*Must Create an AdobeSign Account First*
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](http://helpdesk.sdsu.edu/echosign.htm)

**WORKFLOW Internship Site Questionnaire Instructions**
*Coming Soon!*

**WORKFLOW Service Learning Agreement Instructions**

**Step #1: Login to AdobeSign**

**Step #2: Get Started**
Click on Select a workflow, click on SDSU-Service Learning Agreement, and then click Start.
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process
Workflow & Standard

**Step #3: Enter Signers**
You will need to enter in the emails of the signers that are blank:
- Learning Activity Site Rep (Employer)
- Department Chair (Director)
- Associate Dean

*Please note that your email and Contract & Procurement Management email will always auto populate*
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process
Workflow & Standard

Step #4: Enter Document Name, Customize Message, and Send

It is recommended to enter the name of the organization before the document name so that it will be easier to identify. For example, YMAC SDSU - Service Learning Agreement. The workflow provides a prepopulated message. It is recommended that you add the name of the employer and your contact information to the bottom of the message. Also, feel free to customize the message as they will see it in the email they receive and when they open the document to sign. Then click Send.

*Please note that the Service Learning Agreement document is already attached to the workflow.
Step #5: Enter Information
You will then be prompted to select the college and fill in the department before signing the document. Note that the Message you entered in Step #4 will show when anyone first opens the document to sign. *Please note that you no longer enter the date on page 1 of the SLA. The date is populated on page 3 when each signer signs. **Please note that the Employer now fills in the Learning Activity Site section with their legal entity name.*

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)
Step #6: Enter your signature
You will see this screen to enter your signature. Click the blue “Apply” box. Please note you can type, draw your signature with your mouse, or upload an image.

Step #7: 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.

Department Internship Contact

Heather LaPerle

Print Name

August 18, 2015

Date
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process
Workflow & Standard

Step #8: Signature Messages
As the first signer, you will get a message that says which email the document is being sent to next:

(Enlarged image from above screen)

You have successfully signed “Organization Name SDSU - Service Learning Agreement”.

A copy has also been sent to you at hlaperle@mail.sdsu.edu for your records.

“Organization Name SDSU - Service Learning Agreement” was sent for signature to employer@gmail.com, departmentchair@gmail.com, associatedean@gmail.com, and CPM.SLA@mail.sdsu.edu. They will complete “Organization Name SDSU - Service Learning Agreement” in order, one after the other.

As soon as the agreement is complete, 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 7:47 PM.
• The document you sent has not been signed by May 27 at 11:47 AM.

Change alert settings

What’s next?
Send Another Document  Go to the ‘Manage’ page

(Updated 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 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 #9: 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.

Test Company SLA SDSU
between San Diego state University, Heather LaPerle, Employer, and 3 more is Signed and Filed!

To: Employer, Heather LaPerle, Department Chair, Associate Dean, and 1 more

Attached is a final copy of Test Company SLA SDSU.

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.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

Updated 10/17/17

**Step #1: Login to AdobeSign**

**Standard Internship Site Questionnaire Instructions**

**Step #2: Get Started**
Click on Send or Get a Document Signed to start the process.

**Step #3: Enter Signer**
Enter only the Employer email

Updated 10/17/17
Step #4: Upload the Document
Click Add Files. The Select Files box will open and click on Library Documents to view and select the SDSU - Service Learning Agreement and then click the blue Attach button. *Multiple documents can be attached.

Once you attach the document, you will notice that the name of the document is added to the Message title and message sections.
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process  
Workflow & Standard

Step #5: Update Message Section, Uncheck the Preview Button & Send Document

It is recommended to enter the name of the organization before the document name so that it will be easier to identify. For example, YMAC SDSU- Internship Site Questionnaire. Enter a Message to the employers, which they will see in the email they receive and when they open the document to sign. Here is a sample message:

Hello Brandy.
Thank you for offering internship opportunities for SDSU students! Please review and complete YMAC SDSU- Internship Site Questionnaire. Please let me know if you have any questions.
Heather LaPerle
Campus Internship Coordinator
SDSU Career Services
hlaperle@mail.sdsu.edu
619-594-3493

Uncheck the box next to the Preview & Add Signature Fields. If you do not uncheck this box, you will not be able to send the document and will need to start over. Then click Send.

![Image showing the AdobeSign interface with a sample message and options for adding files and settings. The Preview & Add Signature Fields checkbox is unchecked, and the Send button is highlighted.]
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:
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

Attachments 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.
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process
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Standard Service Learning Agreement Instructions

Step #1: 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 #2: Get Started
Click on Send or Get a Document Signed to start the process

Get a Document Signed

Send from Library
Select a document

Create Widget
Embed a signable document

Other
Sign anything you’ve been sent

Archive a Document
Upload into your account

Mega Sign
Send to many people at once

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 terms of Use Privacy Policy Cookies Consumer Disclosure Support Trust

English: US

Updated 10/17/17
Step #3: Enter Signers
First, click Add Me to make you the first signer

Second, you will need to enter in the emails of the signers in this order:
Myself (you already did this by clicking Add Me)
Employer
Department Chair
Associate Dean
Contacts and Procurement (CPM.SLA@mail.sdsu.edu)

Third, make sure to have Complete in Order bolded so that the document will 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 #4: Upload the Document
Click Add Files. The Select Files box will open and click on Library Documents to view and select the SDSU Service Learning Agreement and then click the blue Attach button. *Multiple documents can be attached.

Once you attach the document, you will notice that the name of the document is added to the Message title and message sections.

[Images showing the AdobeSign interface and the process of uploading a document]
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process
Workflow & Standard

Step #5: Update Message Section, Uncheck the Preview Button & Send Document
It is recommended to enter the name of the organization before the document name so that it will be easier to identify. For example, YMAC SDSU- Service Learning Agreement. Enter a Message to the employers, which they will see in the email they receive and when they open the document to sign. Here is a sample message:
Hello Brandy.
Thank you for offering internship opportunities for SDSU students! Please review and complete YMAC SDSU- Service Learning Agreement. Please let me know if you have any questions.
Heather LaPerle
Campus Internship Coordinator
SDSU Career Services
hlaperle@mail.sdsu.edu
619-594-3493

Uncheck the box next to the Preview & Add Signature Fields. If you do not uncheck this box, you will not be able to send the document and will need to start over. Then click Send.
AdobeSign: How-to Guide for Online Service Learning Agreement (SLA) Process
Workflow & Standard

Step #6: Enter Information
You will then be prompted to fill out the day, month, year, college, and department before signing the document. Note that the Message you entered in Step #6 will show when anyone first opens the document to sign.

*Please note that the Employer now fills in the Learning Activity Site section with their legal entity name

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 fillable area to complete next. right corner)

field”, you will be moved to the (Located on the top

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

Heather LaPerle

Print Name

August 18, 2015

Date

Updated 10/17/17
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As the first signer, you will get a message that says which email the document is being sent to next:

All signers will see the confirmation 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 #10: 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.

Test Company SLA SDSU between San Diego state University, Heather LaPerle, Employer, and 3 more is Signed and Filed!

To: Employer, Heather LaPerle, Department Chair, Associate Dean, and 1 more

Attached is a final copy of Test Company SLA SDSU.

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To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.