

# Tips to navigate the Student Intake Form

- To move forward to each field or section of the registration form, use the Tab on your keyboard or scroll down using your mouse.
- To return to a previous field or section, scroll up through the registration form using your mouse only.
- To zoom in, use the Ctrl and + or Ctrl+Mousewheel up.
- To zoom out, use the Ctrl and – or Ctrl+Mousewheel down.
- To return to the default zoom level, Ctrl+0.
- For fields that have a drop-down menu to choose a specific response, you can use Page Down on your keyboard, or click on the ▼ icon located at the right side of the field.
- If your online registration session is about to expire, you will receive a pop-up message. Click on the 'OK' button to continue filling out the registration form.

**Do not use the following keyboard or web browser short cuts because they will end your online registration session:** Alt+Left Arrow or Backspace, Alt+Right Arrow or Shift+Backspace, F5, Ctrl+F5, Escape, Alt+Home, ← (Go Back), → (Go Forward), ⌂ (Refresh).