ADOBE SIGN
INFORMATION SESSION
Outline

CSU Bakersfield

Overall Aim:

To teach you how to send documents for signature only and to familiarize you with your options for responding to requests for signature, review, or approval.

Intended Audience

Any CSUB Faculty, Staff, or Student worker, who has access to Adobe Sign

Duration

Approximately 45 – 60 minutes

Format

Direct instruction and guided practice

Session Objectives

At the end of the session, the participants will be able to:

- Articulate the Adobe Sign's purpose and function
- Send documents for signature only
- Approve / sign a document
- Decline a request for signature
- Delegate a request to someone else
- Fill and sign a document

Reflective Questions

- How do I send a form for electronic signature?
- How do I sign a document or form electronically?
- How do I decline a request for my signature?
- What do I do if I am not the correct person to sign the form or document?

Course Information

For more information about this class, please visit the Adobe Sign Information Session website:

https://www.csub.edu/training/pgms/adobesign/asinfosess/index.html

Registration Information

To register for this class, email tsherman@csub.edu

Contact Information

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