CHICAGO STATE UNIVERSITY
1867
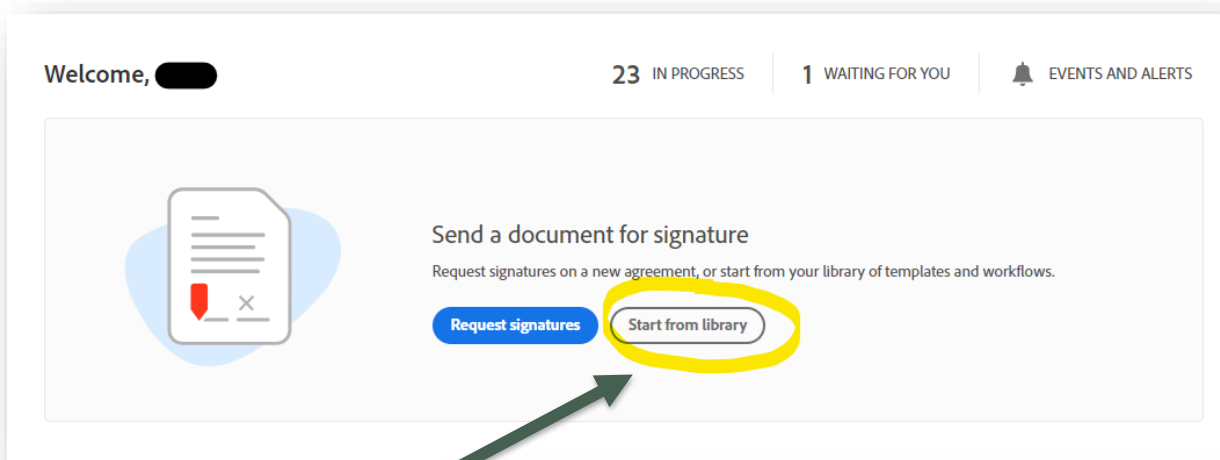
COURSE REQUEST & UPDATE FORM INSTRUCTIONS

These instructions are for faculty who are looking to submit Course Request & Update Forms at Chicago State University (CSU). If you have any questions about this, please email: csu-registrar@csu.edu*.*

STEP 1: LOGIN TO ADOBE ECHO SIGN AND INITIATE THE BANNER ACCESS WORKFLOW

Login to Adobe Echo Sign (see p. 5 below for login instructions). https://documents.adobe.com/public/login
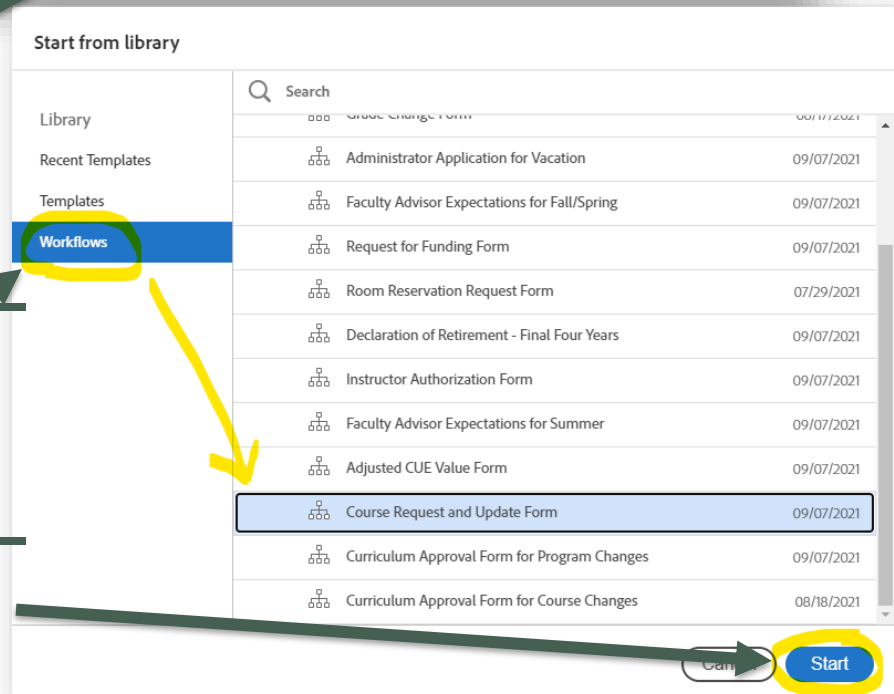
Once logged in:

1. Click on "**Start from Library**;" this will open a pop-up box.
2. Click on "**Workflows**" and look for Banner Access Request Form (do not go to "templates").
3. Click "**Start**." See screenshots below for visuals.

