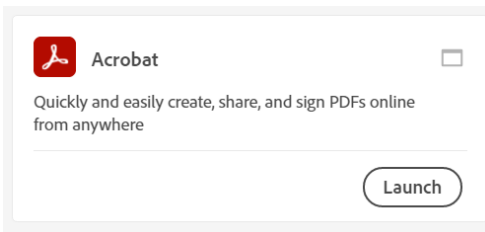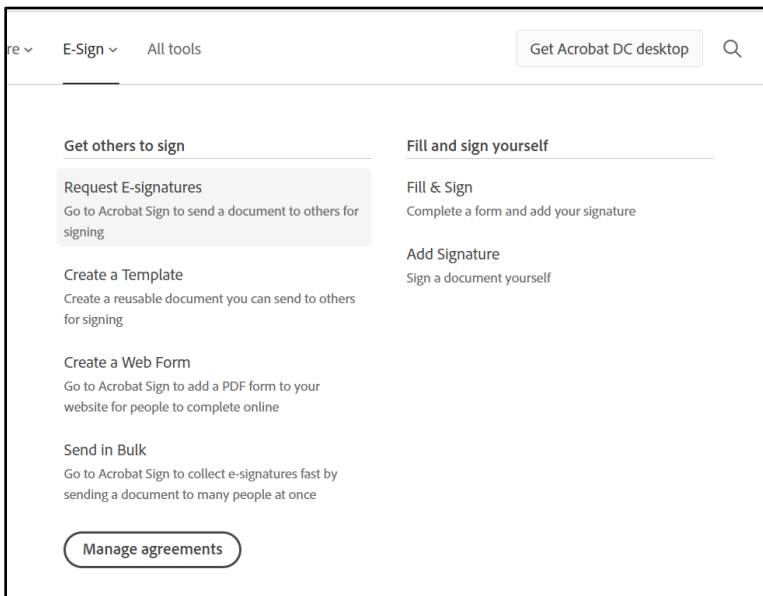1. After filling in the SAA agreement, print/save the PDF. This will remove the fillable fields from the document. (University IDs are protected data)

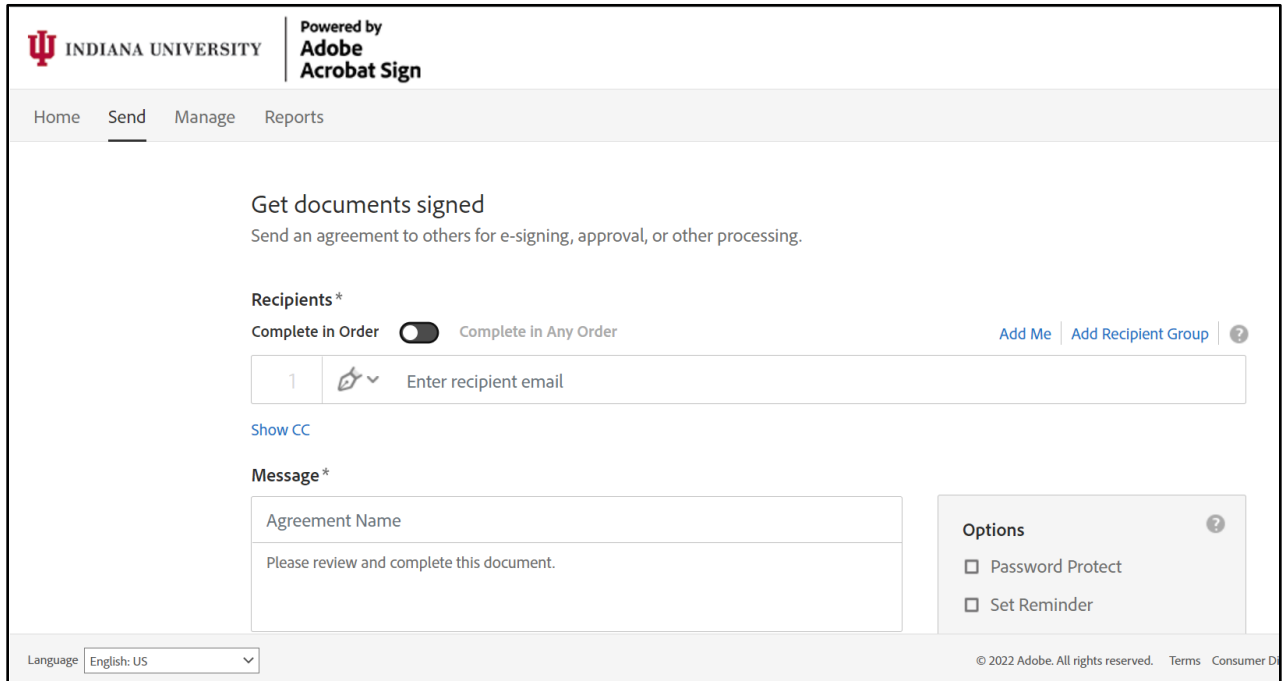2. Open Adobe Creative Cloud (One.IU has a link to download the program)
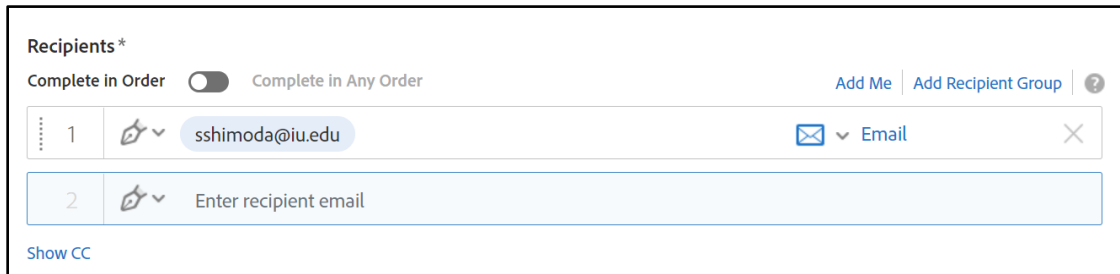

