

Adobe Sign: How to Access

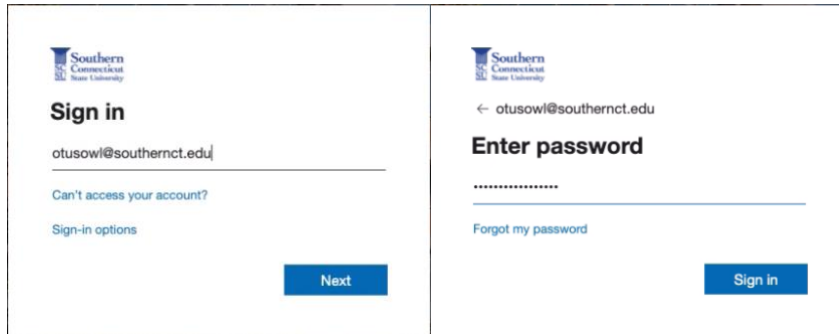
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Introduction

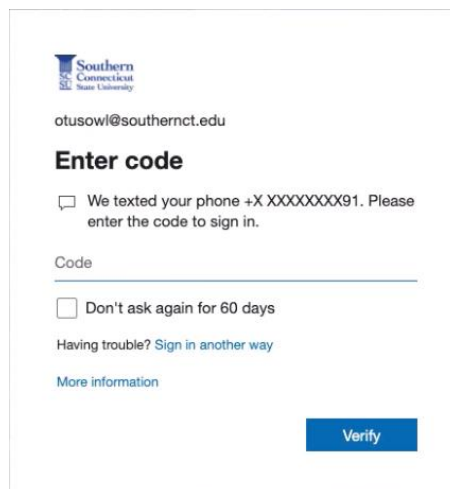
Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage signature processes using a browser or mobile device. It is part of the Adobe Document Cloud suite of services. SCSU faculty and staff have access to Adobe Sign via the [MyApps](#) portal. The following steps will walk you through accessing Adobe Sign.

Accessing Adobe Sign

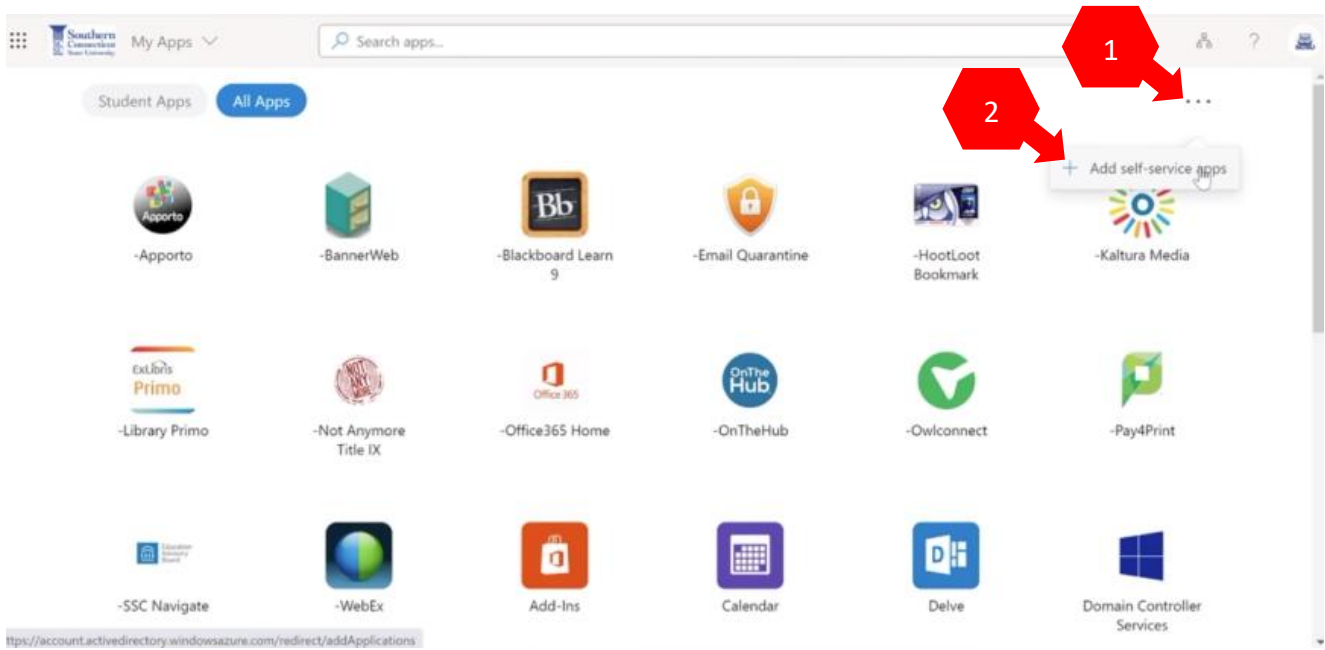
1. Go to: myapps.southernct.edu. Sign in using your SCSU email address and password.



