

ADOBE SIGN LOGIN INSTRUCTIONS

These instructions are designed to help faculty and staff at Chicago State University to login to Adobe Sign and navigate within the platform. For questions or concerns, please contact IT at: <u>helpdesk@csu.edu</u>

STEP 1: LOGGING IN

In order to login to Adobe Sign, open a tab in the web browser of your choosing (e.g. Chrome, Firefox, etc.) and navigate to: <u>https://documents.adobe.com/public/login</u>

From there, enter your CSU email address on the sign-in portal and click the blue "Continue" button:

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	Sign in	
	New user? Create an account	V/ Nr
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and the second	Or	
	G Continue with Google	
	f Continue with Facebook	
	Continue with Apple	ALC: NOT THE OWNER OF
	Protected by reCAPTCHA and subject to the Google Privacy Policy and Terms of Service.	
Daniel Ciocirlan		



STEP 2: SELECT ACCOUNT TYPE

From there, a window will appear requesting you select an account. To access your CSU assigned Adobe Sign account, please click on the "Company or School Account" option:





STEP 3: NAVIGATING HOME PAGE

Once logged in, your home screen should look like the one below.

Depending on your e-signing needs, you can find an existing form in the template library by clicking on "**Start from library**" in the middle of the home page.

CHICAGO STATE UNIVERSITY POWERD BY Adobe Sign	
Home Send Manage Reports Group	
Welcome,	11 IN PROGRESS 16 WAITING FOR YOU ALERTS
	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
To collect signatures on a one-off document, click the " Send " tab.	To see your existing documents or check on the status of a document sent, click the " Manage " tab.

If you're unable to login, reset your password from IAM.csu.edu and try again. For any additional assistance reach out to <u>Helpdesk@csu.edu</u>