3. Launch Acrobat Web

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

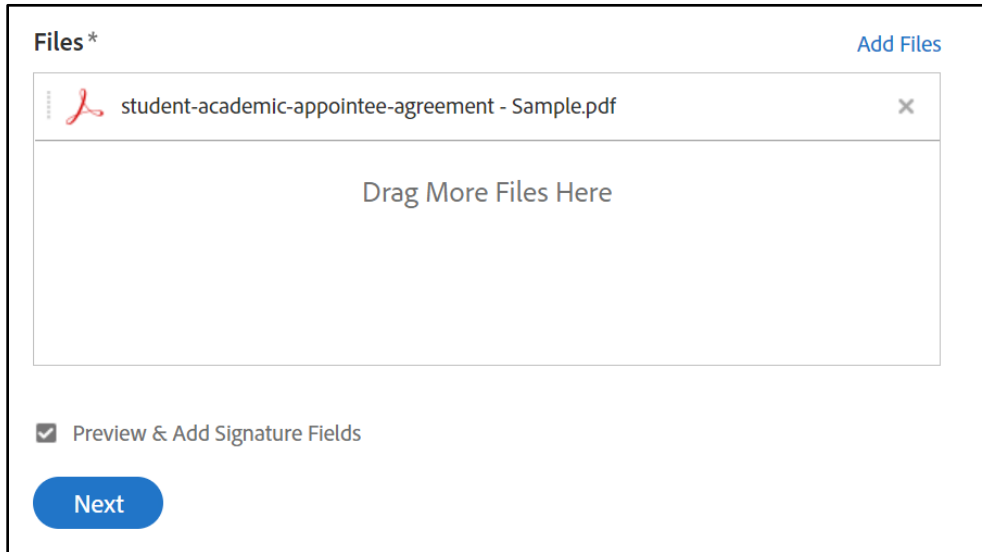5. Adobe Acrobat Sign Opens (Request access to Sign by emailing apps@indiana.edu)

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

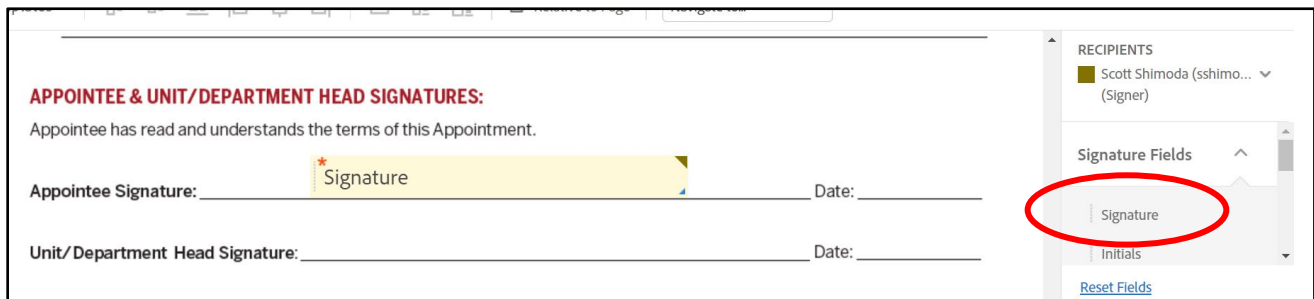7. Type in the email message (for example)
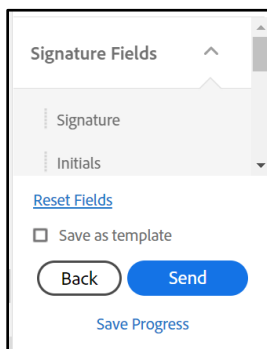
8. Upload the filled-in SAA agreement

