

Instructions for SAS® On Demand

These instructions are for the following certification guides:

- SAS® Certified Specialist Prep Guide Base Programming Using SAS® 9.4
- SAS® Certification Prep Guide: Base Programming for SAS® 9, Fifth Edition

1. Navigate to <https://support.sas.com/content/dam/SAS/support/en/books/data/base-guide-practice-data.zip>, download and save the practice data ZIP file.
2. Unzip the file and save it to a location on your computer that is accessible to SAS.
3. Log onto SAS OnDemand for Academics, and open SAS Studio.
4. Right-click the **Files (Home)** folder, and then select New → Folder.
5. Name the new folder `cert` and click **Save**.
6. Right-click the **cert** folder and select **Upload Files**.
7. Click **Choose Files** and navigate to the **cert** folder within the **practice-data** folder on your local machine.
8. Select all four of the program files and click **Open**. All available programs are listed under Select Files. Click **Upload**.
9. Right click the **Cert** folder again and select Upload Files.
10. Click **Choose Files** and navigate to the **ehs** folder within the **practice-data** folder on your local machine.
11. Select both program files and click **Open**. The program files will be listed under Select Files. Click **Upload**.
12. Open and edit the `cre8data.sas` program.
13. In the Path macro variable, replace `/folders/myfolders` with the path to the **cert** folder.
Shortcut: Right-click on the **cert** folder within SAS Studio, and select Properties. Copy the path in the **location** box and paste into the `%let` statement.
Example: `%let path=/home/your-user-id/cert;`
14. Save and then run the `cre8data.sas` program.