



COURSE REQUEST & UPDATE FORM INSTRUCTIONS

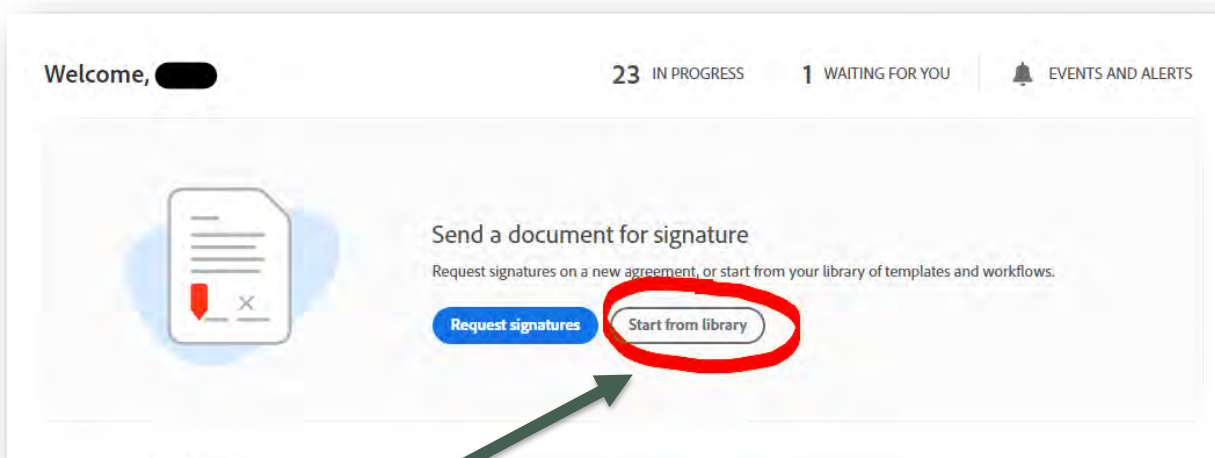
These instructions are for faculty who are looking to submit Course Request & Update Forms at Chicago State University (CSU). If you have any questions about this, please email: csu-registrar@csu.edu.

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

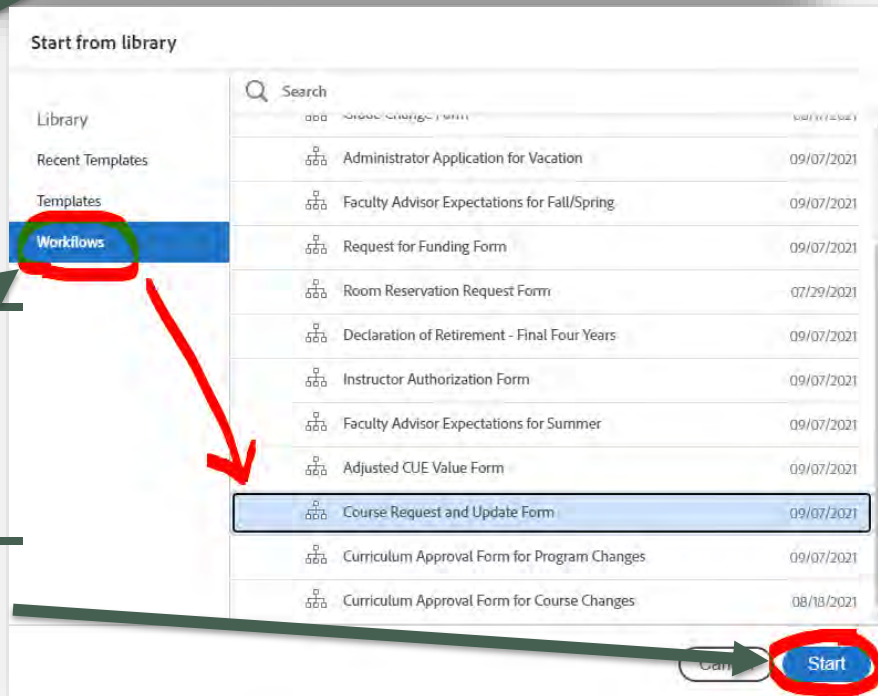
Login to [Adobe Echo Sign](https://documents.adobe.com/public/login) (see p. 5 below for login instructions). <https://documents.adobe.com/public/login>

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.

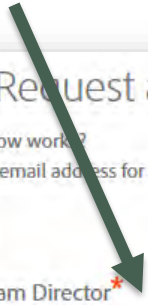


Be sure to click on **“Workflows”** and then select Course Request & Update Form.