Files *   Add Files

> student-academic-appointee-agreement - Sample.pdf   ✕

Drag More Files Here

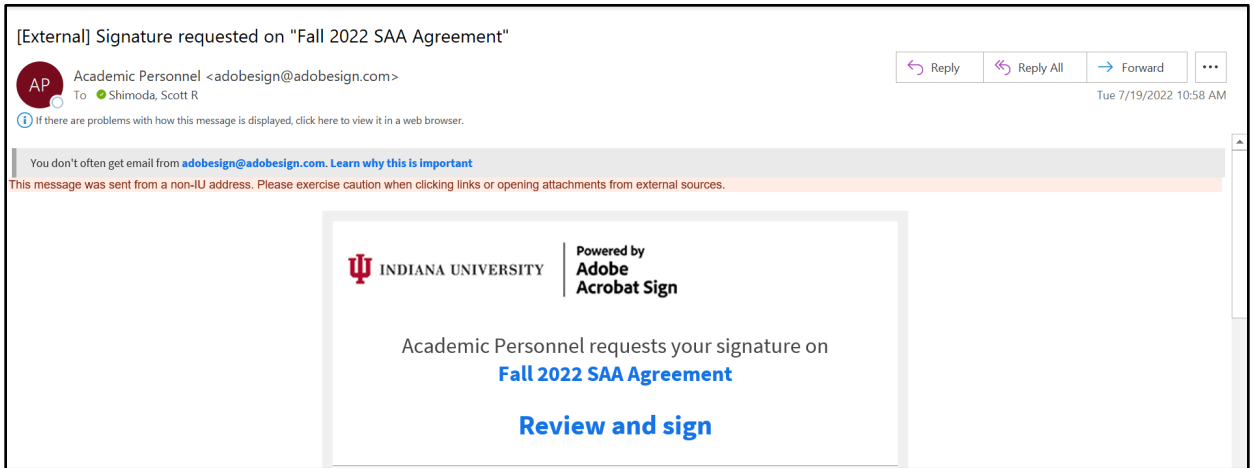☑ Preview & Add Signature Fields

Next

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.

APPOINTEE & UNIT/DEPARTMENT HEAD SIGNATURES:
Appointee has read and understands the terms of this Appointment.

Appointee Signature: _____ Signature _____ Date: _____

Unit/Department Head Signature: _____ Date: _____

RECIPIENTS
Scott Shimoda (sshimo... ⌄
(Signer)

Signature Fields ⌃

Signature

Initials

Reset Fields

11. Click Send

Signature Fields ⌃

Signature

Initials

Reset Fields

☐ Save as template

Back   Send

Save Progress

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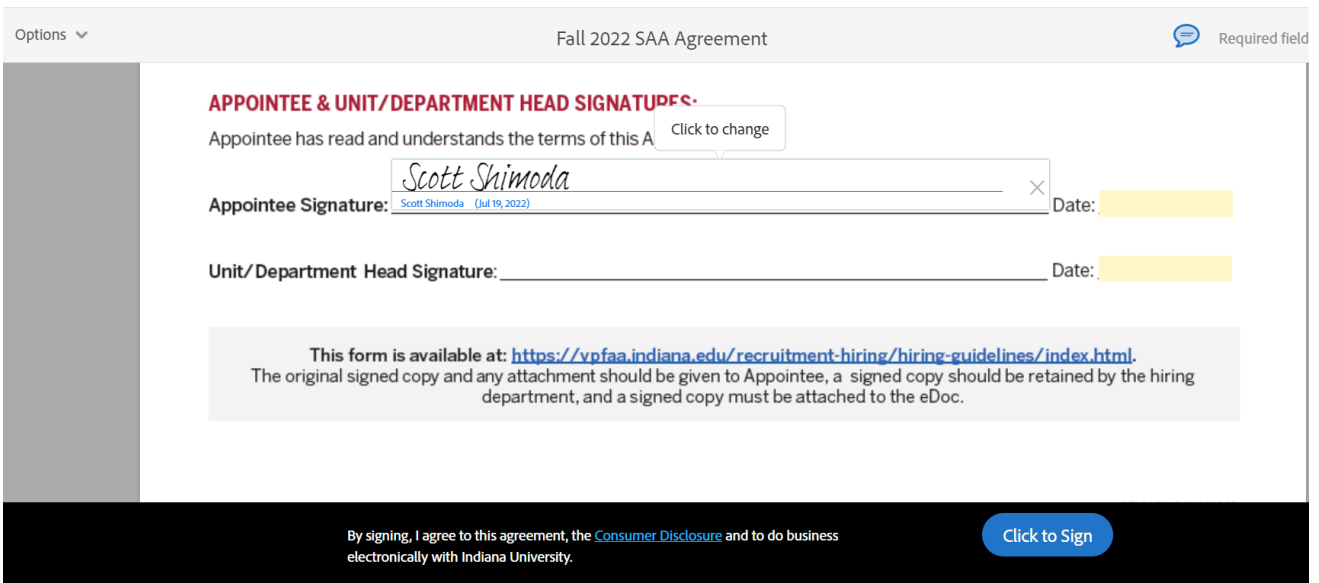
14. Use the manage menu to view the status, save, and print agreements