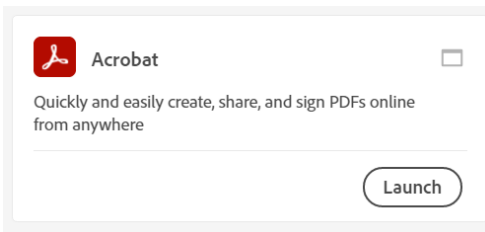


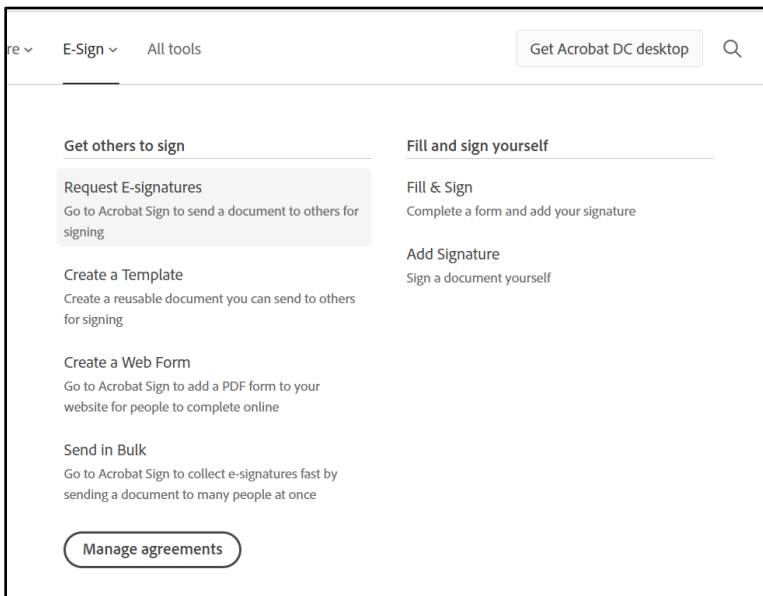
1. After filling in the SAA agreement, print/save the PDF. This will remove the fillable fields from the document. (University IDs are protected data)
2. Open Adobe Creative Cloud (One.IU has a link to download the program)



