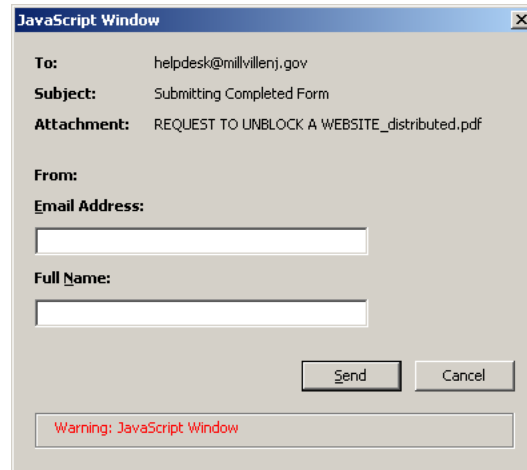


Request to Unblock Website Request Form Directions

1. Open the Adobe Web Request Form, then click Submit
2. Insert cursor on the line to key in your answer
3. Fill out the entire form
4. When finished keying in your answers
 - a. Top Right Corner of Page - **Click Submit Form**
5. The following screen will appear



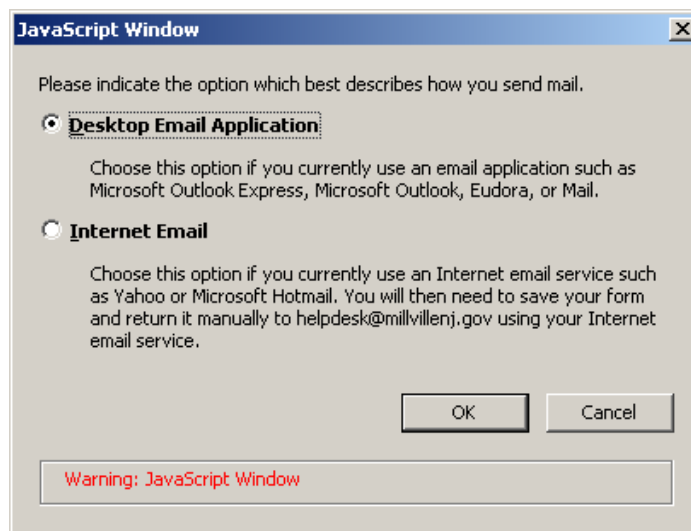
A JavaScript Window dialog box titled "JavaScript Window" with a close button (X) in the top right corner. The dialog contains the following text:

To: helpdesk@millvillenj.gov
Subject: Submitting Completed Form
Attachment: REQUEST TO UNBLOCK A WEBSITE_distributed.pdf

From:
Email Address: [Text input field]
Full Name: [Text input field]

At the bottom right, there are two buttons: "Send" and "Cancel". At the bottom left, there is a red warning message: "Warning: JavaScript Window".

6. Key in **your email address** and **your Full Name**
7. The following screen will appear
 - a. **Desktop Email Application** - Choose this option if you access your email from your desktop (do not logon to the internet).
 - b. **Internet Email** - Choose the second option if you assess your email from the internet, you logon from the District website.



A JavaScript Window dialog box titled "JavaScript Window" with a close button (X) in the top right corner. The dialog contains the following text:

Please indicate the option which best describes how you send mail.

Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to helpdesk@millvillenj.gov using your Internet email service.

At the bottom right, there are two buttons: "OK" and "Cancel". At the bottom left, there is a red warning message: "Warning: JavaScript Window".

Request to Unblock Website Request Form Directions

8. **Desktop Email Application** - Your email will be automatically delivered if you chose the first option.
9. **Internet Email** - you will have to save this to your computer and send the form as an attachment to the Help Desk.