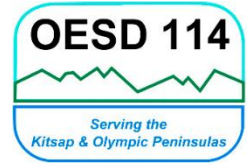




Olympic Educational Service District 114

105 National Avenue North, Bremerton, Washington 98312
(360) 478-6887 • 1-800-201-1300 • FAX (360) 405-5808



Olympic ESD 114 Early Learning

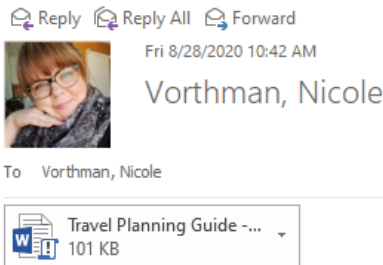
HOW TO OPEN, SAVE, AND SUBMIT FILLABLE FORMS

Many forms used in the Early Learning department are now available to complete and submit virtually. Below are instructions for how to retrieve, save, and complete fillable forms using the [Outlook desktop application](#), the [Outlook 365 webmail site](#), or when retrieving a form from the [OESD 114 Early Learning website](#).

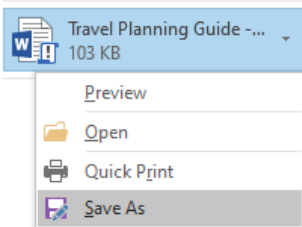
METHOD 1: Using the Outlook Desktop Application

Step 1: Saving and Opening your Fillable Form

When you receive a fillable form for the first time, you should see an attachment that looks like this:



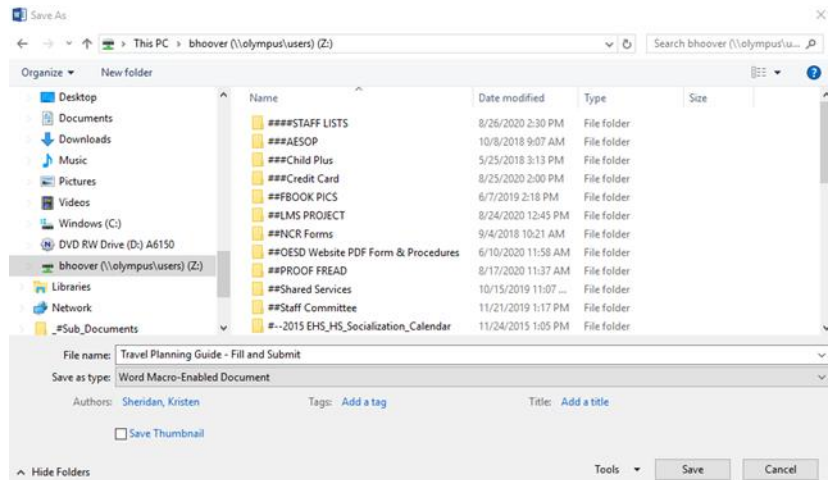
Click the drop-down arrow and select 'Save As'.



If you double-clicked on the attachment to open it, it will open as "Read-Only". To enable editing, Click File > Save As and follow the directions below.

Select a location on your **Z:** drive to save a copy of the fillable form for future use. Double-check the file type and click 'Save'.

SUPER IMPORTANT: Fillable forms MUST be saved as a "Word Macro-Enabled Document".