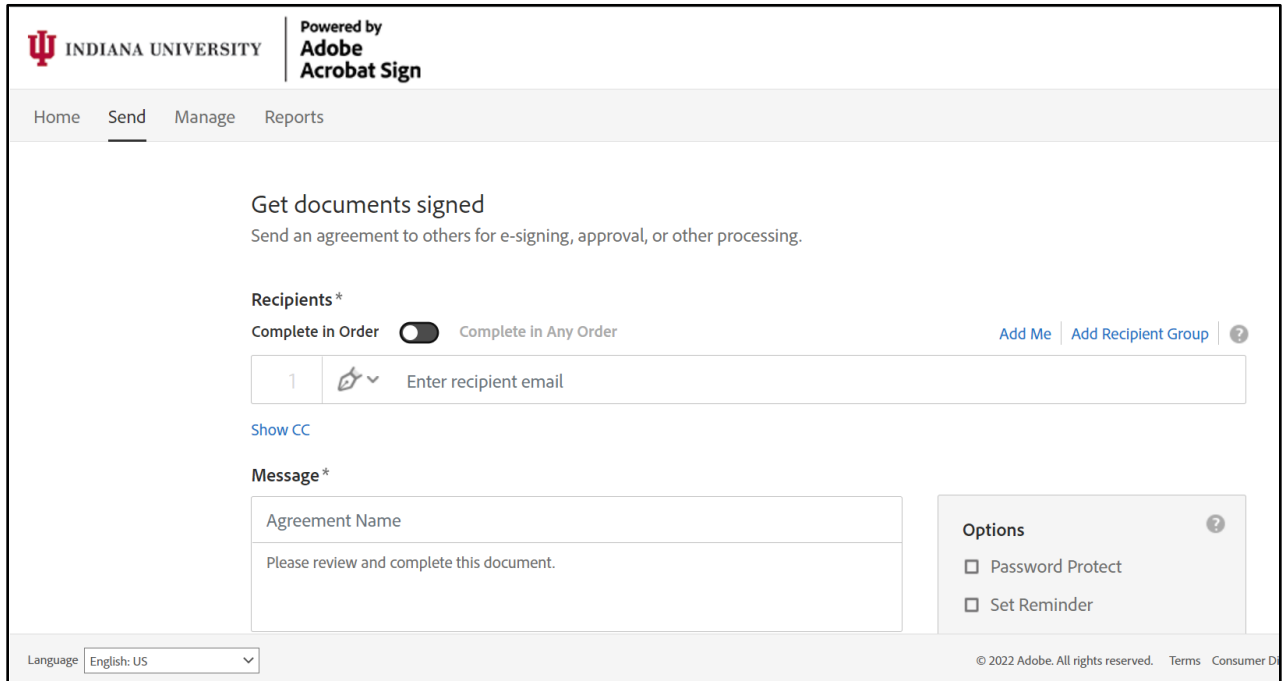
3. Launch Acrobat Web



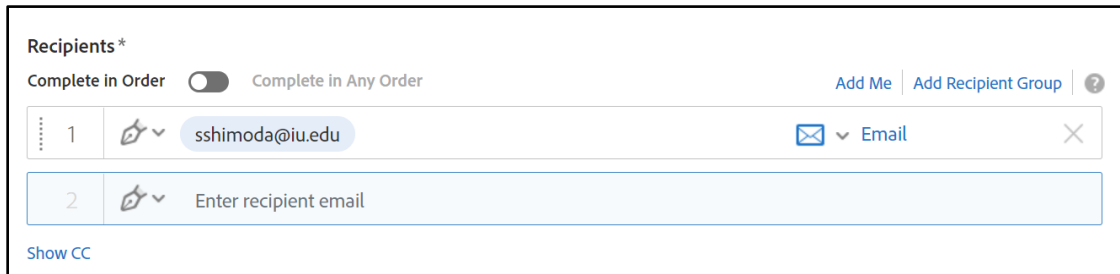
4. Go to the E-Sign dropdown and select Request E-signatures



5. Adobe Acrobat Sign Opens (Request access to Sign by emailing apps@indiana.edu)



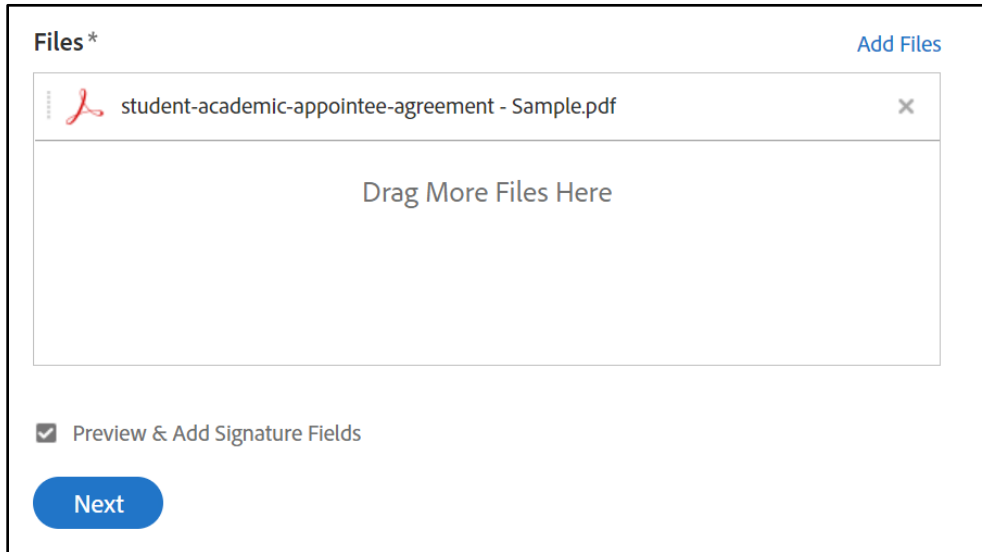
6. Enter the SAA's email address (leave #2 blank)