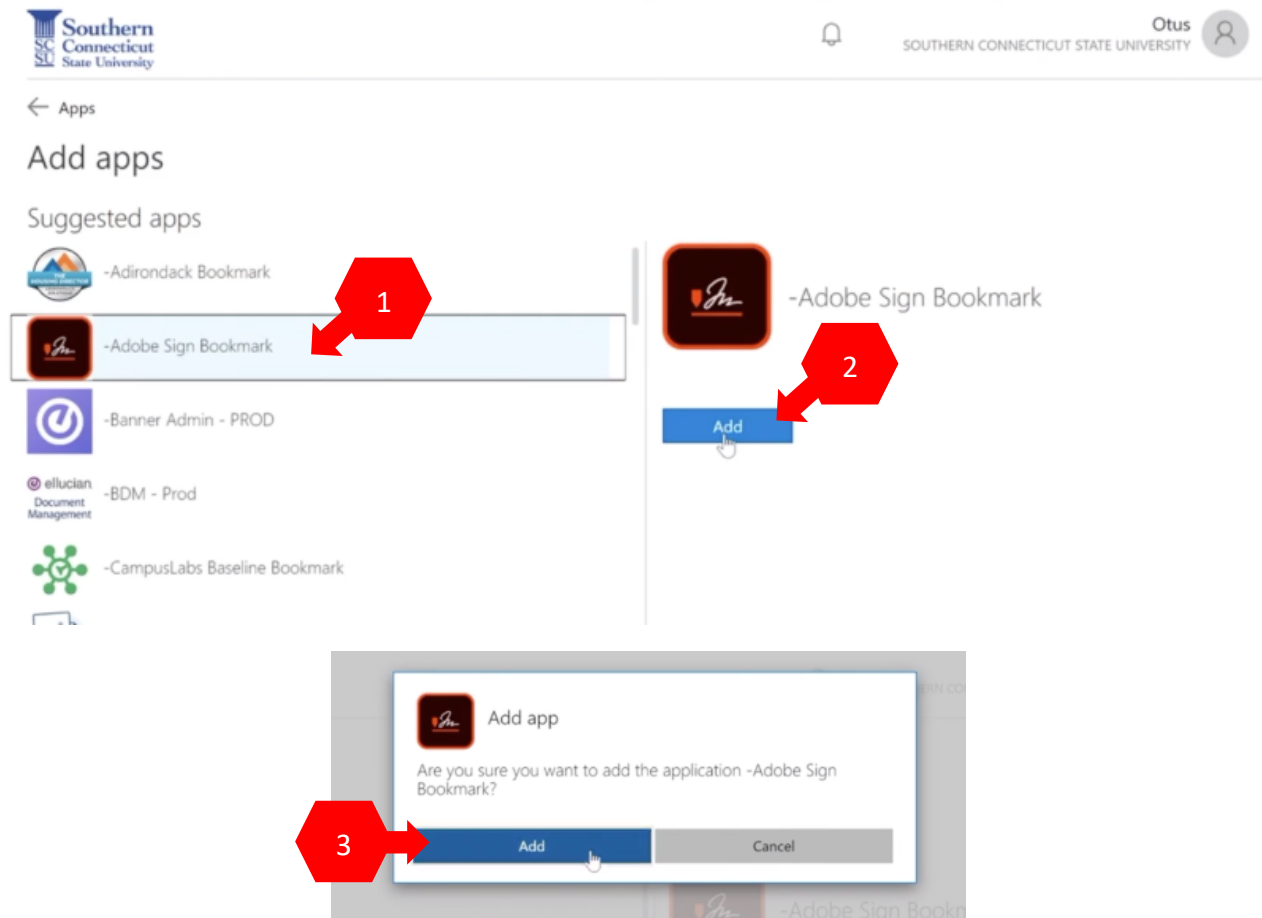
2. Authenticate your account.