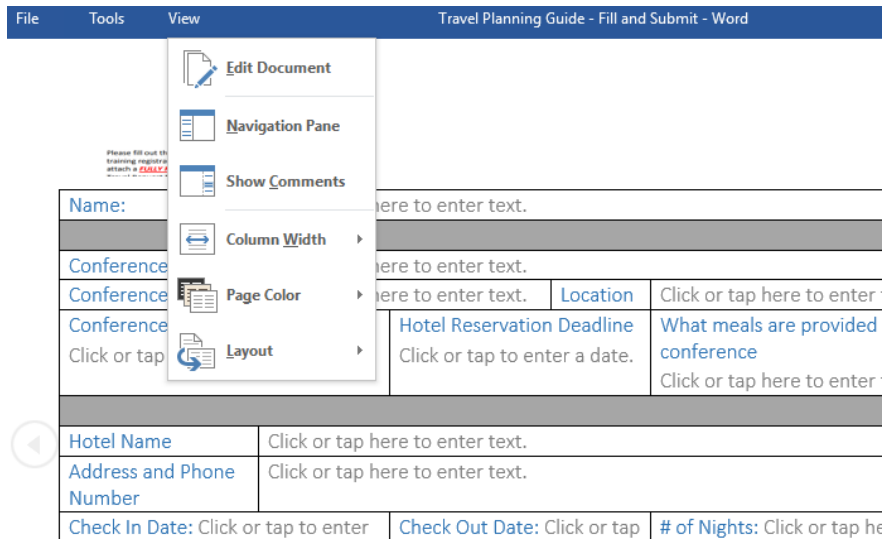


PLEASE NOTE: To successfully fill-out and submit fillable forms, it is important that you save a copy to your Z: drive. Please save a blank copy of each form in a convenient location that you can access for future use.

Navigate to the location where you chose to save the form and double-click to open it.

Step 2: Completing and Submitting your Fillable Form

Depending in your settings, your document may open in “Read Mode” (different from Read-Only). To change your view, click on ‘View’ in the top menu and select ‘Edit Document’.



You should now be able to complete your fillable form. Fillable fields are indicated by gray text. Use the **Tab** button on your keyboard to navigate between fields.

EXACT name or picture ID that will be used at airport: Click or tap here to enter text.				
Seating Preference <input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> Center <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Wing				
Additional Travel Information	Will you need a cash advance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you checking a bag? <input type="checkbox"/> Yes <input type="checkbox"/> No	Airport Parking? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Airporter</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be using taxi, Uber, Lyft or shuttle upon arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Emergency Contact Name: Click or tap here to enter text.		Phone #: Click or tap here to enter text.	
Who else is attending: Click or tap here to enter text.				
What Grant is paying for this travel: <input type="checkbox"/> HS <input type="checkbox"/> ECEAP <input type="checkbox"/> EHS <input type="checkbox"/> CCP <input type="checkbox"/> I/T <input type="checkbox"/> CM <input type="checkbox"/> Kellogg <input type="checkbox"/> AESD				
<input type="button" value="Submit"/>				

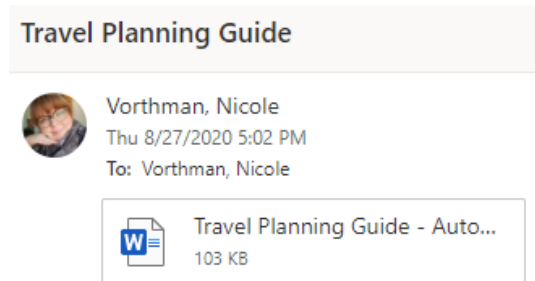
NOTE: Some forms have a ‘Submit’ button that will automatically send your completed form to the intended recipient. Most forms, however, require that you save changes and attach your file to an email.


METHOD 2: Using the Outlook 365 Webmail website

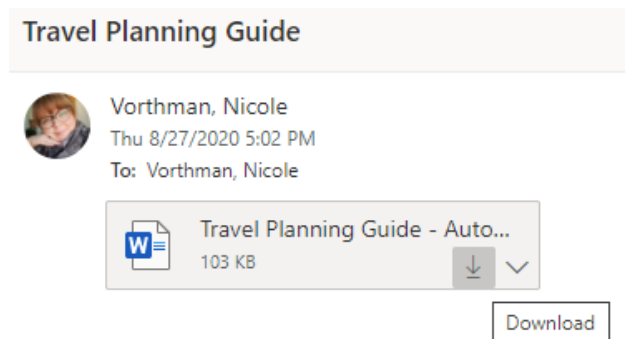
[\(https://outlook.office365.com/mail/\)](https://outlook.office365.com/mail/)

