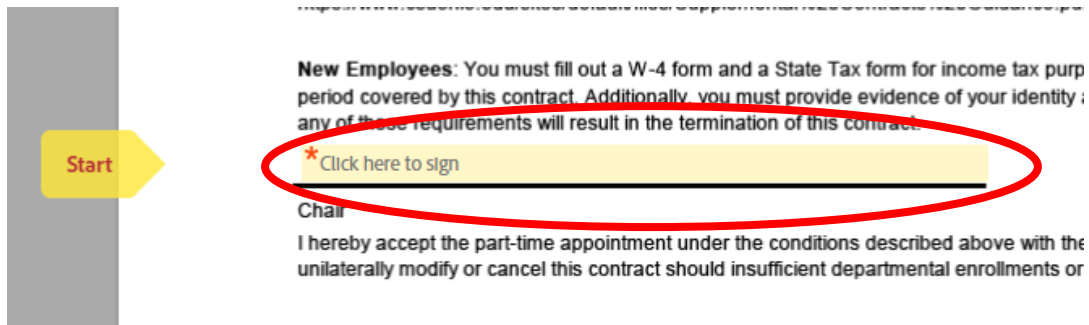


# Adobe Sign User Guide

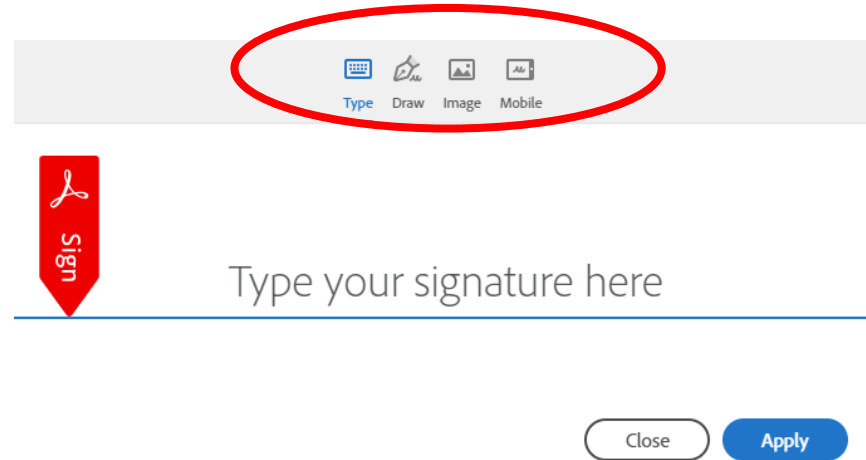
Signing & Approving Part Time Single Term (PTST) Instructor Contracts



- A new internet browser window will pop up within the Adobe Sign website
- Review the document
- The line you will need to sign will be marked with a red asterisk and a yellow arrow
- If you are a “Signer” you will be asked to provide a signature and if you are an “Approver” you will be asked to provide your initials



- Select one of the following icons indicating which tool you'd like to use to provide your initials or signature



- If you are a “Signer” you will select “Click to Sign” and if you are an “Approver” you will select “Click to Approve”

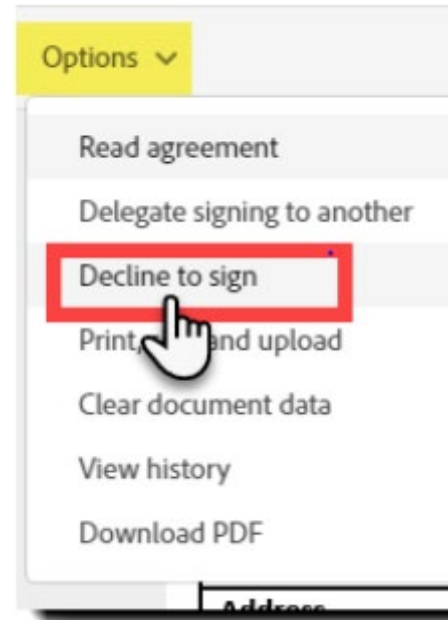
By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Cleveland State University.

Click to Sign

By approving, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Cleveland State University.

Click to Approve

- To decline a contract, select the **Options** menu in the upper-left corner of the agreement window.
- Select Decline to sign from the Options menu
- Provide a reason for canceling the agreement if prompted to do so.
- Select Decline to decline participation and cancel the agreement.



- A confirmation screen will pop up indicating that you are all set

## You're all set

You finished signing "DO Example UPDATED PTST Instructor Contract".

Next, Daisha Olmeda will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

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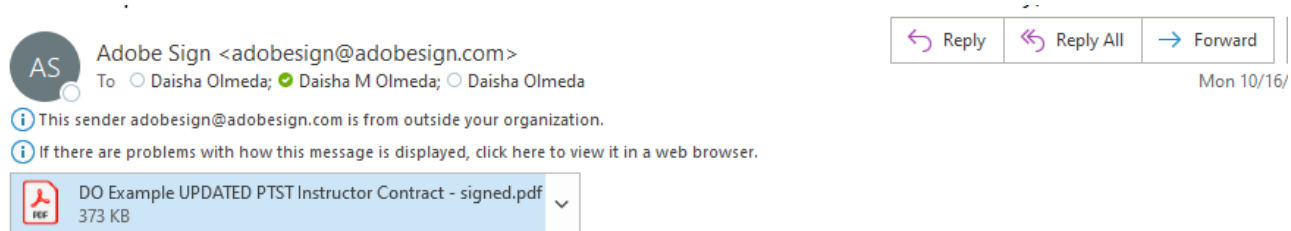
### Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis



[Create account](#)

- An email will be sent to all recipients indicating that the document is signed and filed



## DO Example UPDATED PTST Instructor Contract between Cleveland State University, Daisha Olmeda and Daisha Olmeda is Signed and Filed!

To: Daisha Olmeda, Daisha Olmeda and Daisha Olmeda

Attached is a final copy of DO Example UPDATED PTST Instructor Contract.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Acrobat Sign account.

Why use Adobe Acrobat Sign:

