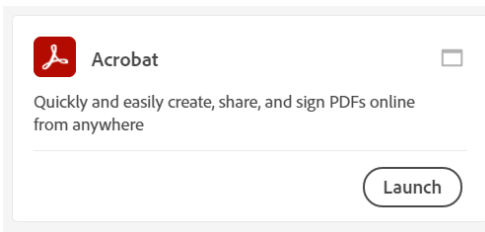


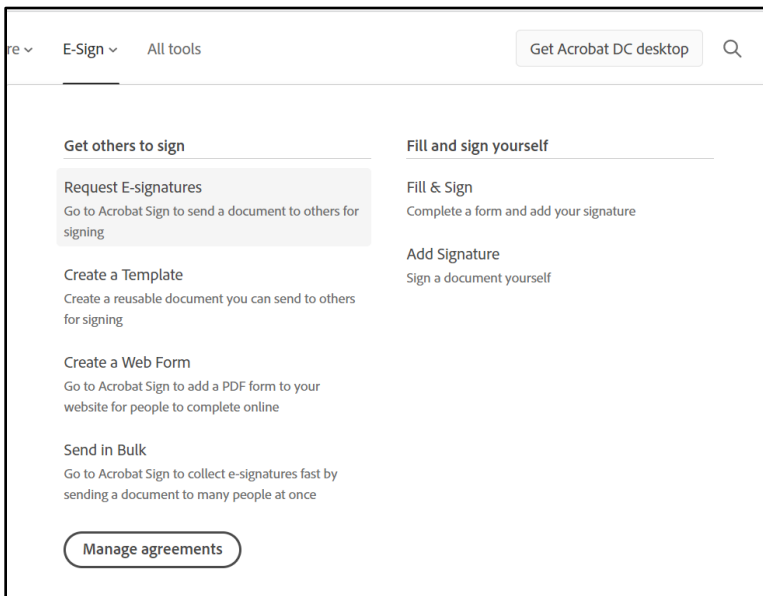
1. After filling in the SAA agreement print/save the PDF. This will remove the fillable fields from the document. (University IDs are protected data)
2. Open Adobe Creative Cloud (One.IU as a link to download the program)



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)

INDIANA UNIVERSITY | Powered by Adobe Acrobat Sign

Home Send Manage Reports

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients *

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

1 Enter recipient email

[Show CC](#)

Message *

Agreement Name

Please review and complete this document.

Options ?

Password Protect

Set Reminder

Language English: US

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6. Enter the SAA's email address in #1

Recipients *

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

1 sshimoda@iu.edu Email

2 Enter recipient email

[Show CC](#)

7. Enter the Unit/Department Head's email address in #2

Recipients*

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

1	 <input type="text" value="sshimoda@iu.edu"/>	 Email	<input type="button" value="X"/>
2	 <input type="text" value="epavalko@iu.edu"/>	 Email	<input type="button" value="X"/>
3	 <input type="text" value="Enter recipient email"/>		

[Show CC](#)

8. Type in the email message (for example)


Message*

Fall 2022 SAA Agreement

Please review and sign the Fall 2022 SAA Agreement by July 20, 2022.

9. Upload the filled-in SAA agreement

Files* [Add Files](#)

 student-academic-appointee-agreement - Sample.pdf

Drag More Files Here

Preview & Add Signature Fields

10. Click Next

11. 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.

The screenshot shows the 'APPOINTEE & UNIT/DEPARTMENT HEAD SIGNATURES' section. The text reads: 'Appointee has read and understands the terms of this Appointment.' Below this are two signature lines: 'Appointee Signature: _____ Date: _____' and 'Unit/Department Head Signature: _____ Date: _____'. The 'Appointee Signature' line has a yellow highlight and a red asterisk. The right-hand menu is open, showing 'RECIPIENTS' with 'Scott Shimoda (sshimo... (Signer)' selected. Under 'Signature Fields', the 'Signature' option is circled in red.

12. Then change the “Recipients” field to the Unit/Department Head

The screenshot shows the same form as in step 11. The 'Appointee Signature' line now has a grey highlight and a red asterisk. The 'Unit/Department Head Signature' line is empty. The right-hand menu is open, showing 'RECIPIENTS' with 'Eliza Pavalko (epavalko... (Signer)' selected. Below this, there is a list of other recipients: 'Academic Personnel (me) (Prefill)', 'Scott Shimoda (sshimoda@iu.edu) (Signer)', 'Eliza Pavalko (epavalko@iu.edu) (Signer)' (checked), 'Anyone', and 'Everyone'. A text box at the bottom of the form provides a URL and instructions: 'This form is available at: <https://vpfaa.indiana.edu/recruitment-hiring/hiring-guidelines/index.html>. The original signed copy and any attachment should be given to Appointee, a signed copy should be retained by the hiring department, and a signed copy must be attached to the eDoc.'