Step 1: Opening your Fillable Form

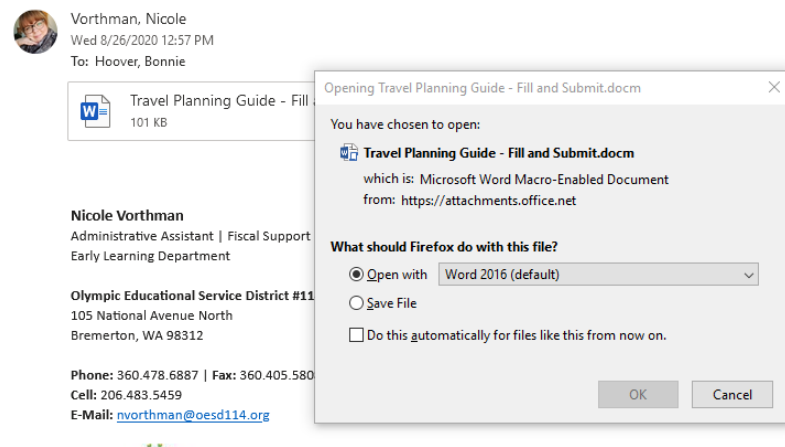
When you receive a fillable form for the first time, it should look like this:



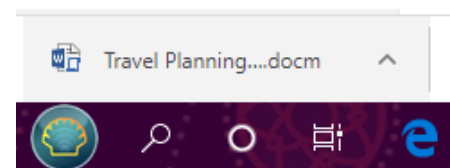
Hover your cursor over the attachment and click on the  icon to download the file.



Depending on your settings, the file will either download automatically or a dialogue box will pop-up. If a dialogue box populates, select **'Open with'** and click **'OK'** to open the file.

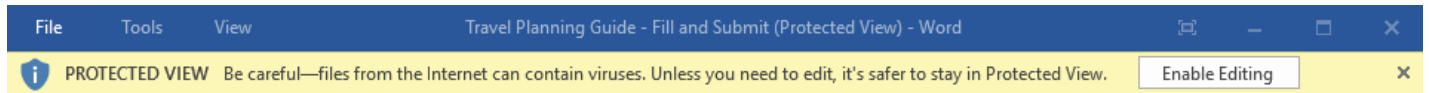


Otherwise, double-click the downloaded file displayed in the bottom left-hand corner of your browser window.

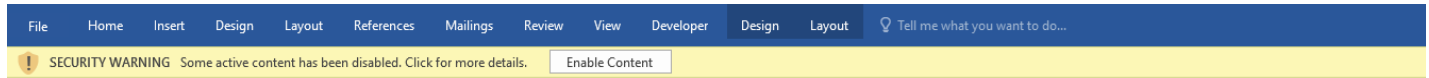


Step 2: Saving your Fillable Form

Once the document is opened, you should see a yellow banner indicating that the document is in protected view. Click **'Enable Editing'**.

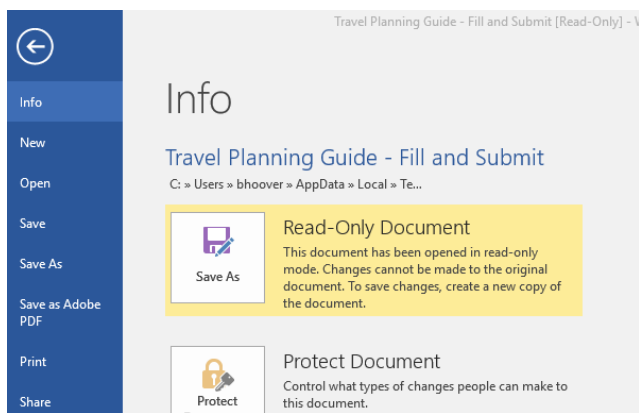


You may also see a second banner with a security warning. Click **'Enable Content'**.



