# Printing Notes for Student Handbooks

Open the current version of the Student Handbook in *My Documents\New Students\Student Handbook\Friskey Messiah Group Student Handbook (January 2009).pdf*

This file MUST be printed to the HL5370DW printer (student printer) for these directions to be accurate.

Click File -> Print, and ensure that the student printer is selected as the target printer.

* Ensure that the printer is set in Landscape mode
* Under *Page Sizing and Handling*, select ‘**Booklet’**. The default is ‘**Size’**, and must be selected again when finished printing Handbooks
* *Booklet Subset*: **Both Sides**
* Click the *Properties* button for the printer
* Under the *Duplex/Booklet* dropdown, select **Duplex**, and click the *Duplex* *Settings* button
* Select **‘Flip on Top (No Reverse)’** and click OK to print the document

When done printing the handbooks, go back to the *Duplex* settings, and either select **‘Flip on Top Edge’** or hit the Default button.

Under *Page Sizing and Handling*, select **‘Size’**.

Last update: 28 February 2014

# Order of Student Files

1. File checklist and ID stapled on left inside cover
2. Contract – Appendix A and/or sponsorship letter (if necessary) stapled on inside
3. Student datasheet with outline stapled inside
4. Student Orientation Package stapled:  
   (a) Student Orientation  
   (b) Acknowledgement  
   (c) Internet usage policy  
   (d) Attendance agreement/Authorization to Release Information   
   (e) Campus Orientation
5. Payments (paper clipped)
6. Progress Reports/Attendance Reports (paper clipped)
7. Exams (paper clipped or banded together)
8. Correspondence (paper clipped)
9. 30% Progress report (stapled on right inside cover)

Last update: 28 February 2014

# Login Error – Security Permissions

Student is trying to sign into ACME and gets the following error message:

**Login Error: Please ask your facilitator to check your security permissions**

1. Login to ACME and check the lock status on the Main tab. It should be set to **Normal**. If not, click on **Unlock**
2. Select the **Security** tab. Click on the ACME checkbox to enable it. This will enable all features, which will then need to be turned off.  
   (a) Uncheck CMS  
   (b) Uncheck Reports  
   (c) Uncheck Attendance Recorders  
   (d) Check Communications – All features in here can be enabled  
   (e) Check Course Browser  
   (f) Uncheck all boxes after Course Browser
3. Click on **Apply Changes**

Last update: 4 March 2014