STEP 2: ADD THE RELEVANT EMAIL ADDRESSES & REVIEW THE AGREEMENT NAME

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*

Your Dean*

Provost Office*

Course Scheduling*

CC | [Hide](#)

Cc

Agreement Name *

Options

Set Reminder

Message *

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

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

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



STEP 3: CLICK SEND & ENTER YOUR INFORMATION ON THE FORM THAT FOLLOWS

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.

The screenshot shows a web form with three main sections: "Agreement Name", "Message", and "Files".

- Agreement Name ***: A text input field containing "Course Request and Update Form" with a red asterisk on the right.
- Message ***: A text area containing the text: "Hi there! Your Chair has initiated a Course Request & Update Form. If all is appropriate, please sign." with a red asterisk on the right.
- Files**: A section containing a file upload area with a list of files. One file is visible: "Course Request and Update Form *" with a red asterisk. To its right is a list icon and the text "Course Request and Update Form".

At the bottom left of the form, a blue "Send" button is circled in red. A green arrow points from the top left of the form down to the "Send" button.

See next page for the next screen.



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:

Course Request and Update Form Effective August 2021

CHICAGO STATE UNIVERSITY

Note: It is the department's responsibility to monitor course offerings proposed for all teaching modalities. This includes distance education (online and hybrid), extension, contract, as well as cohort courses and sections. The university will not schedule courses without prior curriculum approvals, including for modality and location. No request for off-campus offerings may occur without prior and related approval from Academic Affairs.

Term: *	Reason for Course Change:	
Department: *		
Chair Approval: * <small>Click here to sign</small>		Date: 10/05/2021
Dean Approval:		Date:
Provost's Approval:		Date:
Course Scheduling:		Date:

Note: increased enrollment caps may occur only during regular registration. For all requested instructor course additions and deletions, identify above in the "Reason for Course Change" box, the CUE implications for full- and part-time faculty (i.e. state the total CUEs for the semester and year, as applicable).

Select Type of Action (i.e. Add, Cancel, Change)	Part of Term	CRN	Sect. #	Subject	4-Digit Course No.	Course Title	Course Cues	Course Cr Hrs	Day(s) Course Meets	Course Start Time	Course End Time	Preferred Location / Room Type	Instructor(s) List ALL instructors for this course. Include cue distribution (use "P" for Primary instructor).	Instructor(s) UID	Max Enrl Cap	Print in Schedule	% Responsibility
Add	1-Fu...		01	ENG	1280		*	*				*			*	Sel...	*
Select	Select															Sel...	
Select	Select															Sel...	
Select	Select															Sel...	