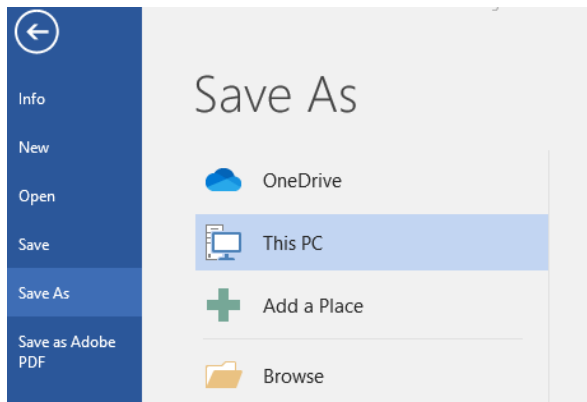
PLEASE NOTE: To successfully fill-out and submit fillable forms, it is important that you save a copy to your computer (or Z: drive if you have one). Please save a blank copy of each form in a convenient location that you can access for future use following these steps:

Click **'File'** in the upper left-hand corner of the document window. The window below should appear.



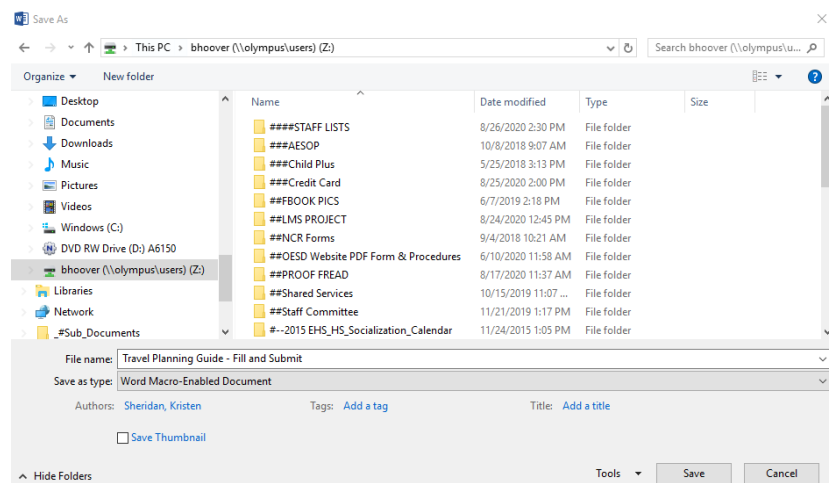
Note: depending in your settings the document may open as "Read-Only". Saving a copy will remove this and allow you to make changes.

Click **'Save-As'** button or select **'Save-As'** from the menu on the left-hand side.



Click **'Browse'** to locate your Z: drive folder or other folder on your computer.

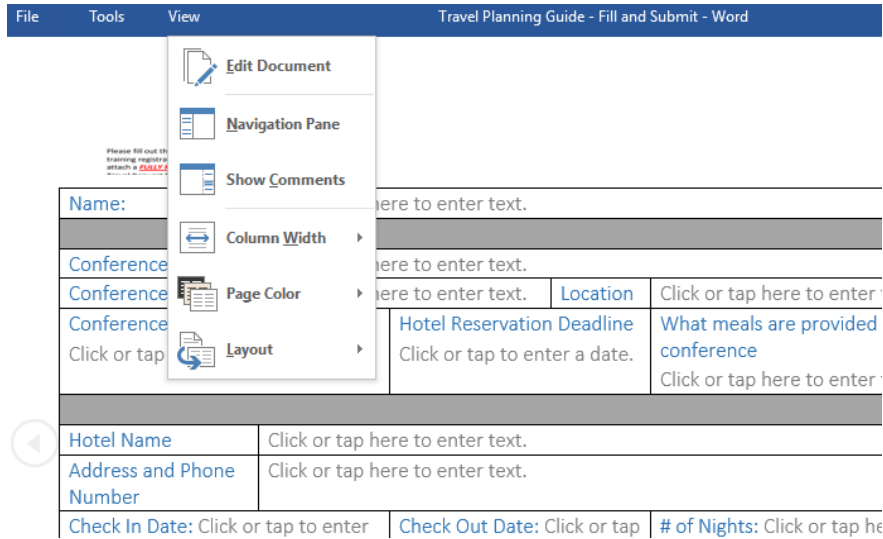
Select a convenient location to save a copy of the fillable form for future use. Double-check the file type and click **'Save'**.



