BANNER ACCESS REQUEST FORM INSTRUCTIONS

These instructions are for employees who are looking to fill out the Banner Access Request form at Chicago State University (CSU).

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

Login to Adobe Echo Sign (see p. 4 below for login instructions). 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.
3. Click “Start.” See screenshots below for visuals.

Start from library is the best place to begin! It will open the dialogue box below.

Once you have it selected, click “Start.”
STEP 2: ADD YOUR SUPERVISOR’S EMAIL ADDRESS

Before you can fill out the form, please enter your supervisor’s email address:

Some email addresses are pre-included for ease of use. Scroll to the bottom of the page and click “Send.”

**Important note:** be sure to check that you entered in correct email addresses!
Once you’ve entered your supervisor’s email address, click the “Send” button at the bottom of the page:

This will then open the form for you to fill out with your information! Once you have entered all required fields, another blue button will appear that says “Click to Send.” This will launch your document out through the required approval process.
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://na2.documents.adobe.com/account/

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 and try again. For any additional assistance reach out to Helpdesk@csu.edu