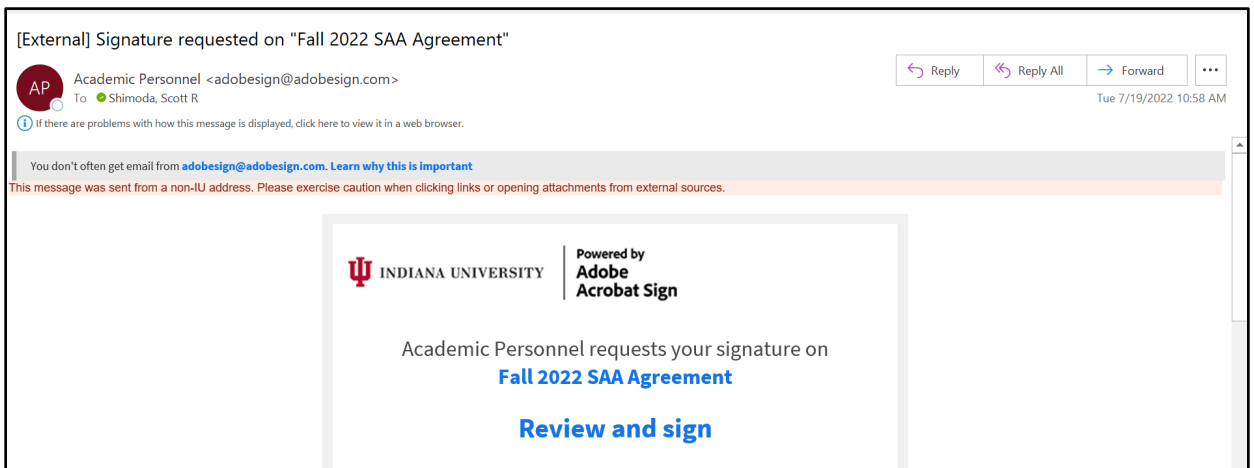
13. In the right-hand menu, click, hold, and drag “Signature” under the Signature Fields to the Unit/Department Head Signature line.

The screenshot shows the same form as in step 12. The 'Unit/Department Head Signature' line now has a yellow highlight and a red asterisk. The right-hand menu is open, showing 'RECIPIENTS' with 'Eliza Pavalko (epavalko... (Signer)' selected. Under 'Signature Fields', the 'Signature' option is highlighted. The 'Save as template' checkbox is now visible at the bottom of the menu.

14. Click Send

The screenshot shows a 'Signature Fields' dialog box with a scrollable list containing 'Signature' and 'Initials'. Below the list is a 'Reset Fields' link, a 'Save as template' checkbox, and two buttons: 'Back' and 'Send'. At the bottom, there is a 'Save Progress' link.

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



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

The screenshot shows the 'Fall 2022 SAA Agreement' signing page. It includes a header with 'Options' and 'Required field' indicators. The main section is titled 'APPOINTEE & UNIT/DEPARTMENT HEAD SIGNATURES'. It contains a signature field for the appointee, which is filled with 'Scott Shimoda', and a date field. Below this is a field for the 'Unit/Department Head Signature' and its corresponding date field. A disclaimer text is provided: 'This form is available at: https://vpfaa.indiana.edu/recruitment-hiring/hiring-guidelines/index.html. The original signed copy and any attachment should be given to Appointee, a signed copy should be retained by the hiring department, and a signed copy must be attached to the eDoc.' At the bottom, there is a 'Click to Sign' button and a footer with the text: 'By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with Indiana University.'

17. After the SAA signs the agreement, the Unit/Department Head will receive an email to review and sign.

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

Appointee Signature: Scott Shimoda _____ Date: _____
Scott Shimoda (Fall 2022 SAA)

Unit/ Department Head Signature: Click here to sign _____ Date: _____

Next Click to Sign

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

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Home Send **Manage** Reports Academic

Your agreements Filters

STATUS

- In progress (0)
- Waiting for you (0)
- Completed**
- Canceled
- Expired
- Draft

Completed

RECIPIENTS	SENDER	TITLE	MODIFIED
<input type="checkbox"/> Scott Shimoda Indiana University	Me	Fall 2022 SAA Agreement Open Download PDF	7/19/2022
<input type="checkbox"/> Akash Shah	Me	student-academic-appointee-agreement	7/15/2022
<input type="checkbox"/> Dede Borik 2 of 2 completed	Me	student-academic-appointee-agreement	7/15/2022
<input type="checkbox"/> Scott Shimoda 2 of 2 completed	Me	student-academic-appointee-agreement	7/15/2022