SUPER IMPORTANT: Fillable forms MUST be saved as a "Word Macro-Enabled Document".

Step 3: Completing and Submitting your Fillable Form

Depending in your settings, your document may open in “Read Mode” (different from Read-Only). To change your view, click on ‘View’ in the top menu and select ‘Edit Document’.



You should now be able to complete your fillable form. Fillable fields are indicated by gray text. Use the **Tab** button on your keyboard to navigate between fields.

EXACT name of picture ID that will be used at airport: Click or tap here to enter text.				
Seating Preference <input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> Center <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Wing				
Additional Travel Information	Will you need a cash advance?	Are you checking a bag?	Airport Parking?	Will you be using taxi, Uber, Lyft or shuttle upon arrival?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Airporter <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact	Name: Click or tap here to enter text.		Phone #: Click or tap here to enter text.	
Who else is attending: Click or tap here to enter text.				
What Grant is paying for this travel: <input type="checkbox"/> HS <input type="checkbox"/> ECEAP <input type="checkbox"/> EHS <input type="checkbox"/> CCP <input type="checkbox"/> I/T <input type="checkbox"/> CM <input type="checkbox"/> Kellogg <input type="checkbox"/> AESD				
Submit				

NOTE: Some forms have a ‘Submit’ button that will automatically send your completed form to the intended recipient. Most forms, however, require that you save your changes and attach your file to an email.

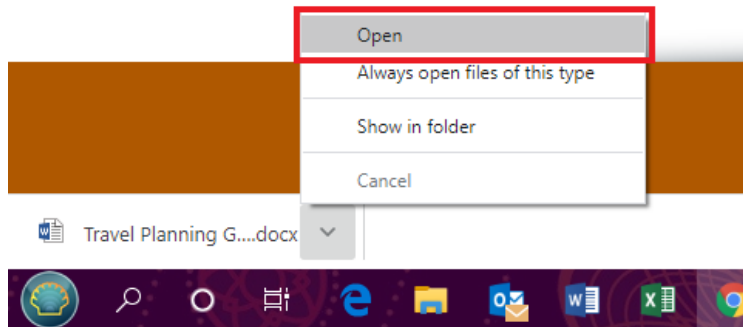
METHOD 3: Using the OESD 114 Early Learning Website Forms, Policies, and Procedures page (<https://www.oesd114.org/Page/1247>)

Step 1: Opening your Fillable Form

Most fillable forms can be found under “General Program Operations” or “Virtual Services”. Locate the file you’d like to open and click the link.

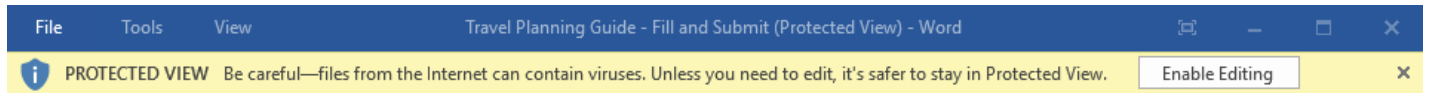
	<ul style="list-style-type: none">▪ Volunteer Time Sheet Procedure 	
<i>Travel & Transportation</i>	<ul style="list-style-type: none">▪ Training-Related Travel Procedure ▪ Travel Expense Claim Procedure ▪ Travel Planning Guide Procedure ▪ Travel Request Procedure ▪ Mileage Chart 	<ul style="list-style-type: none">▪ Non-Travel Reimbursement ▪ Taxi Request ▪ Travel Expense Claim Form EXCEL▪ Travel Expense Claim Form PDF ▪ Travel Planning Guide Fillable WORD ▪ Travel Request Form FILLABLE Word Document

On the bottom-left hand side of the screen, a download box containing the file name should pop-up. Click the arrow on to the right of the file name and select ‘Open’ (or simply double-click).

