



## VPN ACCESS REQUEST FORM INSTRUCTIONS

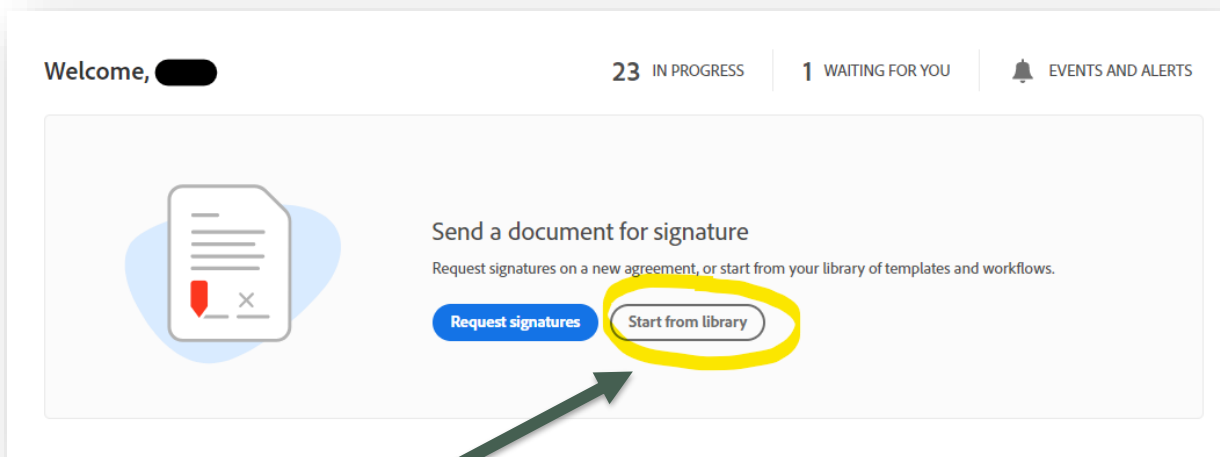
These instructions are for staff and faculty who are requesting VPN access. If you have any questions about this, please email: [helpdesk@csu.edu](mailto:helpdesk@csu.edu).

### STEP 1: LOGIN TO ADOBE ECHO SIGN AND INITIATE THE VPN 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 VPN 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.

Start from library

Library  
Recent Templates  
Templates  
**Workflows**

Name	Last Modified
Account Workflows	
Banner Access Request Form	11/12/2021
Grade Change Form	08/17/2021
Administrator Application for Vacation	09/07/2021
<b>VPN Access Request</b>	02/11/2022
Faculty Advisor Expectations for Fall/Spring	10/13/2021
Request for Funding Form	09/07/2021
Room Reservation Request Form	07/29/2021
Declaration of Retirement - Final Four Years	09/07/2021
Instructor Authorization Form	02/10/2022
Faculty Advisor Expectations for Summer	02/10/2022

Cancel Start

Be sure to click on **“Workflows”** and then select VPN Access Request Form.



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

Before you can fill out the form, you must enter your supervisor's email address:

### VPN Access Request

How this workflow works?  
This form is for CSU employees to request VPN access.

**Recipients** ?

Employee Requesting VPN Access\*

Myself ✉ Email

Your supervisor\*

Enter recipient email ✉ Email

VPN Network Engineer\*

vriley@csu.edu ✉ Email

CC | [Hide](#)

Cc

network@csu.edu ×

**Document Name**\*

VPN Access Request Form

**Options** ?

Set Reminder

**Message**\*

Hi! This employee is requesting VPN access.

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 "document name" and then click the "Send" button.

**NOTE:** clicking "Send" won't send the document yet, but rather will take you to fill out the form.

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

- Document Name \***: A text input field containing "VPN Access Request Form", which is underlined in red.
- Message \***: A text area containing the message "Hi! This employee is requesting VPN access."
- Files**: A section containing two file entries: "VPN Access Request Form \*" and "VPN Account Request Form". The first entry is underlined in red.

At the bottom left of the form, there is a blue "Send" button, which is circled in red. A green arrow points from the left side 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, fill it out and digitally sign to initiate the workflow!