7. Type in the email message (for example)

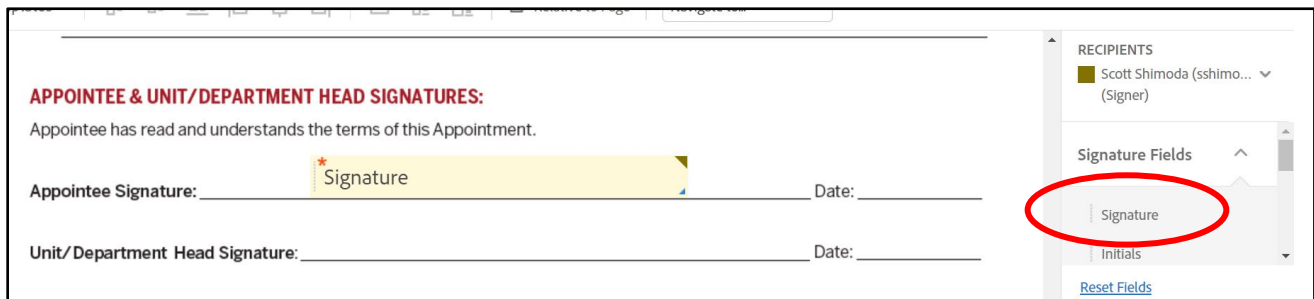


8. Upload the filled-in SAA agreement

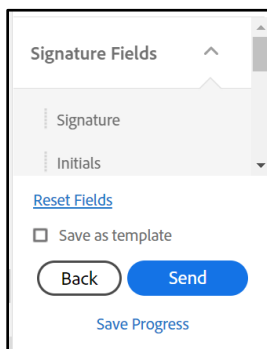


9. Click Next

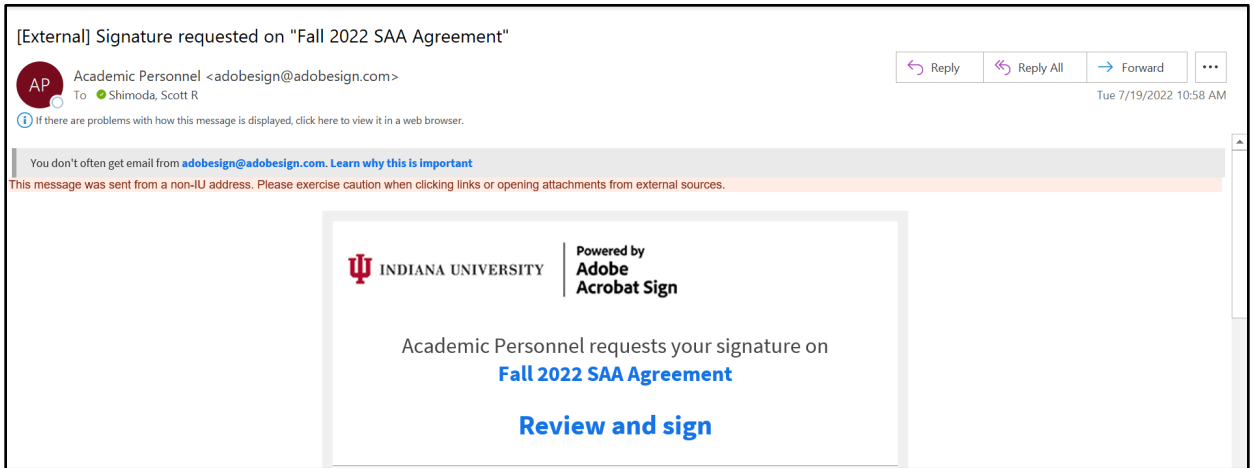
10. Scroll down to the signature lines. In the right-hand menu, click, hold, and drag “Signature” under the Signature Fields to the Appointee Signature line.