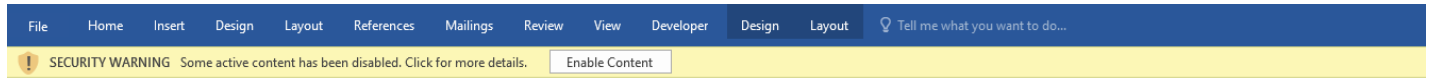


Step 2: Saving your Fillable Form

Once the document is opened, you should see a yellow banner indicating that the document is in protected view. Click **'Enable Editing'**.

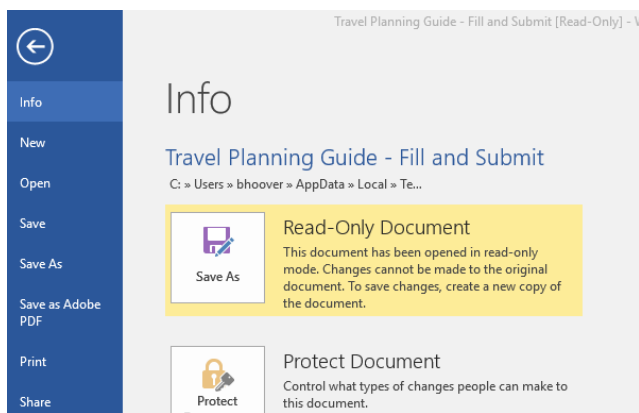


You may also see a second banner with a security warning. Click **'Enable Content'**.



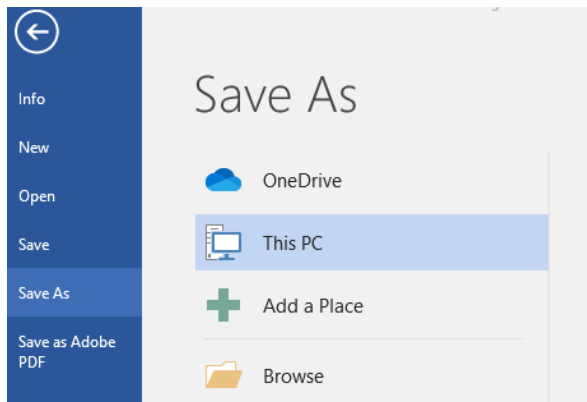
PLEASE NOTE: To successfully fill-out and submit fillable forms, it is important that you save a copy to your computer (or Z: drive if you have one). Please save a blank copy of each form in a convenient location that you can access for future use following these steps:

Click **'File'** in the upper left-hand corner of the document window. The window below should appear.



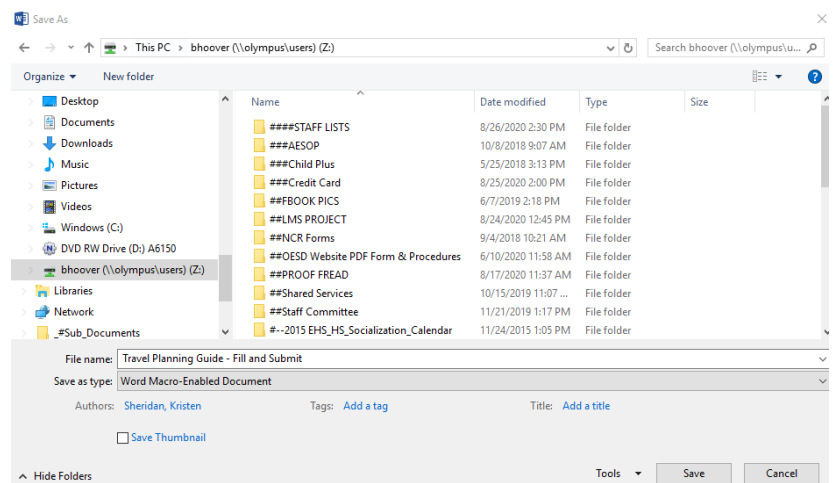
Note: depending in your settings the document may open as "Read-Only". Saving a copy will remove this and allow you to make changes.