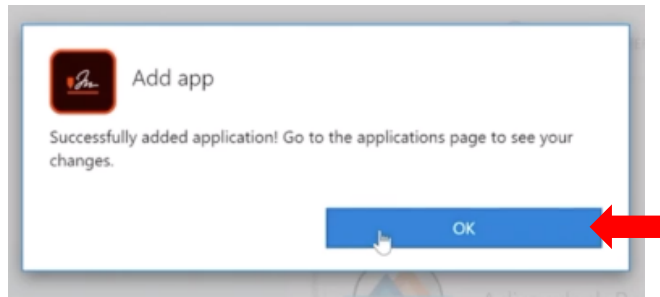
3. If the Adobe Sign app is not found under your app tabs, select the three dots in the right-hand corner then “Add self-service apps” to add it.



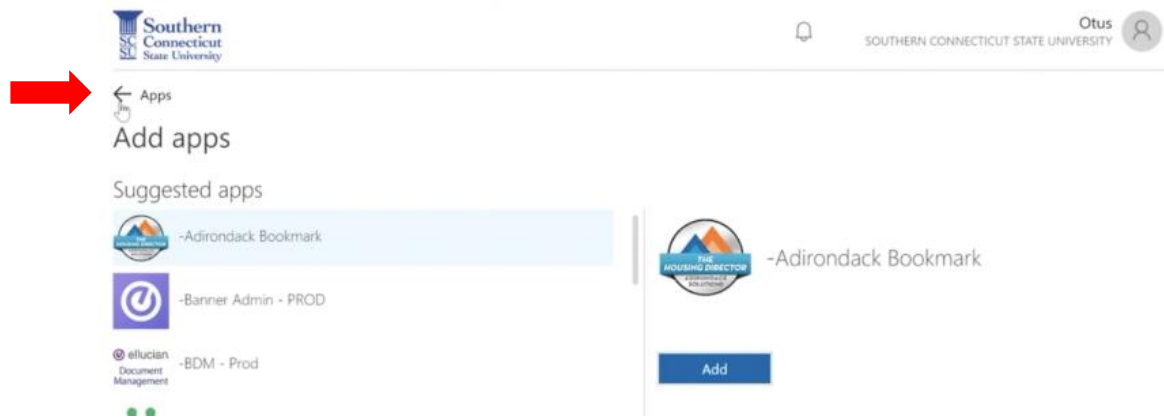
4. Select “Adobe Sign Bookmark” then “Add”, and “Add” again to confirm.