- 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:

### VPN Access Request Form



CHICAGO STATE UNIVERSITY

INFORMATION TECHNOLOGY DIVISION  
9501 S. KING DR. DH 122  
CHICAGO, IL 60628-1501  
(773) 995-2559

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#### VPN Account Request Form

PLEASE PRINT LEGIBLY - ALL PARTS MUST BE COMPLETED

**Start**

**Remote Support User's Full Name:** \*

**CSU ID:** \*      **User Name:** \*

**Title:** \*      **Extension:** \*

**Requesting Department:** \*

**Detailed description of how the VPN Account will be used** \*

I, the undersigned, have provided correct information with no errors, misrepresentations, or omissions. I will only use this VPN account for legal and authorized purposes and only on the behalf of Chicago State University (CSU). I will notify CSU, as soon as reasonably practical of any change in the information that would make the VPN account misleading or inaccurate. Furthermore, I will notify CSU Information Security Staff immediately of any suspected or actual compromise of the Applicant's account and request the revocation of such VPN account and immediately cease to use the account. I further understand that I must adhere to all CSU Information Technology Rules, Policies, and Regulations and that ignorance of or failure to comply with CSU Rules, Policies, and Regulations will be referred to local, state, and federal authorities for prosecution.

**Remote Support User's Signature:** \* [Click here to sign](#)      **Date:** 02/11/2022



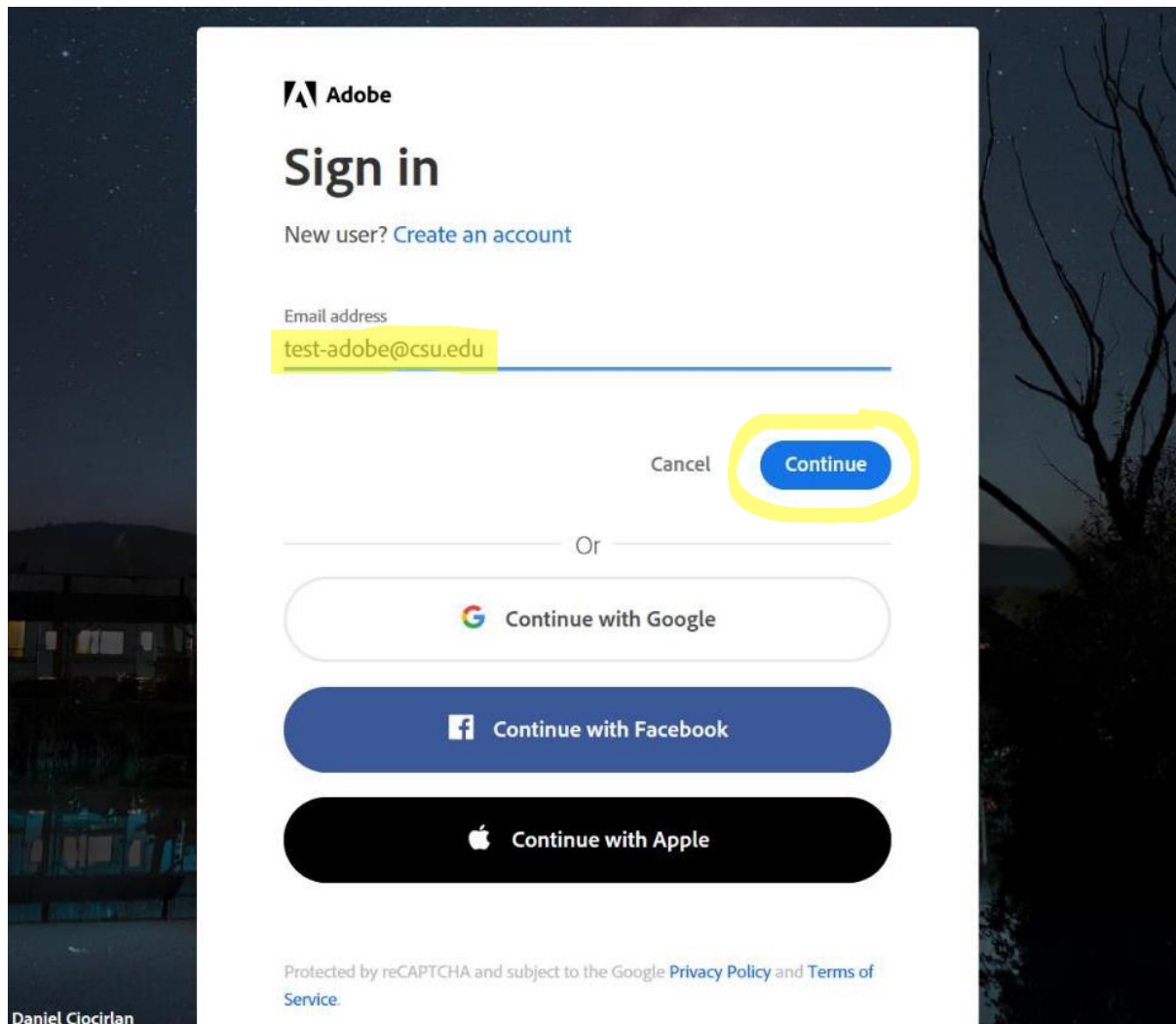
## ADOBE SIGN LOGIN INSTRUCTIONS

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](mailto: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>

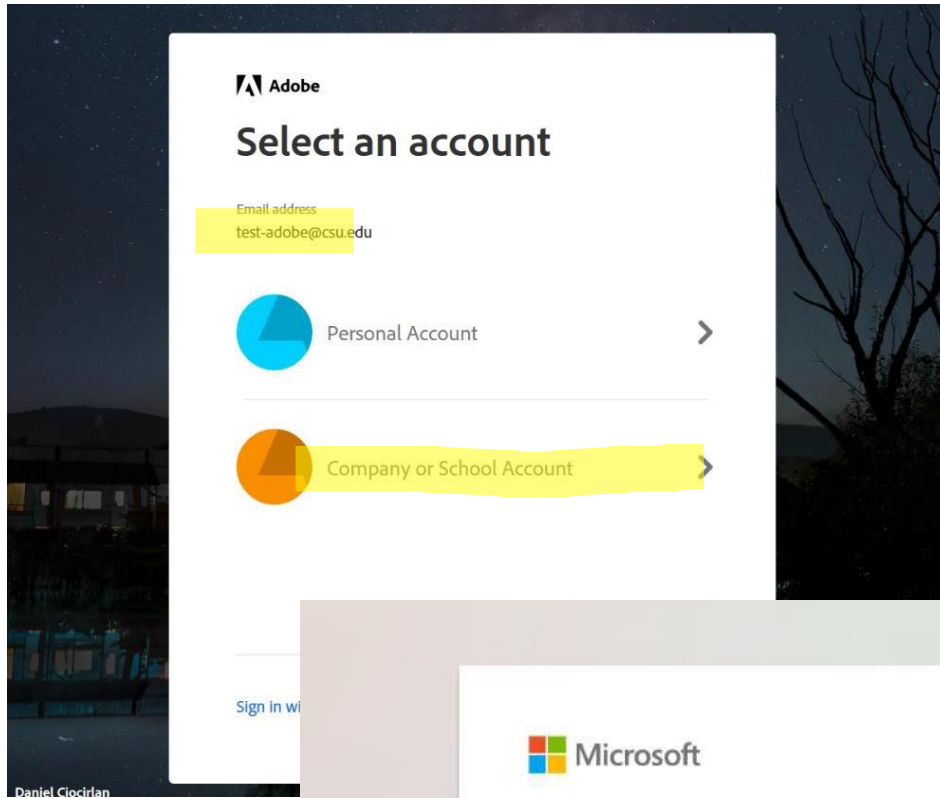
From there, enter your CSU email address on the sign-in portal and click the blue “Continue” button:



