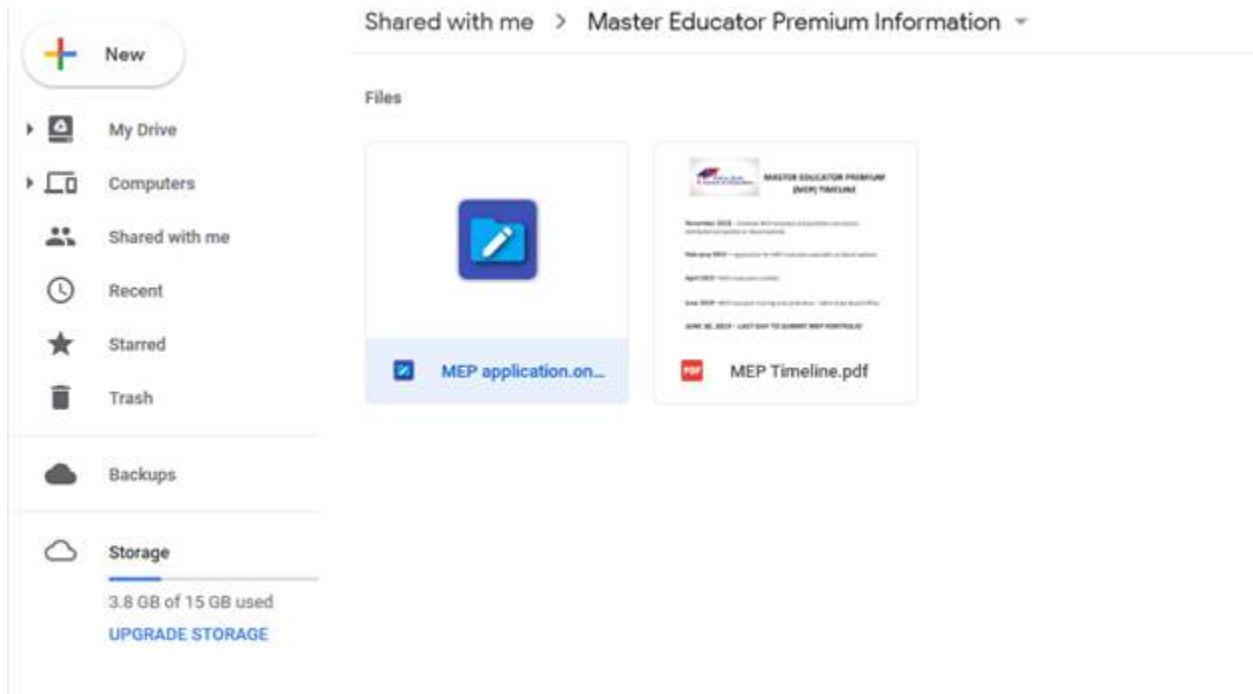


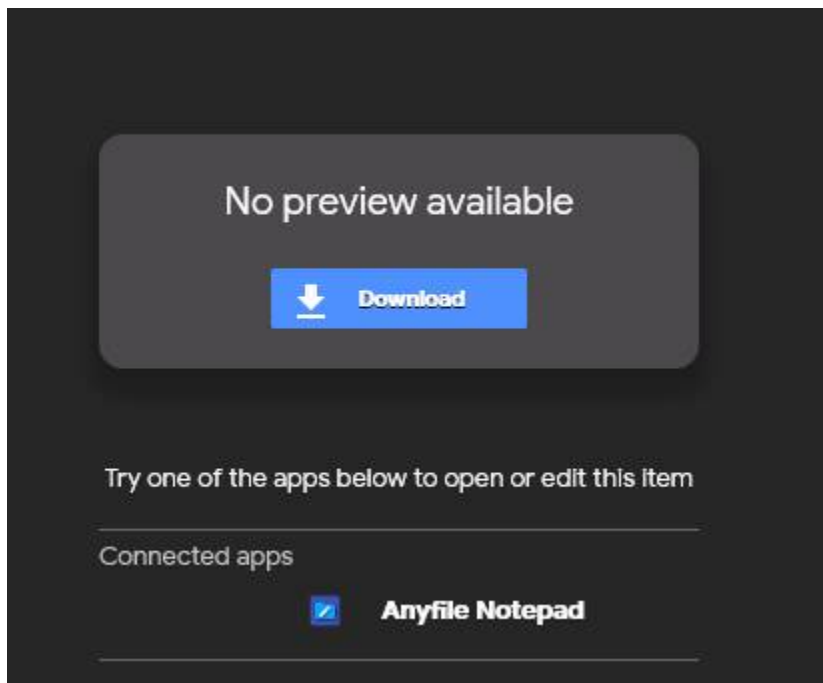
- 1) Double click the link below to open the Google Drive for Master Educator Premium Information.