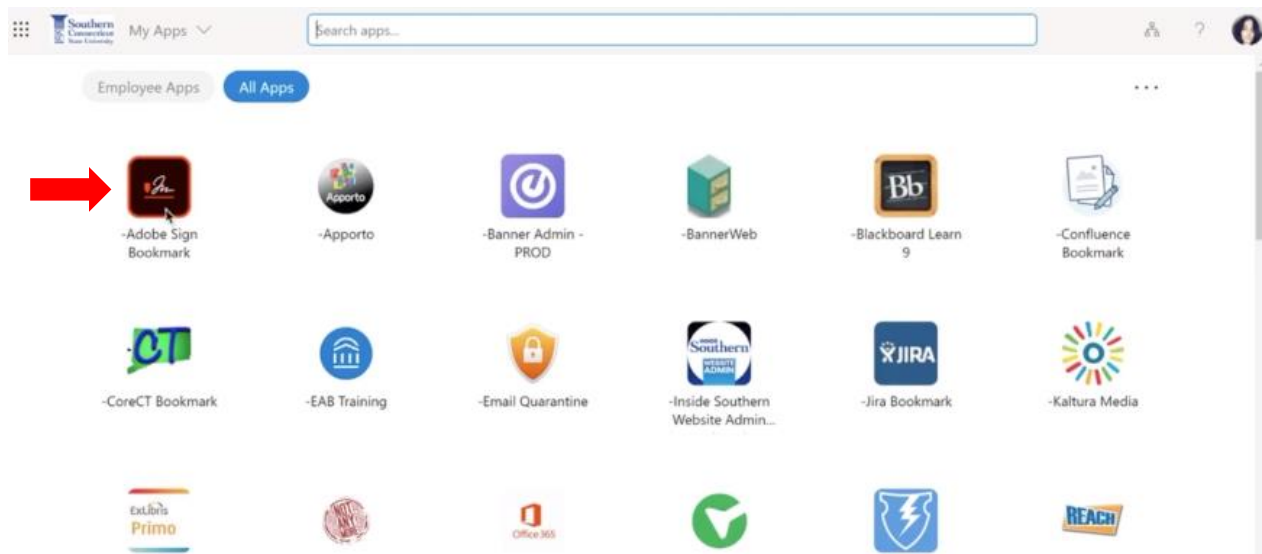
5. Select "OK" once added.



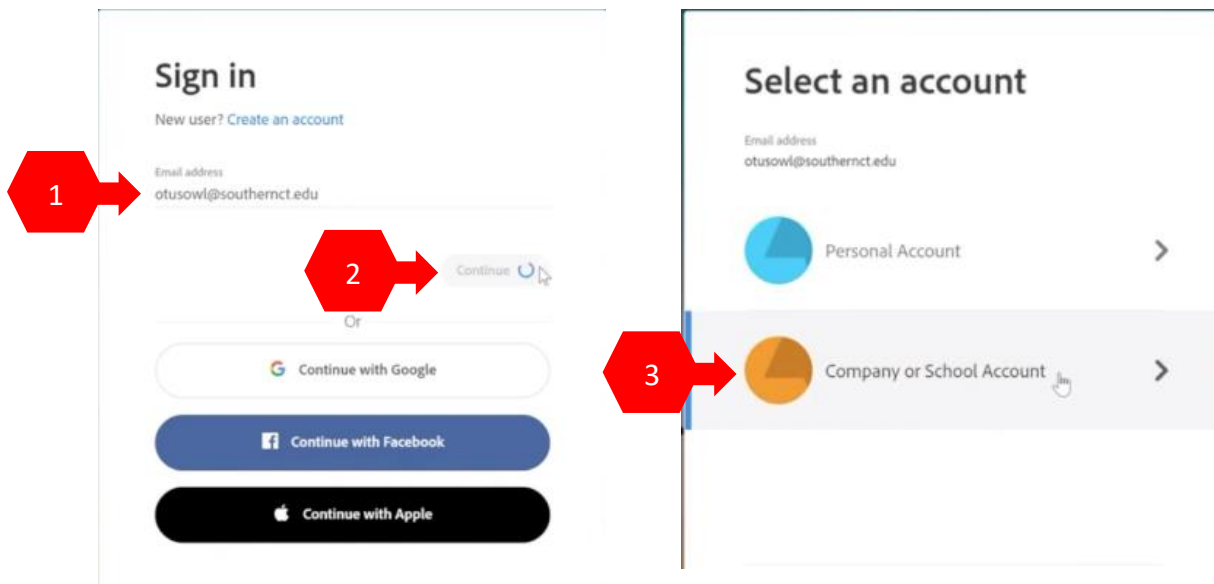
6. Select the back button next to "Apps" to return to your launchpad.