Start from library is the best place to begin! It will open the dialogue box below.
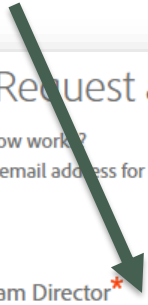
Be sure to click on "Workflows" and then select Course Request & Update Form.

CHICAGO STATE UNIVERSITY

Before you can fill out the form, enter your Chair/Program Director's email address, along with that for your Dean:

Course Request and Update Form

How this workflow works?
Hi! Please input email address for your Dean. If you have questions, please contact your supervisor.

Recipients   ❓

Chair or Program Director*

| ✒ | Enter recipient email | | ✉ ⌄ Email |

Your Dean*

| ✒ | Enter recipient email | | ✉ ⌄ Email |

Provost Office*

| ✒ | trowanii@csu.edu | | ✉ ⌄ Email |

Course Scheduling*

| ✒ | cwarren@csu.edu | | ✉ ⌄ Email |

CC | Hide

Cc

Enter CC's emails

Agreement Name *

Course Request and Update Form

Message *

Hi there! Your Chair has initiated a Course Request & Update Form. If all is appropriate, please sign.

| **Options** | ❓ |
| ☐ Set Reminder |

Some email addresses are pre-included for ease of use.

| **Important**: be sure to check that you entered correct email addresses! |

CHICAGO STATE UNIVERSITY

Once you've entered the relevant email addresses, scroll down to the bottom of the page to review the "agreement name" and then click the "Send" button.

NOTE: clicking "Send" won't send the document yet, but rather take you to fill out the form.

Agreement Name *

Course Request and Update Form

Message *

Hi there! Your Chair has initiated a Course Request & Update Form. If all is appropriate, please sign.

Files

Course Request and
Update Form *

Course Request and Update Fo
rm

Send

See next page for the next screen.

CHICAGO STATE UNIVERSITY

STEP 4: FILL OUT THE FORM AND THEN "CLICK TO SEND"

Once you have the form open, begin by filling out all the required fields for the courses you are either:

- Adding/Requesting
- Changing
- Cancelling.

Please note:

- The form is built with "conditional formatting" where your answers may prompt a new required field.
    - For example, if you are cancelling a class, you will be required to enter the CRN for the course.
    - If you are changing a class, the "Reason for Course Change" box will open for you to enter the reason for the course change.
- Once all required fields are complete (i.e. those with an asterisk) you can submit the form.
    - You will know all required fields are complete because the blue "Click to Send" button will appear at the bottom of the screen.

Sample screenshot of the form:

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:
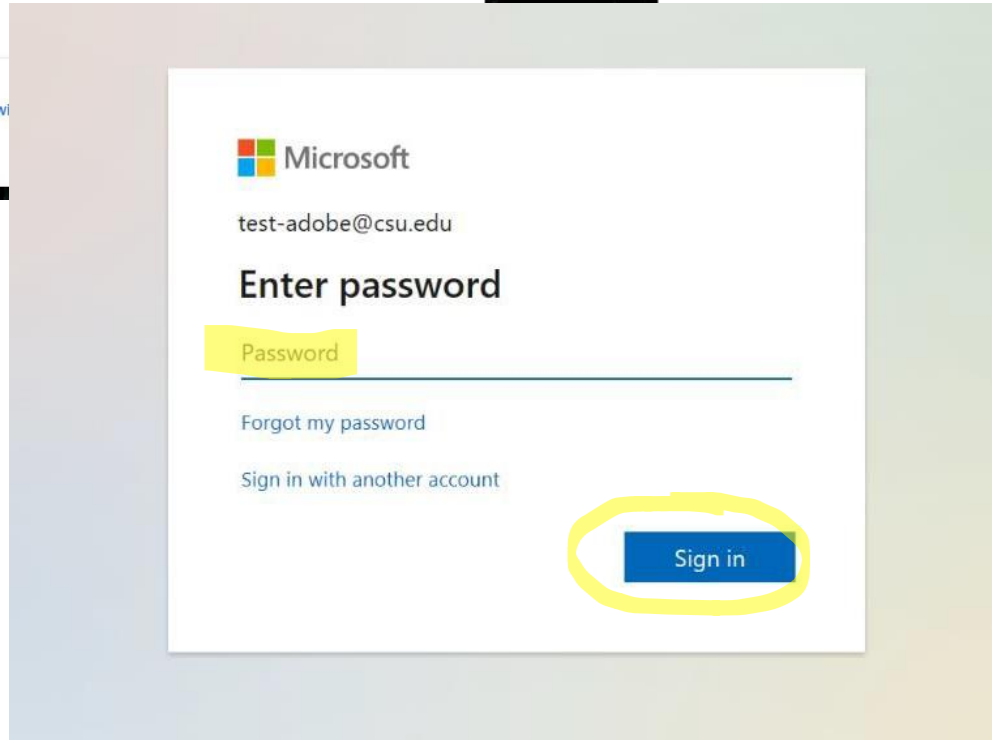
CHICAGO STATE UNIVERSITY
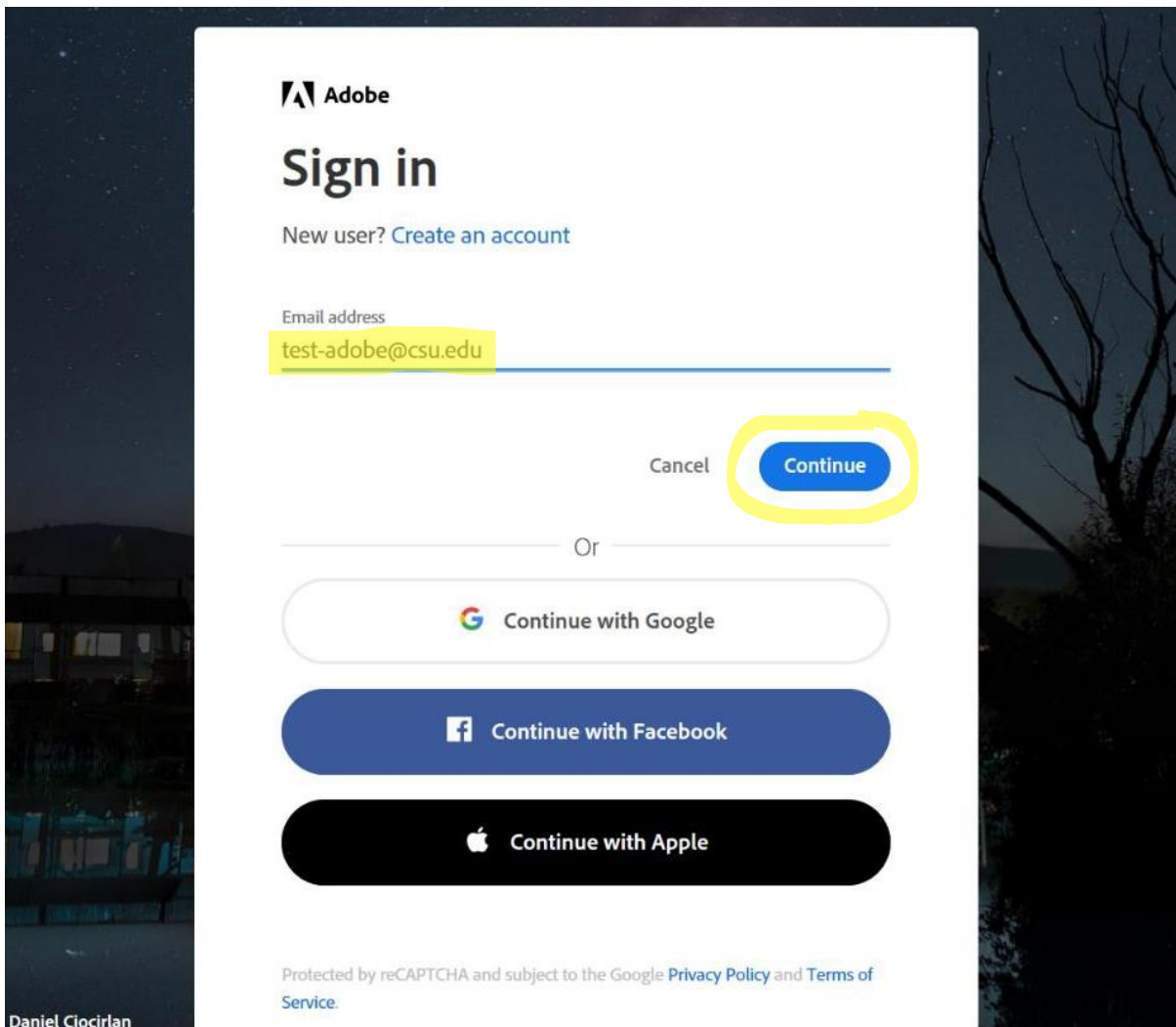
STEP 2: SELECT ACCOUNT TYPE

