1. Log in to Adobe Sign

2. Click "Start from library"

Send a document for signature Request signatures on a new agreement, or start from your library of templates and workflows. Request signatures Start from library

3. Choose "English Department Self Directed Study Form"

Start from library			
Library	Q Search	CODD - Trequest for Flatforization for Excernations and the	0711012020
Recent	Þ	CSUSB - Student Timesheet	03/26/2020
Templates	ĥ	CSUSB Faculty-Led Program Proposal for Education Abroad:	04/14/2020
Workflows	ĥ	Elizabeth's Template	04/27/2020
	ĥ	English Department Self Directed Study Form	05/26/2020
	Ē	Facilities Management - test 10K	05/20/2020
	₿.	FAD - CSU NTWL Program	05/07/2020
	Ē	FAD - Faculty Personnel Transaction Form	04/15/2020
	Ē	FAD - FFCRA Request Form	05/01/2020
	Ē	FAD - Temporary Paid Administrative Leave	04/02/2020
	Ē	Financial Aid - Test Calculation Test	05/18/2020
	₿.	Financial Services - Sig. Auth Form	02/20/2020
		Cancel	Start

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 Ør Student	🖂 🛩 Email 🛛 🗡
2 Dr Instructor	🖂 🛩 Email 🛛 🗡
3 Committee_Chair	🖂 🛩 Email 🛛 🗡
4 Ør Department_Chair	🖂 🛩 Email 🛛 🗡
5 🔗 🗸 Enter recipient email	
Department_ASC × Message	
English Department Self Directed Study Form	Options 📀
Please review and complete English Department Self Directed Study Form.	 Password Protect Set Reminder
Files	Add Files Recipients' Language
English Department Self Directed Study Form	× English: US •
Drag More Files Here	

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