AUSAM (v2) Instructions
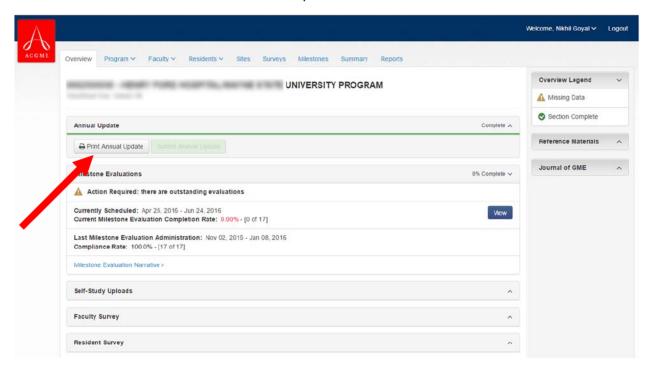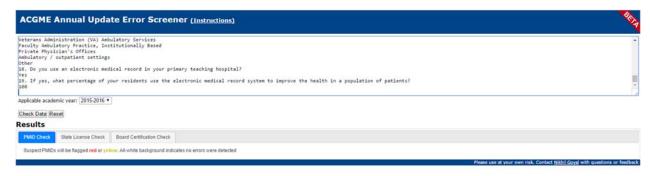
1. Log into ADS
2. Click the button marked "Print Annual Update"

3. Press **Ctrl-A** to highlight all text on the screen

4. Press **Ctrl-C** to copy all the text to the clipboard (nothing will appear to happen)
5. In your internet browser, browse to http://www.henryfordem.com/ausam2/
6. Click inside the large text box that says "Paste block of text from ADS"
7. Press **Ctrl-V**. The text from the ADS summary page will appear in the box

8. Set the "applicable academic year" using the dropdown box
9. Click "Check Data"