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:
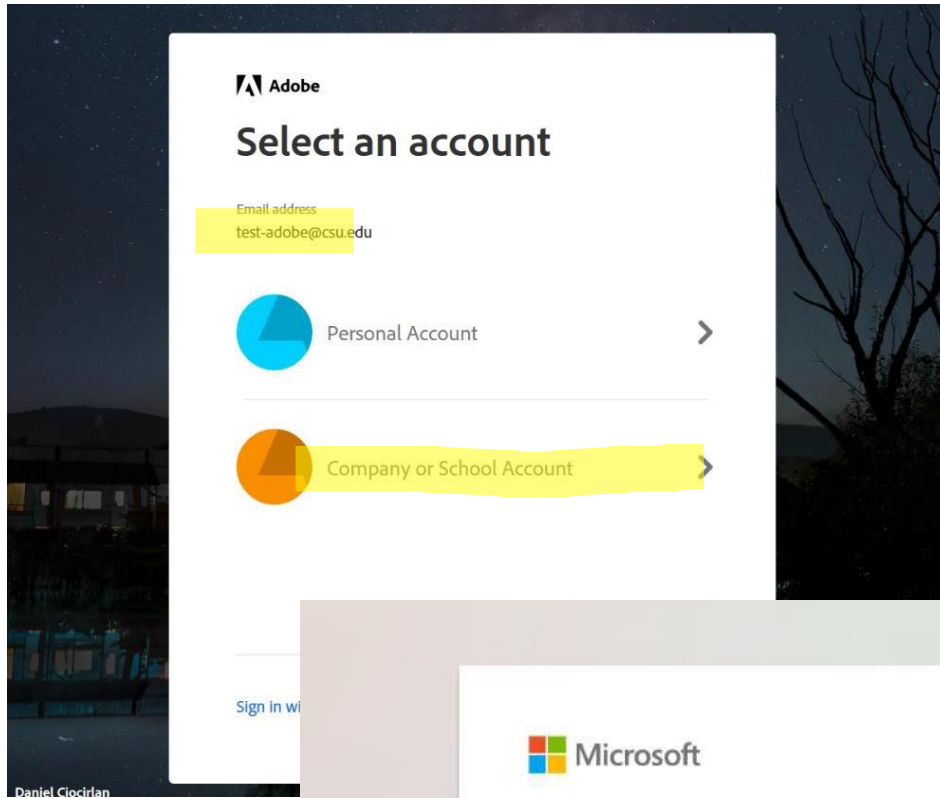
You will then be prompted to enter the password associated with your CSU login credentials:
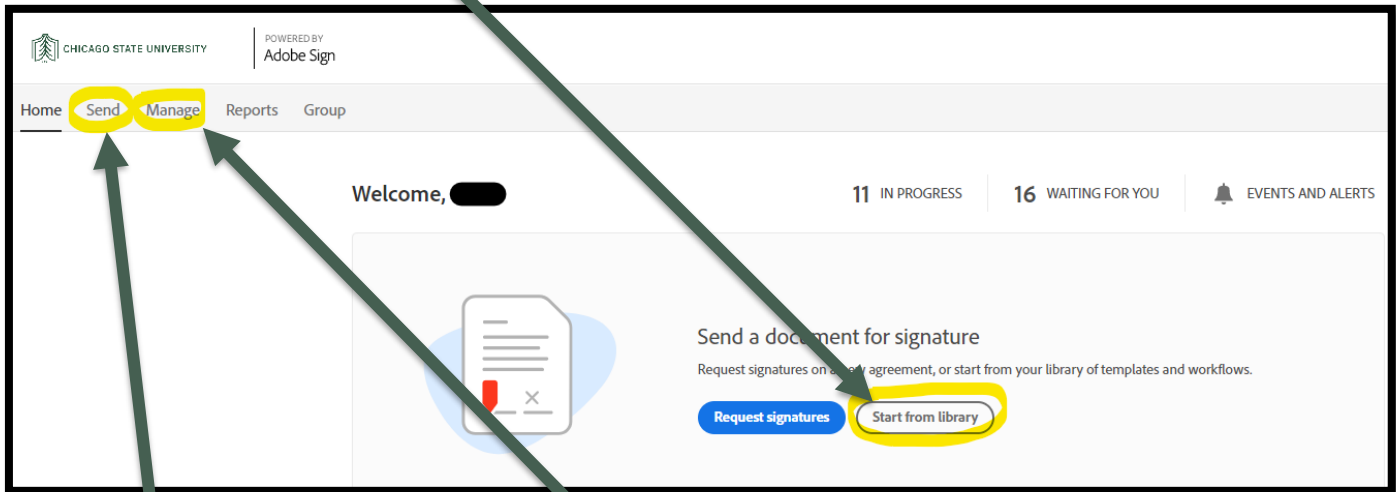
CHICAGO STATE UNIVERSITY

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