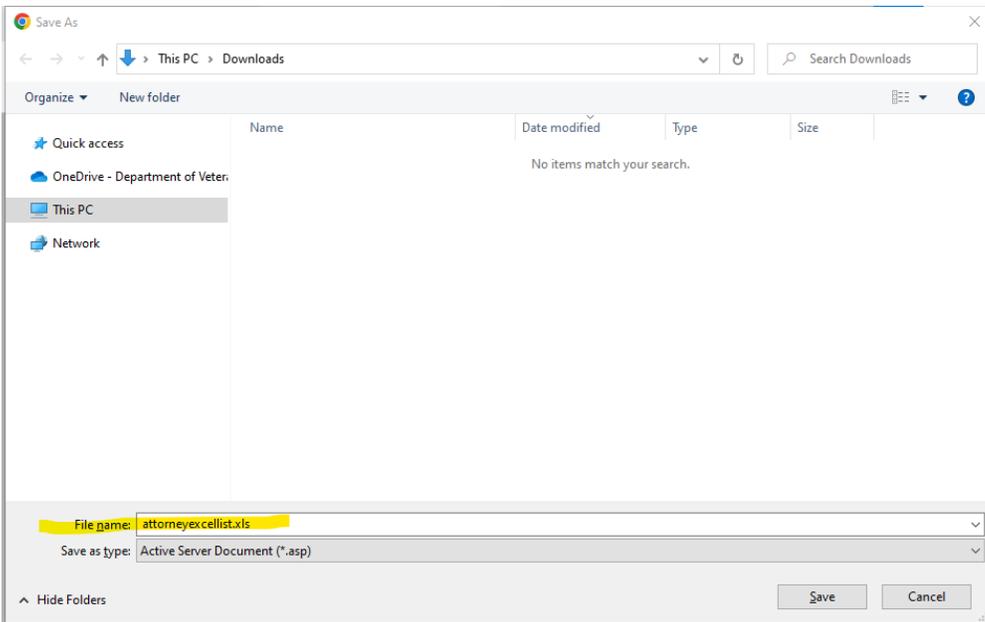
The file will open



Close Excel

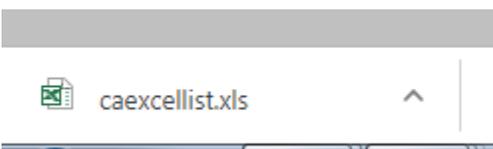
Click the Download button

Change the extension of the file name to be .xls [Green]

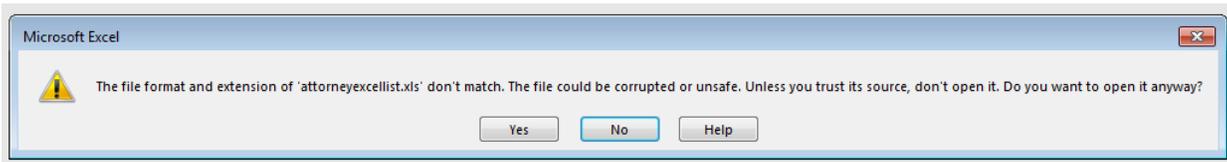


Click Save

In the bottom left corner of Chrome click to open the file



Click Yes on the following alert



*This alert is because the asp code is connecting to the database to pull the most current information to download into an excel file

The file will open

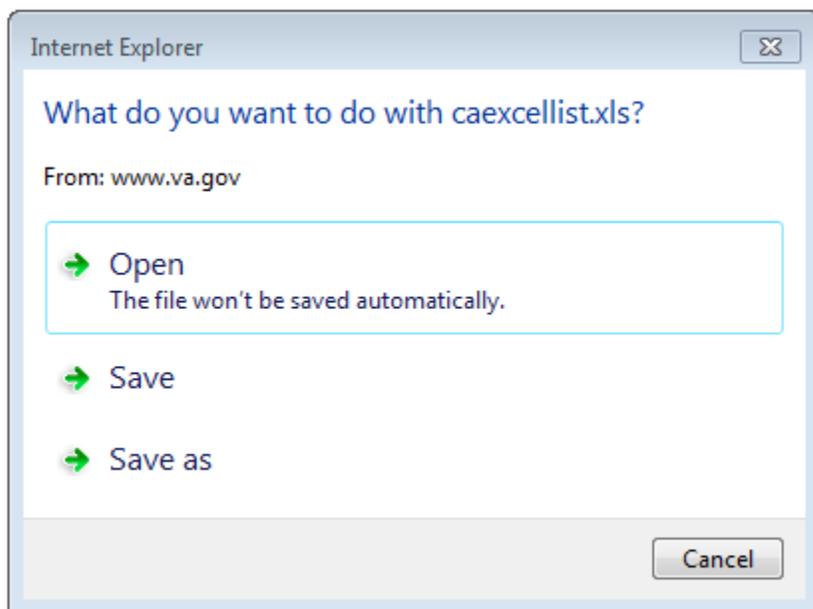


Internet Explorer

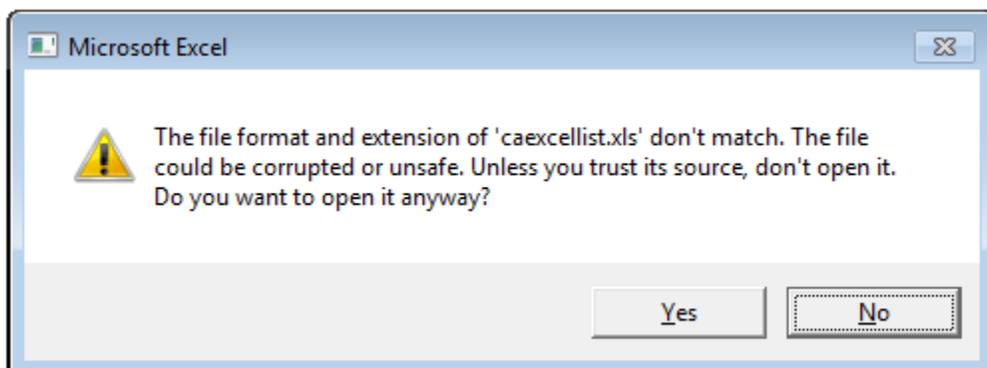
Close Excel

Click the Download button

Click Open



Click Yes



*This alert is because the asp code is connecting to the database to pull the most current information to download into an excel file

The File will open