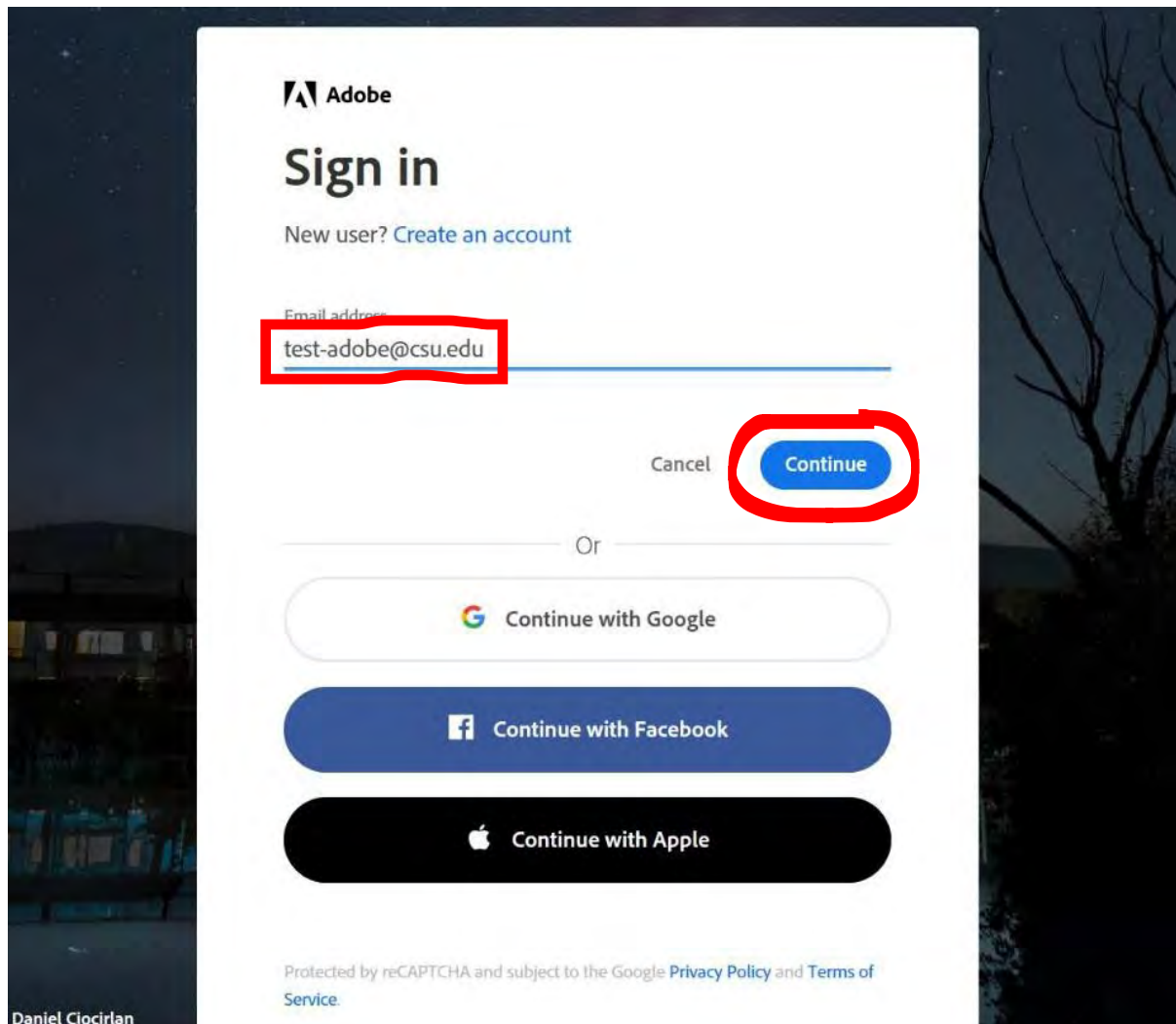
ADOBE SIGN LOGIN INSTRUCTIONS

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>

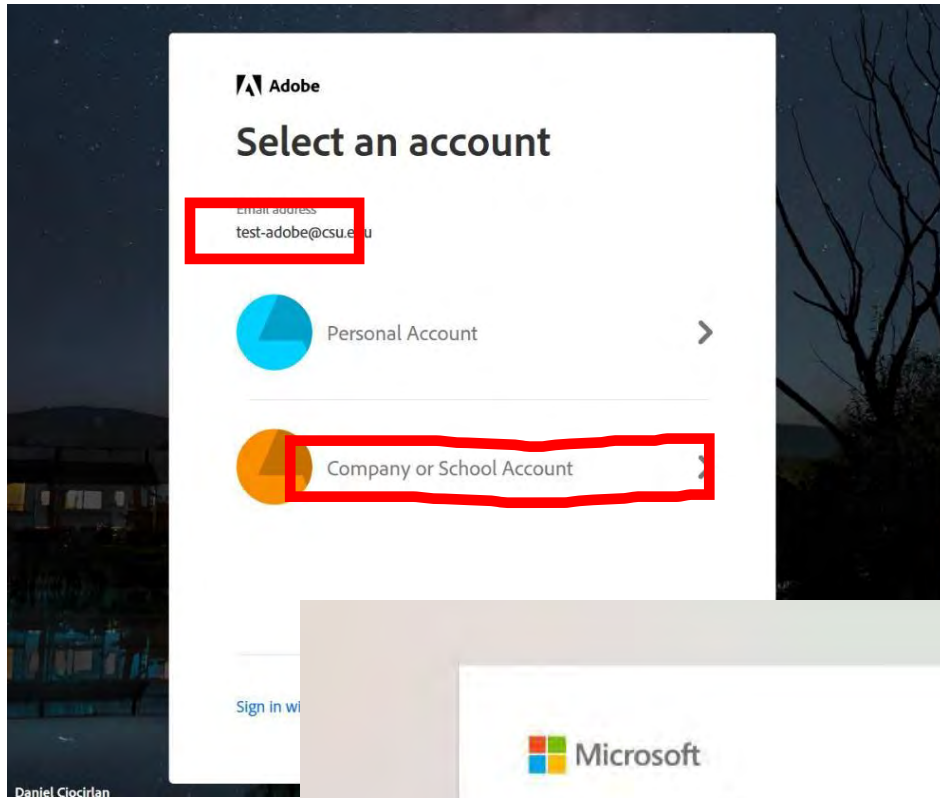
From there, enter your CSU email address on the sign-in portal and click the blue “Continue” button:



