



National Fire Academy Bring Your Own Device (BYOD) Student Manual Download Instructions

The Student Manual for *Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change (0521)* is available to download in a Bring Your Own Device (BYOD) format which will function on any electronic device. If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, please download the Student Manual (complete instructions below) **before you travel to your class location** and bring the preloaded device with you.

Please note: You may experience issues saving/storing/printing course assignments on an iPad since there is no USB/thumb drive capacity.

The **first step** is to download ADOBE Reader to your electronic device. ADOBE Reader will enable you to read and manipulate the course materials and can be used to comment and highlight text in Portable Document Format (PDF) documents. It is an excellent tool for note-taking purposes.

For Laptops and Computers - ADOBE Reader can be downloaded for free from www.adobe.com/downloads/ **Please note:** Depending on your devices' settings, you may have to temporarily disable your antivirus software.

For Tablets and Other Similar Hand-Held Devices - ADOBE Reader (a free application) can be downloaded onto devices such as iPads, android tablets, and other hand-held devices. ADOBE Reader for these types of devices can be found in the device's **Application Store**. Type ADOBE Reader in the search function and follow the instructions given. **Note:** In order to have the editing capabilities/toolbar, the document needs to be "opened with ADOBE Reader." There should be a function on your device to do this.

After you have successfully downloaded ADOBE Reader, please use the following Web link to download your Student Manual. (You may copy/paste this link into your Web browser.)

<https://nfa.usfa.fema.gov/ax/sm/sm0521.pdf>

Note: Please make sure to open the Student Manual **through** ADOBE Reader for the note-taking tools to work properly.

If you need assistance, please contact nfaonlinetier2@fema.dhs.gov.