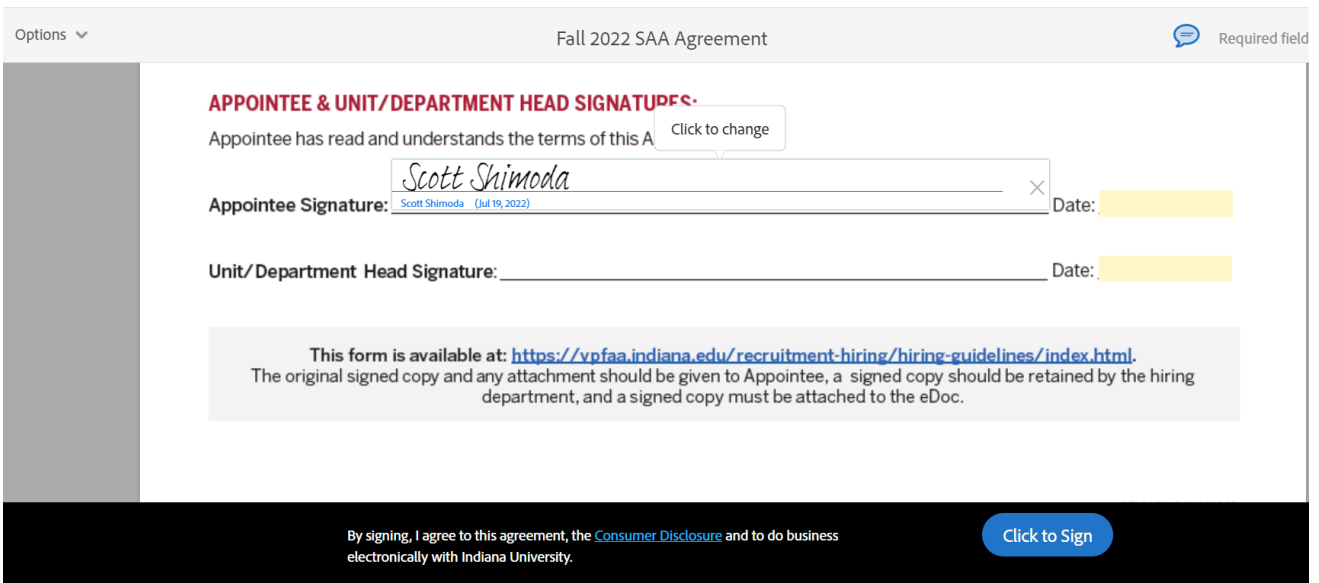
11. Click Send



12. The email will be marked as [External] by IU mail since Adobe Acrobat Sign sends it



13. The SAA will review and sign the agreement (Click to Sign)



14. Use the manage menu to view the status, save, and print agreements

The screenshot displays the Adobe Acrobat Sign interface for Indiana University. The top navigation bar includes 'Home', 'Send', 'Manage', and 'Reports'. The 'Manage' tab is active, showing a list of agreements under the 'Completed' status. The interface includes a search bar, a 'Filters' button, and a 'Download PDF' button. A table lists the agreements with columns for Recipients, Sender, Title, and Modified date. A blue graduation cap icon is visible in the bottom right corner.

STATUS	RECIPIENTS	SENDER	TITLE	MODIFIED
In progress (0)				
Waiting for you (0)				
Completed				
Canceled				
Expired				
Draft				

RECIPIENTS	SENDER	TITLE	MODIFIED
Scott Shimoda Indiana University	Me	Fall 2022 SAA Agreement	7/19/2022
Akash Shah	Me	student-academic-appointee-agreement	7/15/2022
Dede Borik 2 of 2 completed	Me	student-academic-appointee-agreement	7/15/2022
Scott Shimoda 2 of 2 completed	Me	student-academic-appointee-agreement	7/15/2022