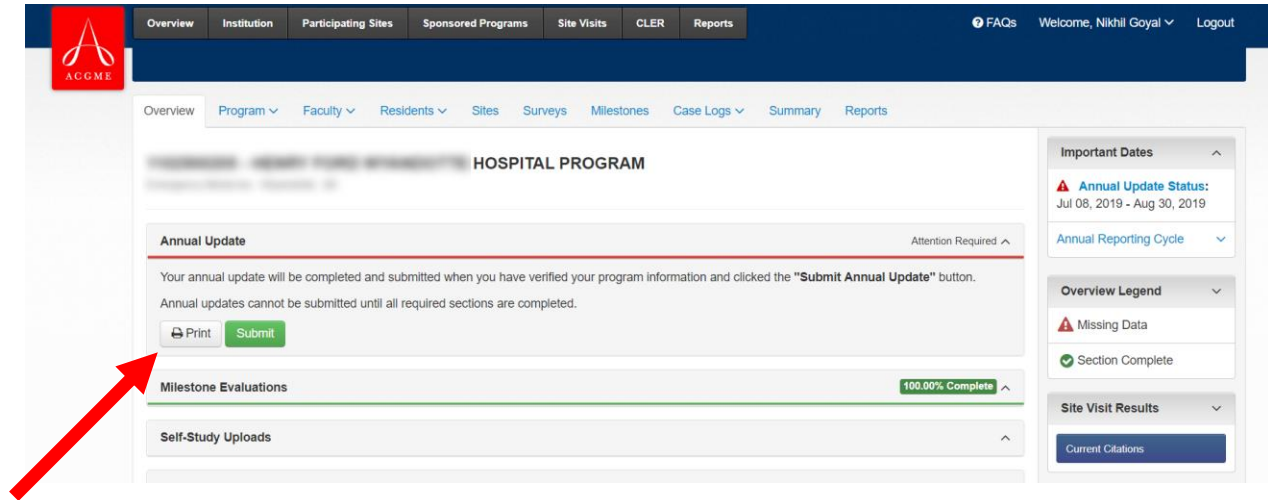# AUSAM (v2) Instructions

1. Log into ADS
2. Click the button marked "Print" under the "Annual Update" section

3. Wait for a new window to appear
4. Hold down the **Ctrl** key and press and release the letters **U, A, C** in sequence (Safari: Option+Command+U, then Command+A, Command+C)
   - This will display the page in HTML format, highlight all the code and copy it to the clipboard
   - Nothing may appear to happen after you press the C key

5. In your internet browser, browse to **https://ausam.meded.app**
6. Click inside the large text box that says "Paste block of text from ADS"

7. Press **Ctrl-V**. The code from the ADS summary page will appear in the box

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