Click **'Save-As'** button or select **'Save-As'** from the menu on the left-hand side.



Click **'Browse'** to locate your Z: drive folder or other folder on your computer.

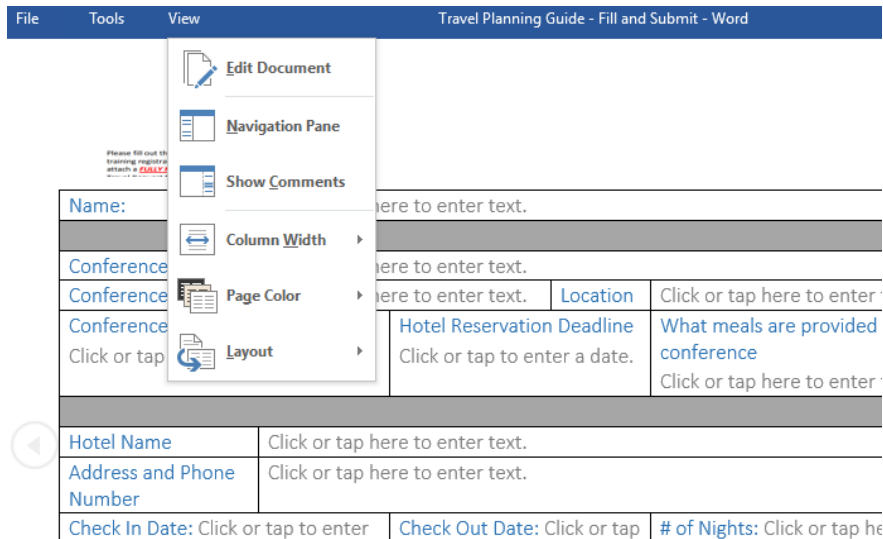
Select a convenient location to save a copy of the fillable form for future use. Double-check the file type and click **'Save'**.



SUPER IMPORTANT: Fillable forms MUST be saved as a "Word Macro-Enabled Document".

Step 3: Completing and Submitting your Fillable Form

Depending in your settings, your document may open in “Read Mode” (different from Read-Only). To change your view, click on ‘View’ in the top menu and select ‘Edit Document’.



You should now be able to complete your fillable form. Fillable fields are indicated by gray text. Use the **Tab** button on your keyboard to navigate between fields.

EXACT name of picture ID that will be used at airport: Click or tap here to enter text.				
Seating Preference <input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> Center <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Wing				
Additional Travel Information	Will you need a cash advance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you checking a bag? <input type="checkbox"/> Yes <input type="checkbox"/> No	Airport Parking? <input type="checkbox"/> Yes <input type="checkbox"/> No Airporter <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be using taxi, Uber, Lyft or shuttle upon arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact	Name: Click or tap here to enter text.		Phone #: Click or tap here to enter text.	
Who else is attending: Click or tap here to enter text.				
What Grant is paying for this travel: <input type="checkbox"/> HS <input type="checkbox"/> ECEAP <input type="checkbox"/> EHS <input type="checkbox"/> CCP <input type="checkbox"/> I/T <input type="checkbox"/> CM <input type="checkbox"/> Kellogg <input type="checkbox"/> AESD				
<input type="button" value="Submit"/>				

NOTE: Some forms have a ‘Submit’ button that will automatically send your completed form to the intended recipient. Most forms, however, require that you save your changes and attach your file to an email.

Pro Tips:

1. When you first access a form, save a **MASTER** copy to your Z drive. This will give you a clean copy to use whenever you need it.
2. You must save your changes before emailing your completed form. It is best practice to use standard document naming conventions: Last Name, First Name Document Name Date (ex: Vorthman, Nicole Travel Claim Form September 2020).