Southern Connecticut State University
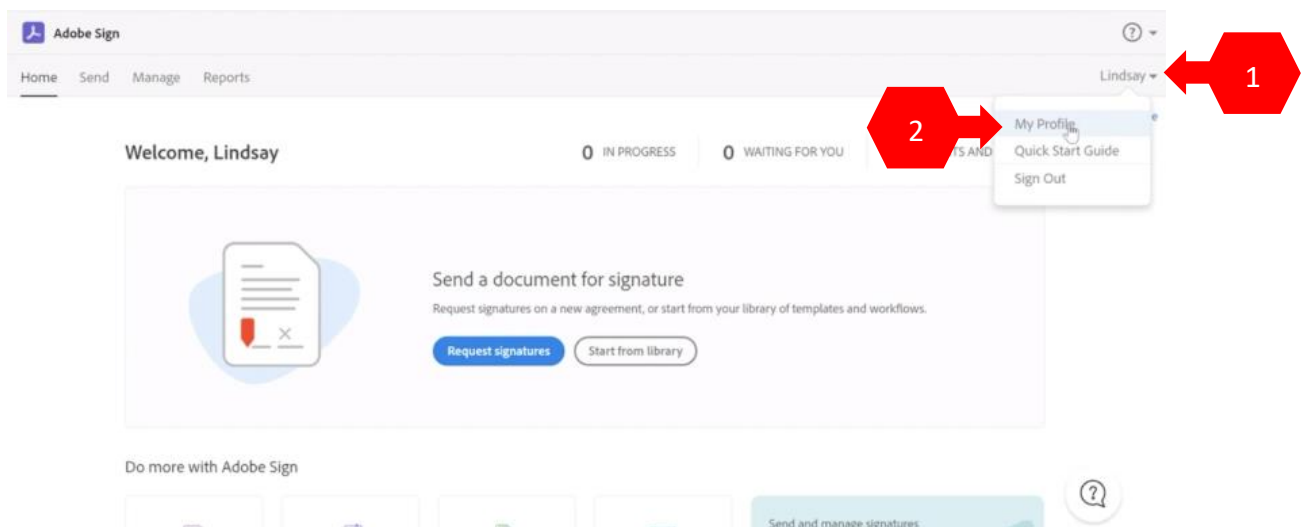
Adobe Sign: Managing Settings

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 how to edit your Adobe Sign settings, such as notifications and managing your signature.
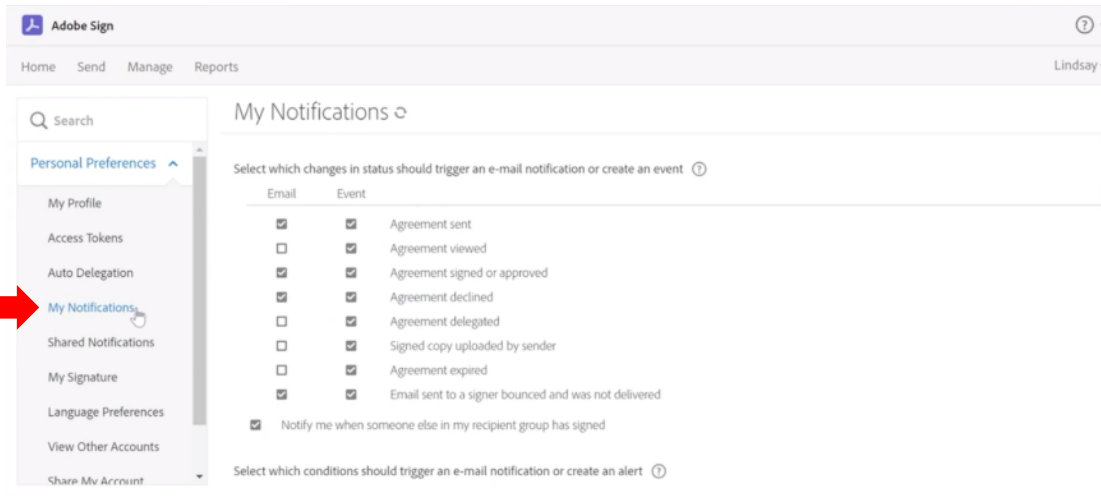
Managing settings

1. Begin by selecting your name in the upper, right-hand corner, then "My Profile".
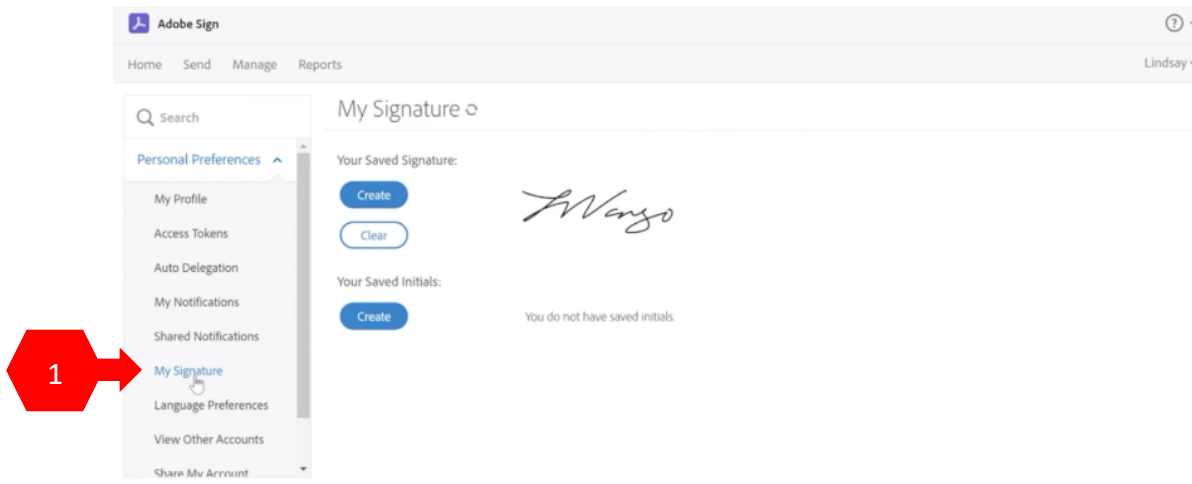
Notification settings

2. To edit your notification settings, select "My Notifications" from the left menu. From there, you may check and uncheck the box next to the appropriate setting to change when you are notified of updates:

Signature settings

3. To edit your signature, select "My Signature". Here you may create, edit, or delete your signature.

4. When creating, you may draw it using your cursor, insert an image, or use your mobile device to do so.