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.

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

Login to Adobe Echo Sign (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.

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

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

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

VPN Account Request Form
PLEASE PRINT LEGIBLY - ALL PARTS MUST BE COMPLETED

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

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