AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process

Step #1: Create an AdobeSign powered by AdobeSign Account
In order to get an AdobeSign account, contact the ETS Help Desk by sending the required information listed on the ETS website: http://helpdesk.sdsu.edu/echosign.htm

Step #2: Login to AdobeSign
Once you have an account, go to https://secure.echosign.com/public/login?locale=en_US or http://goo.gl/oBsN1k and enter in your email and password.

Step #3: Get Started
Click on Send or Get a Document Signed to start the process

Step #4: Switch to Classic Send Page
In order to use the version you were trained on, click on the Switch to Classic Send Page link on the top right side of the screen

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**Step #5: Enter Signers**

You will need to enter in the emails of the signers in this order:
- Employer
- Department Chair
- Associate Dean
- Contacts and Procurement (CPM.SLA@mail.sdsu.edu)

You will also need to click the box next to “I need to sign” and then click the box the says “First”, which will have the document first come to you to sign and then it will be sent to the employer, then department chair, then associate dean, and lastly to Contracts and Procurement for signature.
Step #6: Upload the Document
Enter the Document Name and Message. Then click on the blue Document Library link at the bottom left. This will bring up the Shared Documents. You will want to attach the SDSU-Service Learning Agreement and then click the blue Attach button on the right. *Multiple documents can be attached.
Step #7: Uncheck the Preview Button & Send Document
Once the document is attached, then click the “Sign, then send” blue button at the bottom right. Please note that multiple documents can be attached.

You now need to uncheck the box next to the Preview, position signitures or add form fields at the bottom of the page. If you do not uncheck this box, you will not be able to send the document and will need to start over.
Step #8: Fill in Information
You will then be prompted to fill out the day, month, year, college, and department before signing the document.

This allows you to send the document to someone else if they should sign it, not sign the document (which cancels the document), or clear entered data if you would like to start over. (Located on the top left corner)

By clicking on the “Next required field”, you will be moved to the fillable area to complete next. (Located on the top right corner)
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Step #9: Enter your signature
You will see this screen to enter your signature. Click the blue “Apply” box. Please note you can type or draw your signature with your mouse if you choose (highlighted below).

Step #10: Sign
Once your signature is entered, you will be prompted to “Click to sign” by the blue button below in order to sign the document.

Updated June 23, 2016
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Step #11: Signature Messages
The first signer (Department Internship Contact) will get a message that says which email the document is being sent to next:

(Enlarged image from above screen)

You have successfully signed “Test Company SLA SDSU”.

A copy has also been sent to you at hlaperle@mail.sdsu.edu for your records. “Test Company SLA SDSU” was sent for signature to heather.laperle@gmail.com, sdsuinrernships@mail.sdsu.edu, csgrad@mail.sdsu.edu, and internshipsurvey@mail.sdsu.edu. They will sign “Test Company SLA SDSU” in order, one after the other. As soon as the contract is signed, all eligible parties will be e-mailed PDF copies.

Reminders
A weekly reminder will be sent to all recipients who have not yet signed.

You will be alerted if:
• The document you sent has not been viewed by today at 7:00pm.
• The document you sent has not been signed by Aug 19 at 11:00am.

Change alert settings

What's next?
Send Another document  Go to the "Manage" page

(Enlarged image from above screen)

You have successfully signed the agreement “Test Company SLA SDSU”.

Copies will be e-mailed to all parties.

Download a copy  Sign up for a free trial

All signers will see the confirmation screen looks like the one below. Please note that the note below is the last confirmation, which is seen by Contracts & Procurement and states that “Copies will be emailed to all parties”
Step #12: Approval Confirmation Email and PDF Copy

Once all parties have signed the document, then all parties will receive an email that contains a PDF of the signed and approved SLA.

*Please note that this is the same process for the Internship Site Questionnaire (ISQ), but only needs to be sent to the employer. (The next pages are the ISQ instructions)
Internship Site Questionnaire Instructions

Step #1: Get Started (Same as Step #3 for SLA)
Click on Send or Get a Document Signed to start the process

Step #2: Switch to Classic Send Page (Same as Step #4 for SLA)
In order to use the version you were trained on, click on the Switch to Classic Send Page link on the top right side of the screen
Step #3: Enter Signers (Same as Step #5 for SLA)
You will need to enter in Employer email and name of the document being sent out for signature.
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process

Step #4: Upload the Document (Same as Step #6 for SLA)
Enter the Document Name and Message. Then click on the blue Document Library link at the bottom left. This will bring up the Shared Documents. You will want to attach the **SDSU-Internship Site Questionnaire** and then click the blue Attach button on the right. *Multiple documents can be attached.*

[Image of AdobeSign interface with highlighted steps and instructions]

Updated June 23, 2016
**AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process**

**Step #5: Uncheck the Preview Button & Send Document (Same as Step #7 for SLA)**

Once the document is attached, then click the “Sign, then send” blue button at the bottom right. Please note that multiple documents can be attached.

You now need to uncheck the box next to the Preview, position signatures or add form fields at the bottom of the page. If you do not uncheck this box, you will not be able to send the document and will need to start over.
Step #6: Confirmation Message
Since you do not need to sign the ISQ, you will see this message once you send the ISQ to the Employer.

The Employer will receive an email message prompting him/her to fill out the ISQ that looks like this:

Heather LaPerle Has Sent You SDSU-Internship Site Questionnaire to Sign

Heather LaPerle (San Diego state University) says:
“Please review and sign SDSU-Internship Site Questionnaire.”

Click here to review and sign SDSU-Internship Site Questionnaire.

After you sign SDSU Internship Site Questionnaire, all parties will receive a final PDF copy by email.

Do you need to forward this to a party authorized to sign it? Click here
Step #7: Approval Confirmation Email and PDF Copy
Once the Employer has completed and signed the ISQ then the Employer and Department Internship Contact will receive an email that contains a PDF of the completed and signed ISQ.

SDSU- Internship Site Questionnaire between San Diego State University and Employer is Signed and Filed!

From: Heather LaPerle (San Diego State University)
To: Employer and Heather LaPerle

Attached is a final copy of SDSU- Internship Site Questionnaire.

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

You can view the document in your Adobe Document Cloud account.

Why use Adobe Document Cloud:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

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