FORESIGHT

- 1. Go to the "Developer" tab at the top MS Word toolbar.
 - a. If you don't have the developer tab, go to File > Options > Customize Ribbon and check "Developer" on the right hand side.

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- 2. Click "Restrict Editing". A bar will pop up on the right hand side. Click "Stop Protection" at the bottom.
- 3. Password is: bsicovid19
- 4. Made the edits to the Account name and Program number field.
- 5. In the same bar on the right, click "Yes, Start Enforcing Protection"
- 6. When you get the password popup, enter the same password. (You can choose a new one if you like, but make sure you remember it.)
- 7. The Account Name and Program number fields should be locked, unable to be edited. Only the form fields can be changed at this point.