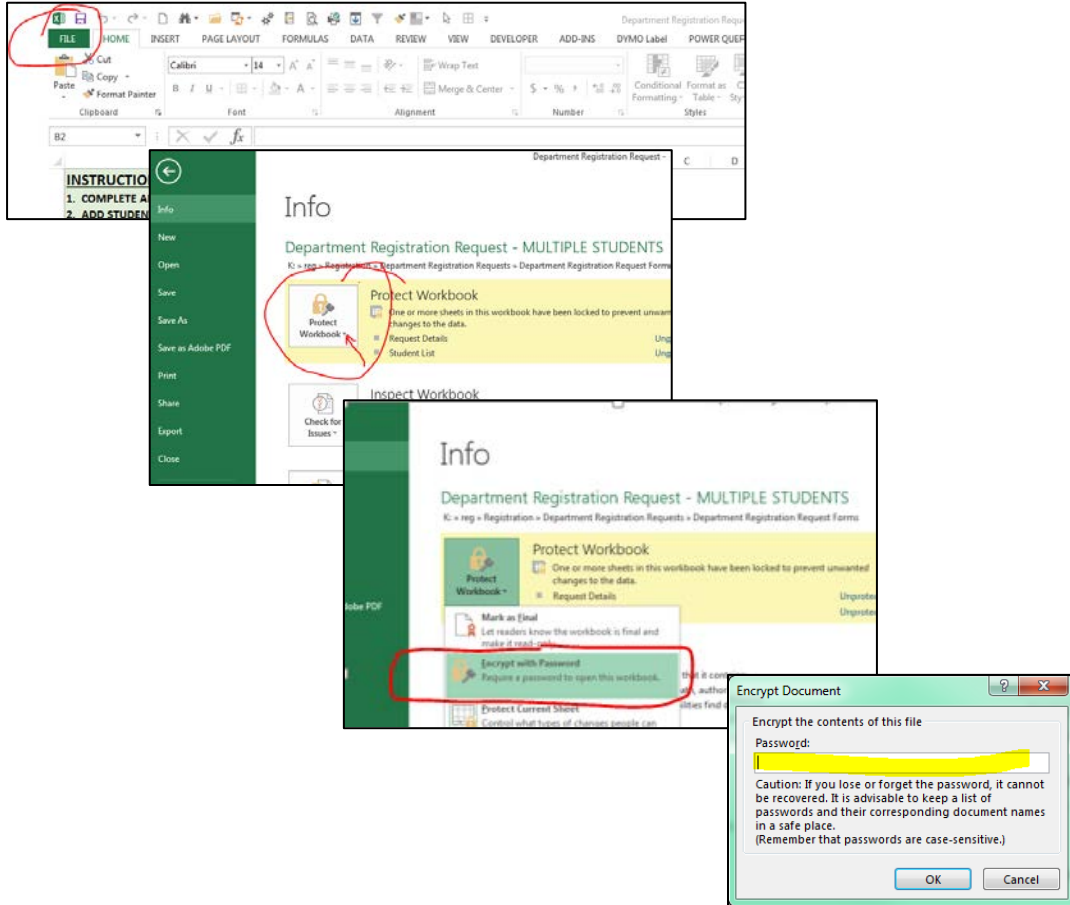


## Excel Document Password Security

1. Update Protect Workbook setting to add password
  - a. File > Protect Workbook > Encrypt with Password



2. **SAVE** the file before closing to ensure the security settings are saved
3. **Send secured file** to [wsu-registrar@wright.edu](mailto:wsu-registrar@wright.edu)
4. **Send "Open" Password** in a separate email to [wsu-registrar@wright.edu](mailto:wsu-registrar@wright.edu)