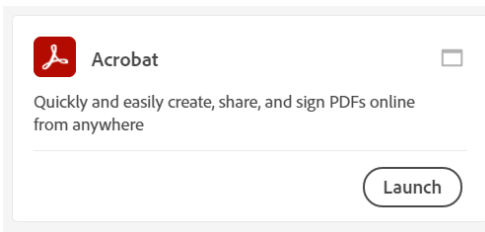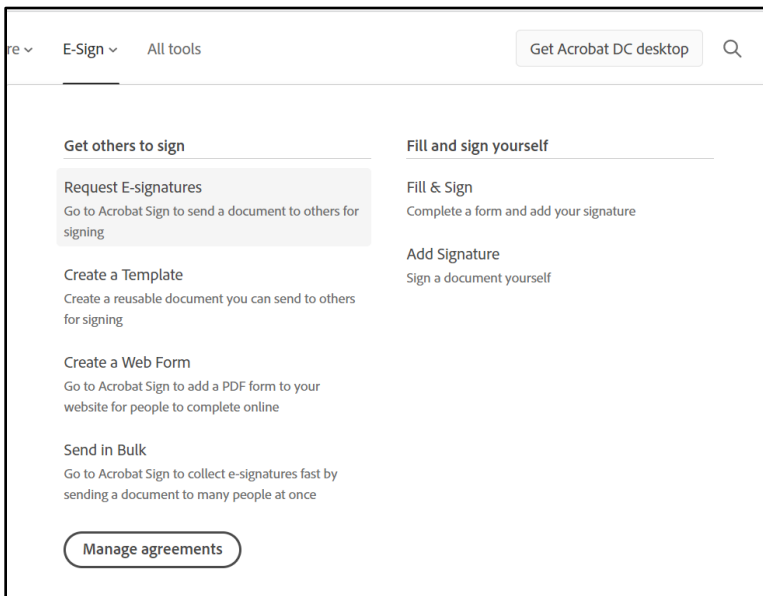1. After filling in the SAA agreement print/save the PDF. This will remove the fillable fields from the document. (University IDs are protected data)

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)

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

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	✎ ⌄	sshimoda@iu.edu	✉ ⌄ Email	✕
2	✎ ⌄	epavalko@iu.edu	✉ ⌄ Email	✕
3	✎ ⌄	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

Next

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.

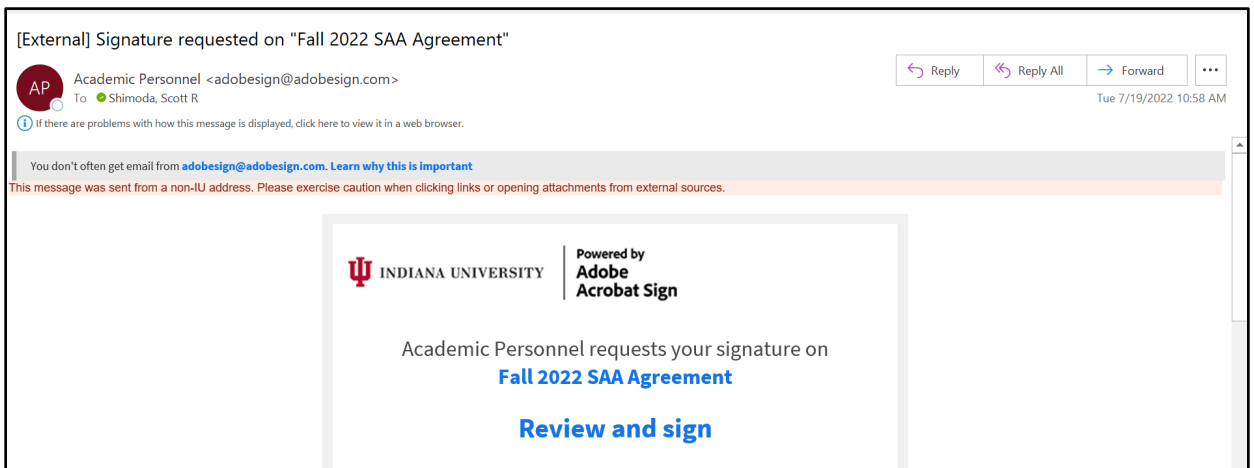12. Then change the "Recipients" field to the Unit/Department Head

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

14. Click Send

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)

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

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