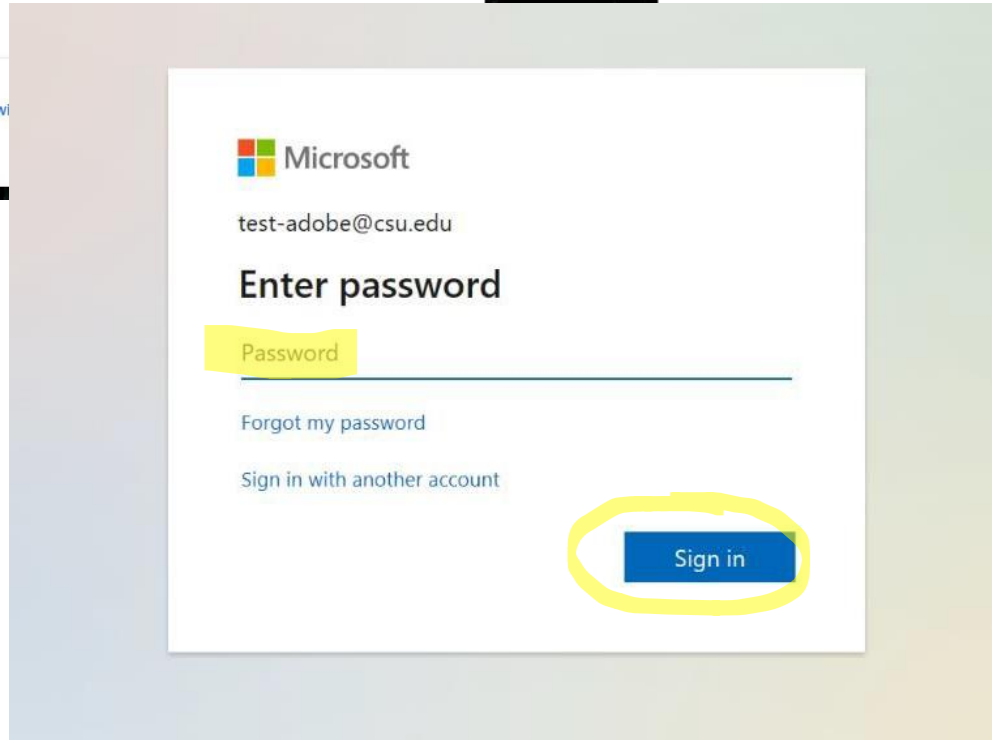


STEP 2: SELECT ACCOUNT TYPE

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:

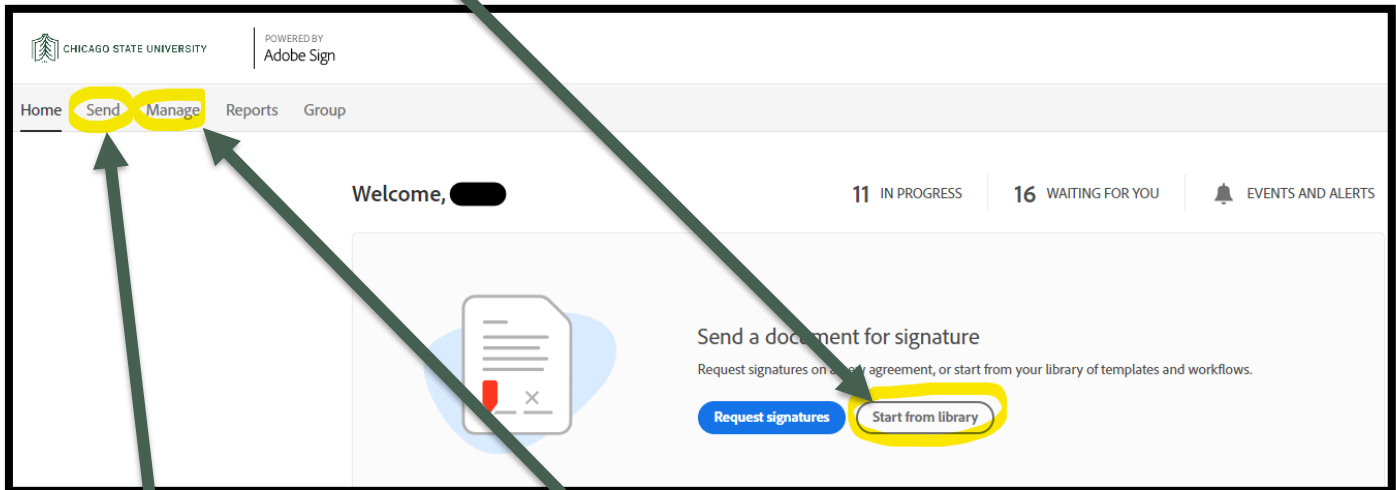




## STEP 3: NAVIGATING HOME PAGE

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.



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To collect signatures on a one-off document, click the **“Send”** tab.

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To see your existing documents or check on the status of a document sent, click the **“Manage”** tab.

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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](mailto:Helpdesk@csu.edu)