**How to open Hyperion Forms using the Web Platform**

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| 1. Open Hyperion by going to URL: <https://hyperion.mcmaster.ca/workspace/> 2. Enter your MACID and Password |  |
| 1. The Hyperion system opens. 2. Click on Explore |  |
| 1. Expand the Reports Folder by double clicking. |  |
| 1. Open the submission report by double clicking on the report you want to open |  |
| 1. Click the search to select the department or envelope |  |
| 1. Select the department or envelope and click the right arrow to move to selected pane |  |
| 1. **Double Click** the form to open in **the LEFT PANE** |  |
| 1. The department or envelope is now on the right side pane. Click OK |  |
| 1. The department or envelope are in the Selection box. Click OK |  |
| 1. Report is produced. Click the PDF button to export to PDF |  |
| 1. PDF preview is shown. Click Download to download to your computer |  |
| 1. Save on the folder of your choosing. Click SAVE |  |