



How to Print or Save Your Survey to PDF

Go to your unique HEI survey login page.

1. Add your login credentials, however, instead of clicking on the Login button, click on the “Print Survey Responses” button.

2. This will download an html file of your survey responses. Check your downloads file or the bottom downloads bar for this file and open it.
3. Click print (Control P). Select “Save as PDF” to create a PDF or select your printer if you want to print a hard copy.
4. **NOTE – This will only display the pages and sections of the survey that you have actively viewed and/or responded to, it will not print the entire survey unless you have clicked through all of the sections.**