**TopHat & Monday Evening Requirements for Taking Tests**

**TopHat** students must *correctly* register “R” number *without the “R”* for attendance credit.

**EXCEL:** Download the *LoanMacro.xlsm* file and drag it to FIN 4331. Disable the internet and turn off OneDrive. Now open the file to make sure it works! If not, then use the steps below.

**TESTS**: OneDrive and internet must be disabled for all tests (after downloading the test workbook). The FIN 4331 folder must be set as a Trusted Location within the OneDrive folder as well as outside it for tests.

1. With OneDrive on, create a folder on **desktop**: **FIN 4331** & make it a Trusted Location. See (3) below.
2. Now **Quit OneDrive** by right clicking it on the Taskbar (the blue cloud icon): **Left click Settings then Quit OneDrive.** (If the icon is not on Task Bar, right click it/Task Bar Settings/Taskbar corner…/Select which icons appear: Microsoft OneDrive.)
3. **In Excel**: Developer/Macro Security/Trusted Locations/Add New Location/Browse to Desktop/**FIN 4331** and **check Subfolders** box. Click OK & OK.
4. To test your setup, with OneDrive OFF/Disabled, download a new macro enabled workbook and drag it to the FIN 4331 folder on your laptop desktop. Turn off WIF/internet and open the workbook.

For tests in Excel: File/Save: Uncheck AutoSave & AutoRecover boxes.