

# Adobe Sign User Guide

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

- You will receive an email from [adobesign@adobesign.com](mailto:adobesign@adobesign.com) requesting your signature
- Click on the link that says, “Click here to review and sign” (If you are an “Approver”, it will say “review and approve”)

Your signature is required on Tagged - Form - PT ST Instructional Contract - Rev 7.31.23.pdf



**CSU** | Cleveland State University  
PART-TIME SINGLE-TERM INSTRUCTIONAL CONTRACT

Version: \_\_\_\_\_ Supervisor (Only if Full-Time)  
Date Issued: \_\_\_\_\_ Department: \_\_\_\_\_  
Name: \_\_\_\_\_ CSU ID No.: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
App to Job Code: \_\_\_\_\_

Agreement will be made at the end of each month as appropriate for the Term/Position.

CLASS	NO.	CLASS TITLE	CLASSIFY	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS

TOTALS: \_\_\_\_\_  
Employee: \_\_\_\_\_  
Other Related Dates: \_\_\_\_\_

The undersigned hereby certifies that the information herein is true and correct to the best of his/her knowledge and belief.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Please sign **Tagged - Form - PT ST Instructional Contract - Rev 7.31.23.pdf**

[Click here to review and sign Tagged - Form - PT ST Instructional Contract - Rev 7.31.23.pdf.](#)

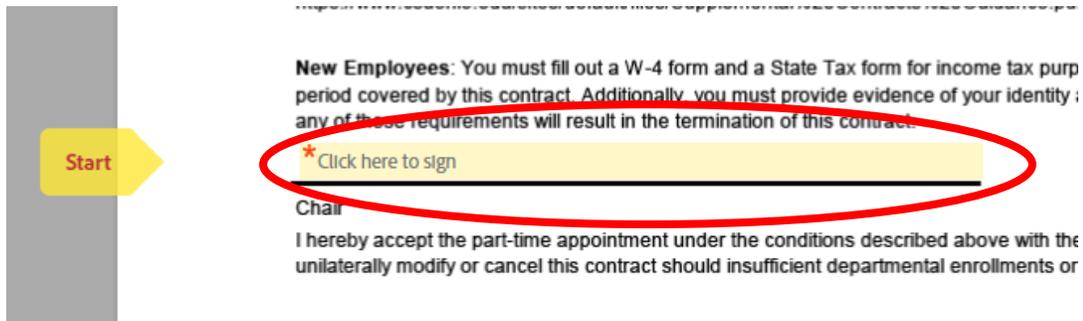
After you sign **Tagged - Form - PT ST Instructional Contract - Rev 7.31.23.pdf**, the agreement will be sent to [daishameasler@gmail.com](mailto:daishameasler@gmail.com) and [daishaolmeda@gmail.com](mailto:daishaolmeda@gmail.com). Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, [click here](#) to delegate.

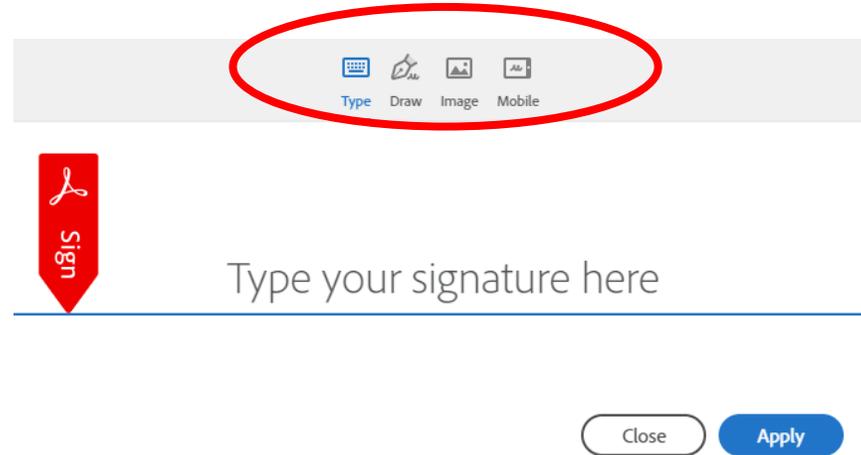
To ensure that you continue receiving our emails, please add [adobesign@adobesign.com](mailto:adobesign@adobesign.com) to your address book or safe list.



- 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”

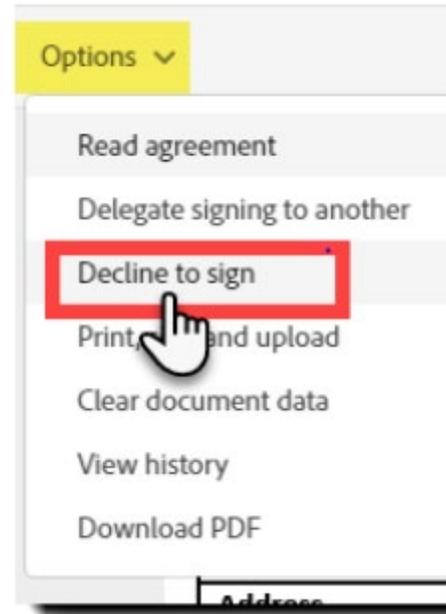
By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Cleveland State University.

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.

---

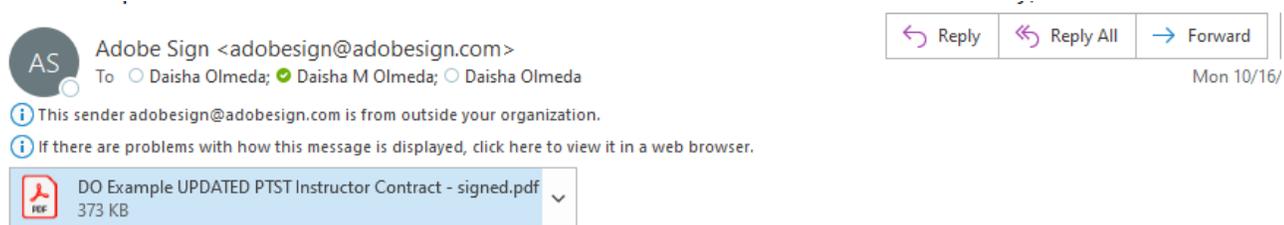
### Don't have an Adobe account?

- ✓ 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:

