# CHICAGO STATE UNIVERSITY

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: helpdesk@csu.edu

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: https://documents.adobe.com/public/login

From there, enter your CSU email address on the sign-in portal and click the blue "Continue" button:
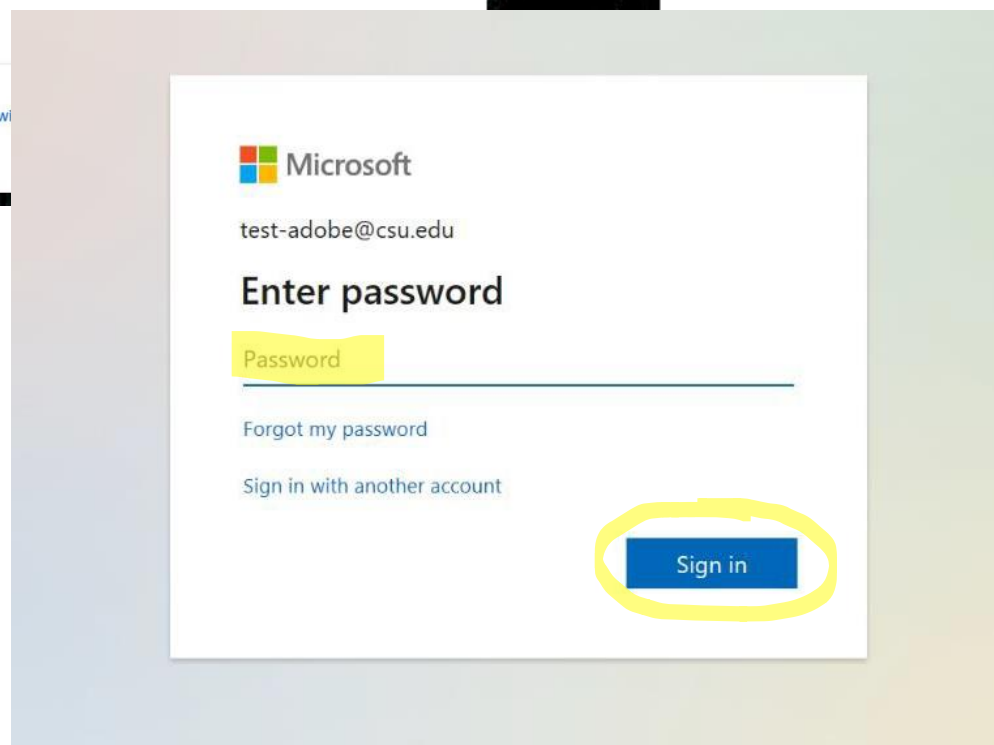
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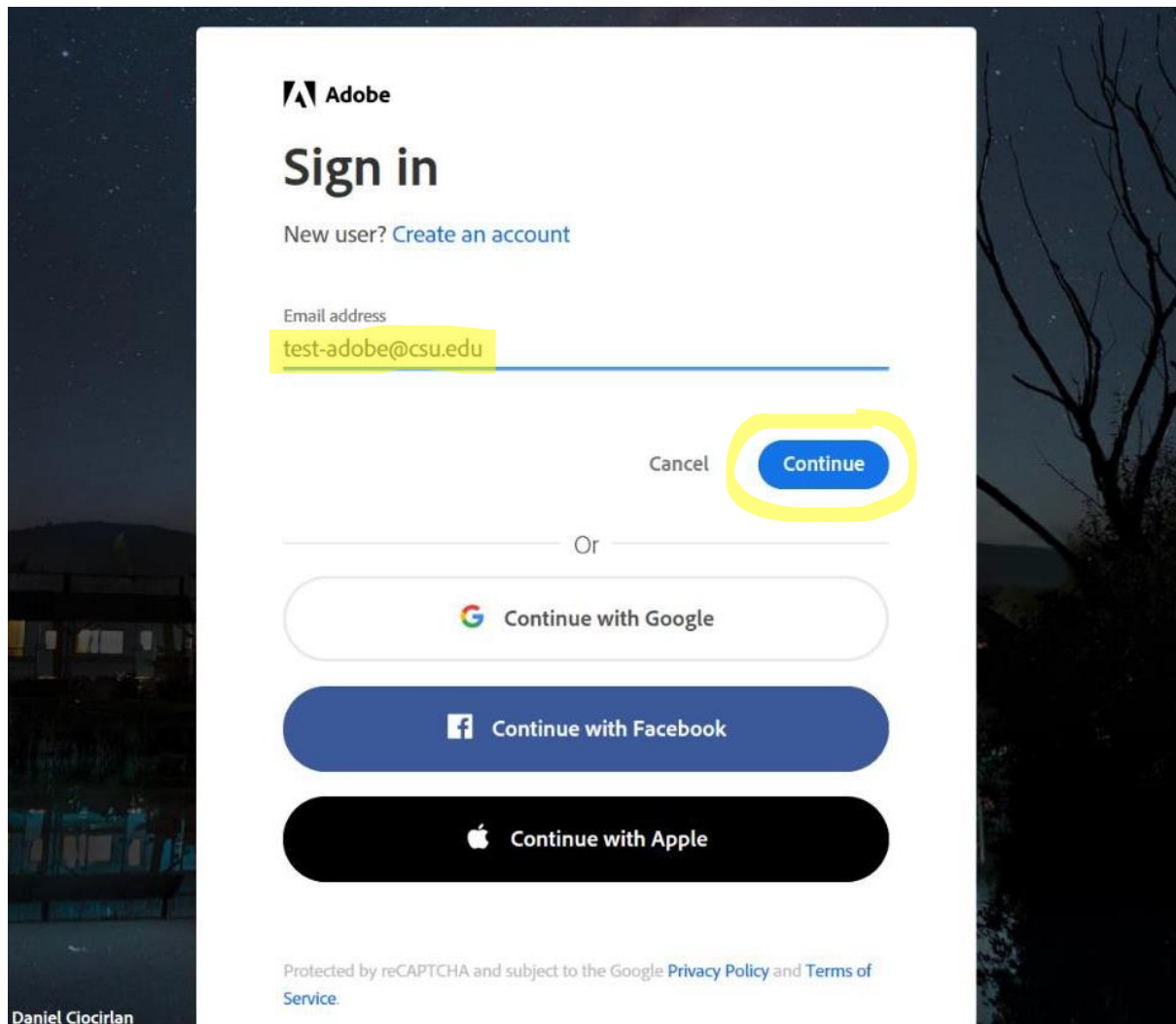
STEP 2: SELECT ACCOUNT TYPE

