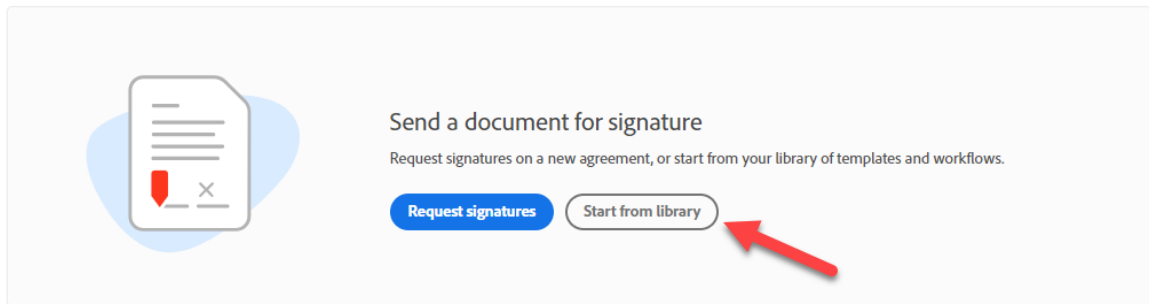
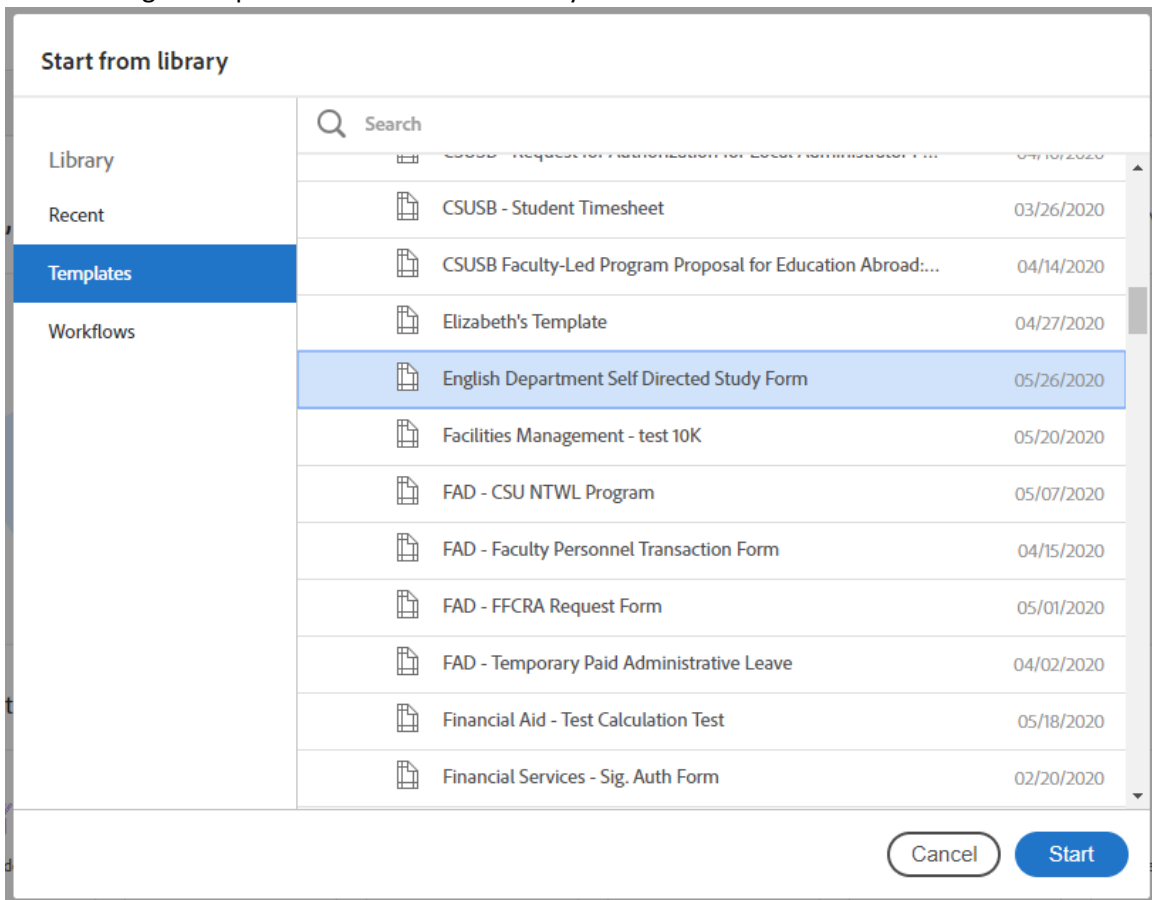


1. Log in to Adobe Sign
2. Click "Start from library"



3. Choose "English Department Self Directed Study Form"



4. Type recipients' email addresses in the order: Student, Instructor, Committee Chair, and Department Chair. You can CC ASC as needed. Then click "Next"

**Recipients**

Complete in Order  Complete in Any Order [Add Me](#) | [Add Recipient Group](#) | [?](#)

1		Student	Email	
2		Instructor	Email	
3		Committee_Chair	Email	
4		Department_Chair	Email	
5		Enter recipient email		

**CC** | [Hide](#)

Department\_ASC

**Message**

English Department Self Directed Study Form

Please review and complete English Department Self Directed Study Form.

**Files** [Add Files](#)

English Department Self Directed Study Form

Drag More Files Here

**Options** [?](#)

Password Protect

Set Reminder

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Recipients' Language

English: US

5. Click the "Send" button on the preview page.
6. Then the student will receive email notification of requesting filling the form.