

CAS Internship Application - Adobe Sign Quick Guide

Adobe Sign Workflow Instructions

Important: Students cannot initiate Adobe Sign requests. A faculty member or internship coordinator must start the request on the student's behalf.

1. Log in to Adobe Sign

Use your SCSU credentials to sign in. Access Adobe Sign through the internship template links. Ignore Agreement Details and focus on Add Recipients.

Get documents signed
Send an agreement to others for e-signing, approval, or other processing.

Agreement details

Agreement name *
CAS Independent Study Application

Message
Please review and complete this document.

Agreement settings

2. Add Recipients in the Correct Order

The recipient order determines workflow routing. The first participant completes the form first and Adobe Sign automatically routes the document to each subsequent participant.

Add recipients

Recipients must sign in order

1

Recipient settings

Multi-factor authentication: None Private message: None

Preview & add fields Send now

+ Individual + Myself + Group + CC

Click "+ individual" to add the other signers here

Programs with Internship Coordinator - Student Fills Form

Participant	Recipient
1	Student
2	Faculty Advisor / Application Initiator
3	Faculty Sponsor / Supervisor
4	Internship Coordinator
5	Internship Site Supervisor
6	Chairperson / Director
7	Associate / Assistant Dean

Programs without Internship Coordinator - Student Fills Form

Participant	Recipient
1	Student
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Coordinator Fills Form Template

Participant	Recipient
1	Internship Coordinator
2	Student
3	Faculty Advisor
4	Internship Site Supervisor
5	Chairperson / Director
6	Associate / Assistant Dean

3. Send and Track the Request

Select **Send Now**. Do not choose **Preview & Add Fields** because the template is already configured. Use the Manage tab to track progress, send reminders, and download completed documents.