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:
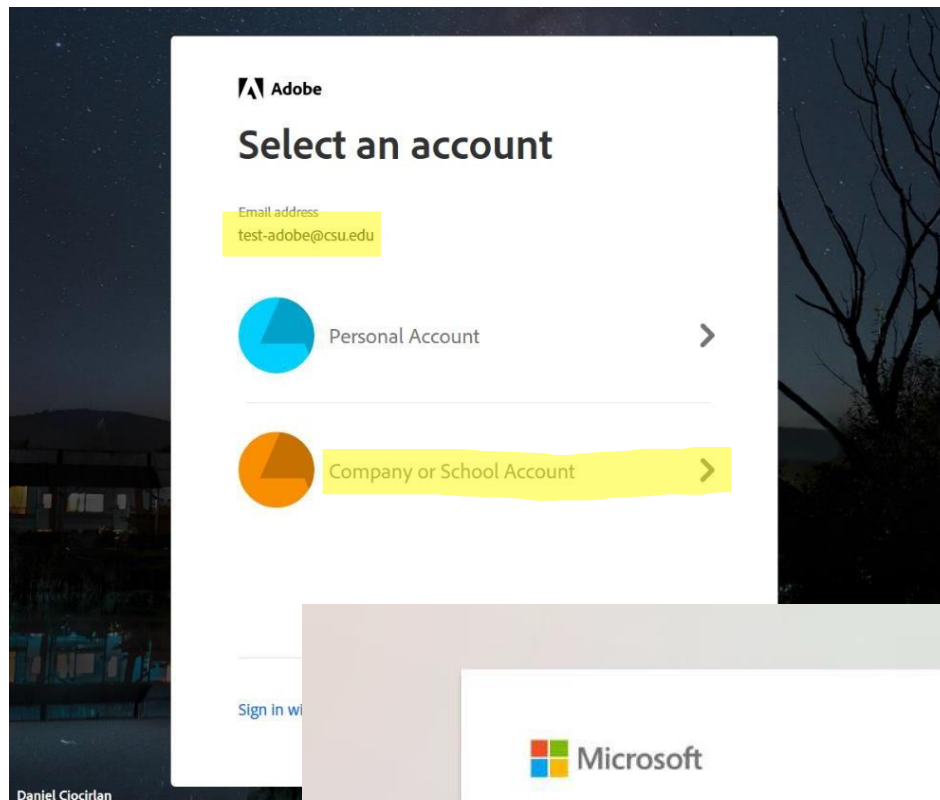
You will then be prompted to enter the password associated with your CSU login credentials:
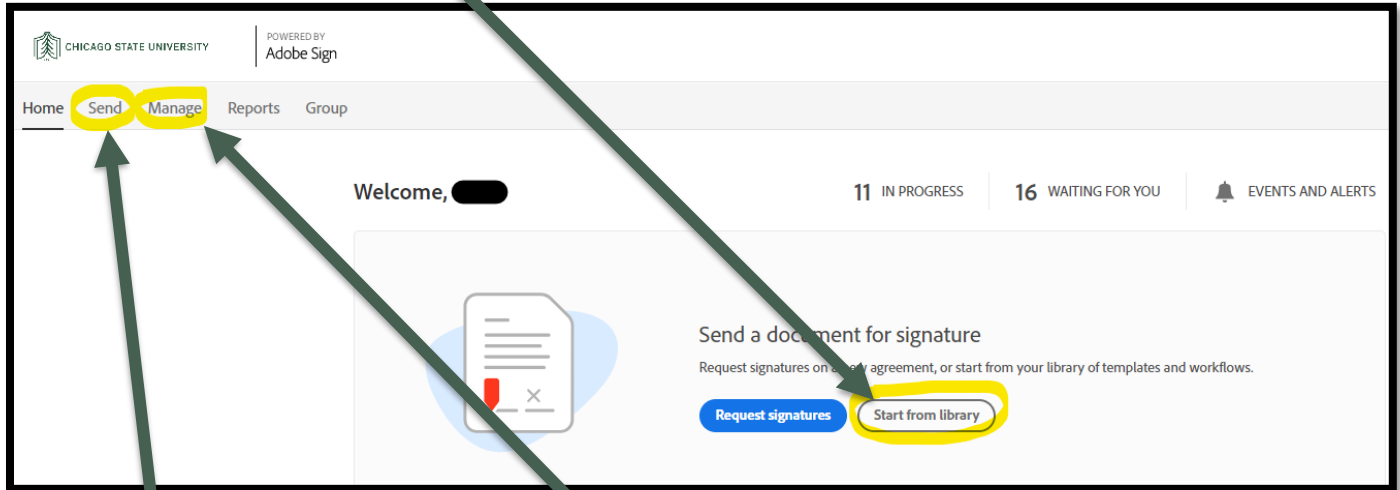
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STEP 3: NAVIGATING HOME PAGE

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.

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 Helpdesk@csu.edu