## **Adobe Sign User Guide**

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



- You will receive an email from <u>adobesign@adobesign.com</u> 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 Reply All
TÎ. Reply → Forward Adobe Sign <adobesign@adobesign.com> To 🛛 📀 Daisha M Olmeda Mon 10/16/202: (i) This sender adobesign@adobesign.com is from outside your organization. (i) If there are problems with how this message is displayed, click here to view it in a web browser. CLEVELAND Powered by STATE Adobe Acrobat Sign UNIVERSITY 10 Please sign Tagged - Form -Cleveland State CSU PT ST Instructional Contract - Rev 7.31.23.pdf Click here to review and sign Tagged - Form - PT ST nstructional Contract - Rev 7.31.23.pdf After you sig Contract - Rev 7.31.23.pdf, the agreement will be sent to daishameasler@gmail.com and 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. [Digit\_es\_signer/toignab.reblack)

To ensure that you continue receiving our emails, please add 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 approving, I agree to this agreement, the <u>Consumer Disclosure</u> 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 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



