The interactive forms available on the Grading and Base web site require Microsoft Excel 2000 or a newer version.

You may need to change some of the settings in Excel after it is opened and before you open any of the forms.

First
(1) Click on **Tools**.
(2) Drag your cursor down to **Macro**.
(3) Drag the cursor over and down to **Security** and click.
(4) **Security Level** should be set on **Low**.

Next,
(1) Click on **Tools**.
(2) Drag your cursor down to **Add-Ins** and click.
(3) **Analysis ToolPak** and **Analysis ToolPak – VBA** must have check marks by them.
(4) You may need to contact your IT personel if the tool packs are not loaded onto your computer.
(5) Close Excel and reopen with the interactive forms.
(6) Please call the Grading and Base office if you encounter more problems.