[IDAHO STATE BOARD OF EDUCATION MASTER EDUCATOR PREMIUM INFORMATION](#)

- 2) Select the MEP application file by double clicking.



- 3) Click the "Download" button. Do not select Anyfile Notepad to open the file. It will not work.



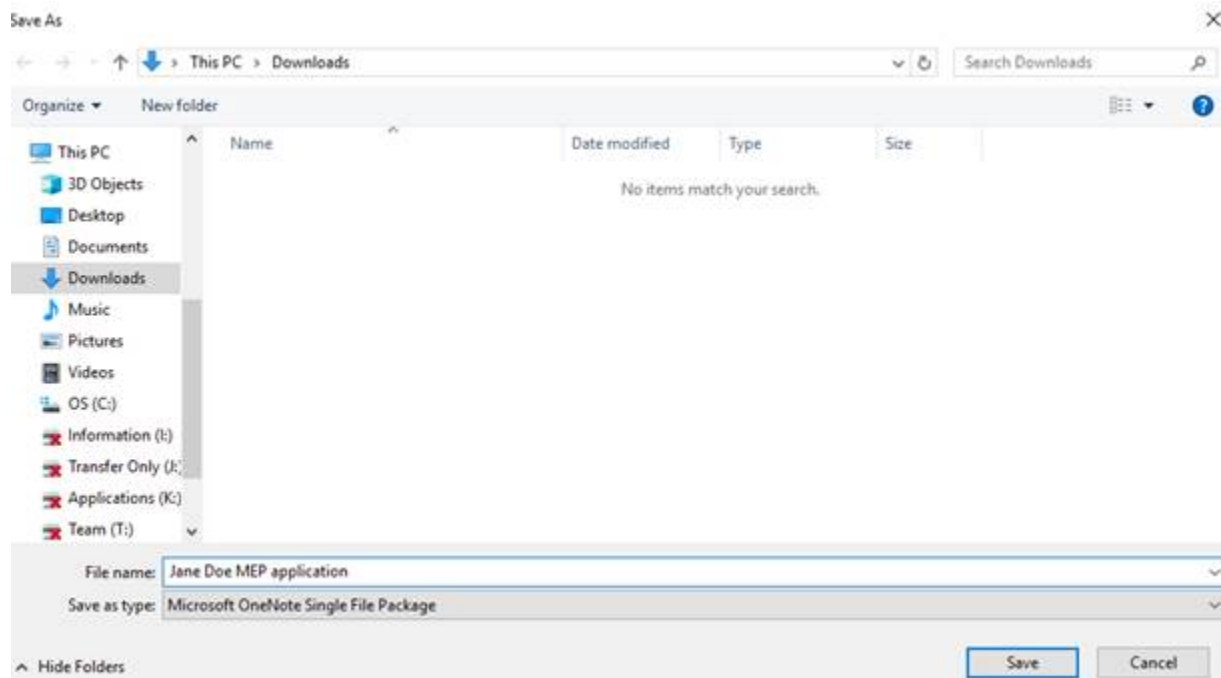
- 4) A bar will open at the bottom of the screen.



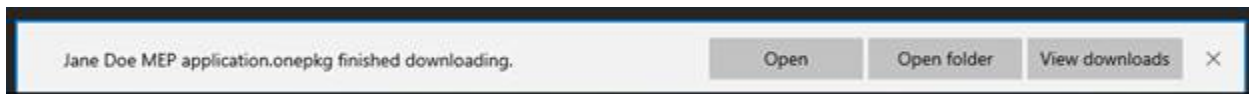
5) Click on the arrow next to the "Save" button and select "Save As".



6) Create an appropriate name for the file (e.g. Jane Doe MEP application).



7) The bar at the bottom of the internet browser window should change once the download has finished. Click on the "Open Folder" button.



8) Double click on the new file to open.

| Icon | Name                     | Date modified      | Type                | Size     |
|------|--------------------------|--------------------|---------------------|----------|
|      | ChromeSetup              | 10/11/2018 2:50 PM | Application         | 1,105 KB |
|      | Jane Doe MEP application | 12/3/2018 9:23 AM  | Microsoft OneNot... | 6,895 KB |