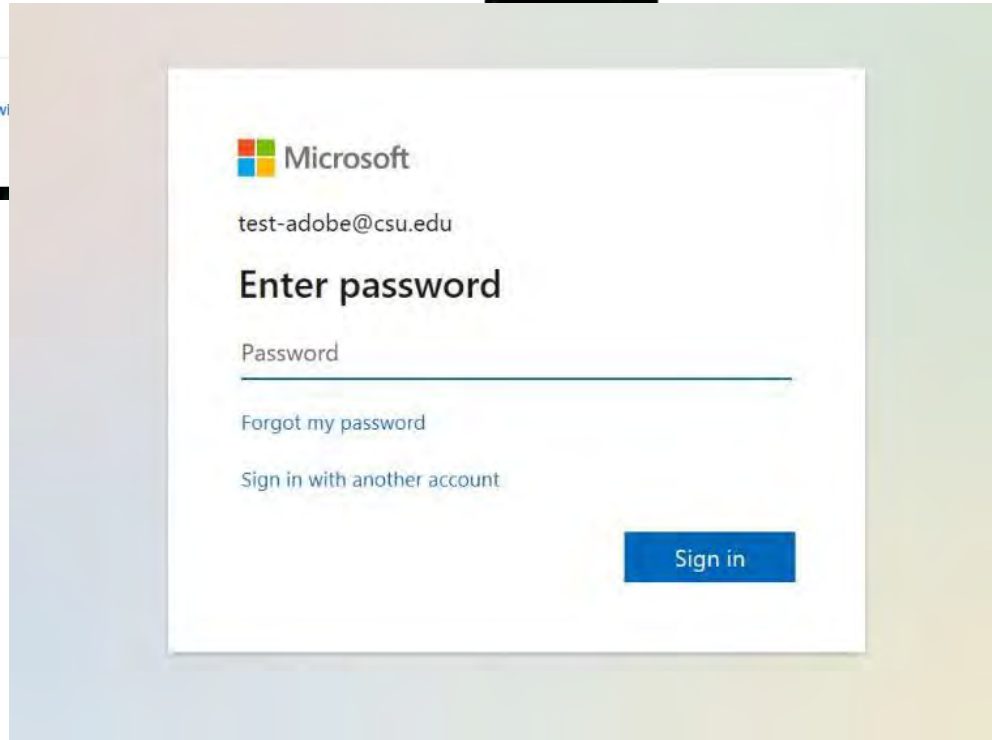


STEP 2: SELECT ACCOUNT TYPE

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:

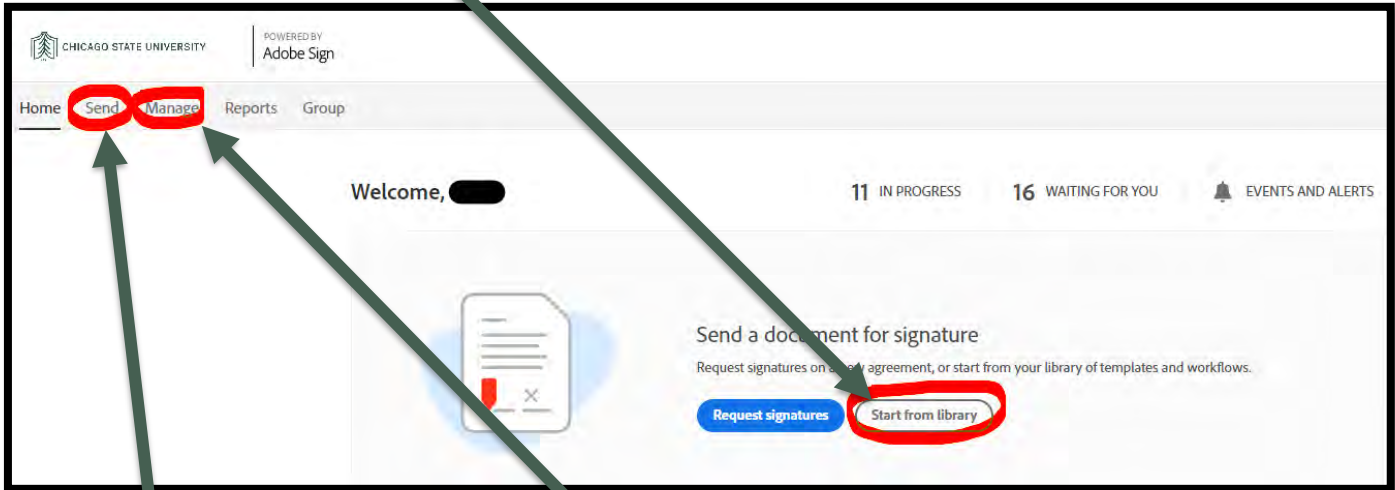




STEP 3: NAVIGATING HOME PAGE

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](https://iam.csu.edu) and try again. For any additional assistance reach out to Helpdesk@csu.edu