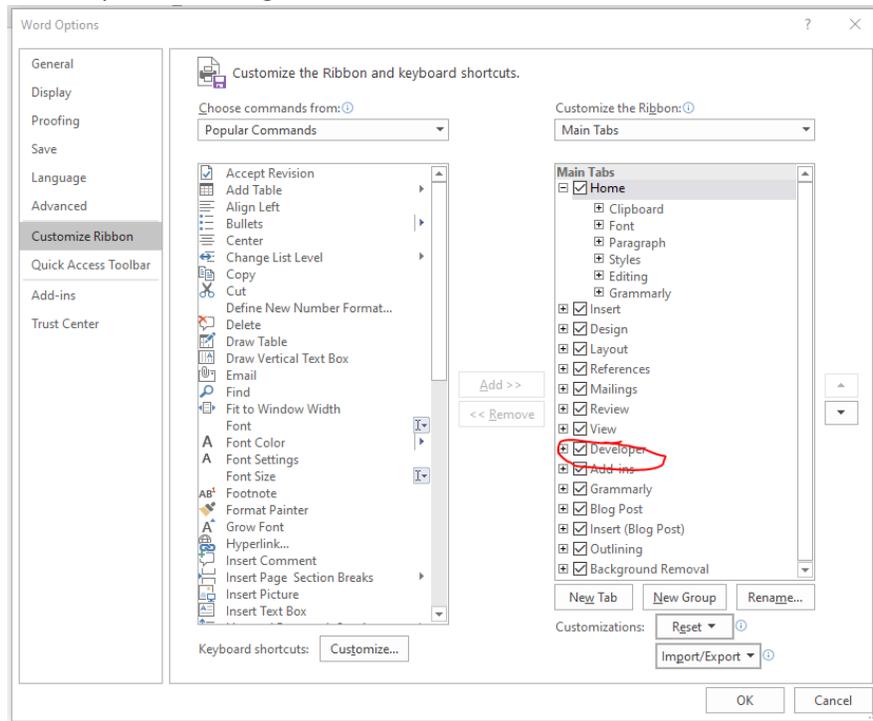


1. Go to the “Developer” tab at the top MS Word toolbar.
  - a. If you don’t have the developer tab, go to File > Options > Customize Ribbon and check “Developer” on the right hand side.



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.