These instructions are for Advisors or Chairs who are looking to submit a Course Substitution Form 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 & INITIATE THE COURSE ADJUSTMENT 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 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” then select Course Adjustment Form and click Start.
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” (i.e. add the name of the student you’re doing the substitution for) and then click the “Send” button.

NOTE: clicking “Send” won’t send the document yet, but rather 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, begin by filling out all the required fields including:

- Student name, CSU ID, Department, and the course information.

Please note:

This form is to be used when a student has met a departmental, College, or University requirement through a transfer course or from the substitution list. If appropriate, the Office of Evaluations will notate this on a student’s account. For course substitutions, please input the course from the student’s history below and which CSU course it is substituting as noted in the Catalog.

Sample screenshot of the form:

![Course Substitution Form](SampleScreenshot.png)
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:

![Login Screen](image-url)
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