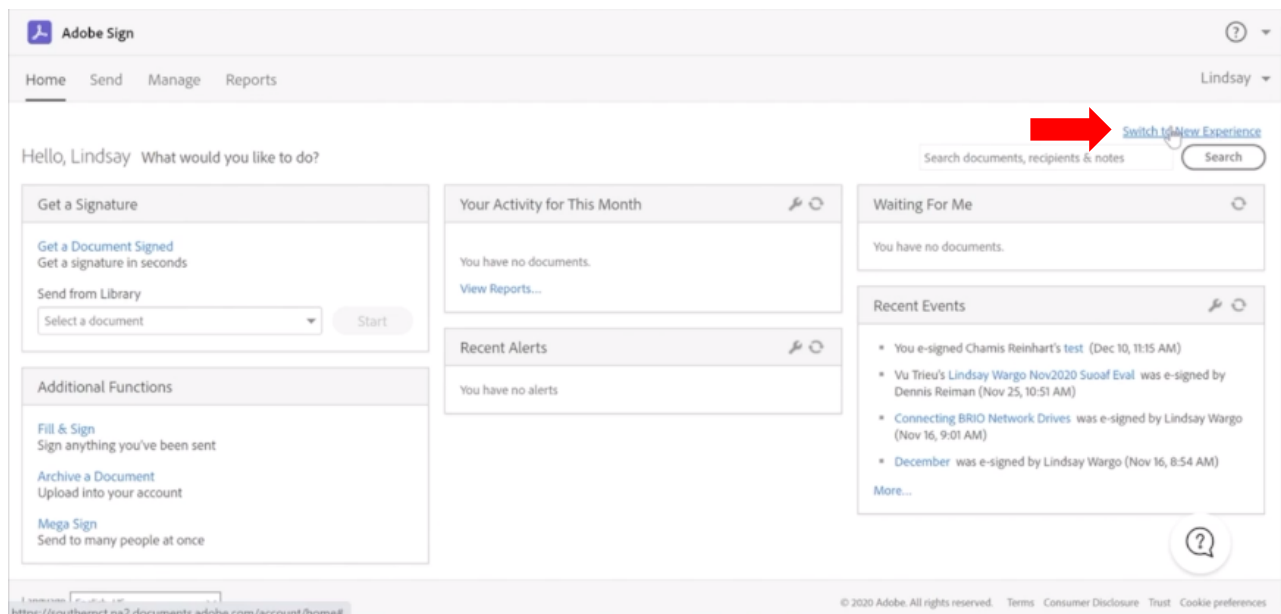
7. The app may take a few moments to appear under your "All Apps" tab. Once loaded, select the app to launch.



8. Once launched, enter your full SCSU email address and select “Continue”, then choose “Company or School Account”.




9. There are two experiences you may encounter on the landing page: Classic or New. Either are usable, however for the purposes of this tutorial, we will be showing how to navigate the new experience. To toggle between these, select “Switch to New/Classic Experience” in the upper, right-hand corner.



10. From here, you may fill and sign documents, send for signatures, and manage those currently in progress.

Welcome, Lindsay 0 IN PROGRESS 0 WAITING FOR YOU EVENTS AND 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](#)

Do more with Adobe Sign

 Fill and sign a document

 Send in bulk with Mega Sign

 Manage and track all agreements

 Enhance your account

Send and manage signatures on the go with our mobile app. [Learn More](#)

