



Skyline
COLLEGE
ACHIEVE

Step by Step Guide for Adobe Sign

Access and Sign-In to Adobe Sign

- Go to the Adobe Sign Website: [Click Here](#)
- Sign In using your SMCCD email credentials
 - If prompt to select an account, select “Company or School Account”
- You are now logged in to Adobe Sign

Access the Faculty Evaluation Forms on Adobe Sign

- Once you sign in, you will be taken to the Home section of Adobe Sign
- Select “Manage” at the top of the page
- Select “Templates” on the left-hand column
- You can search the forms in the search tool, or you can scroll through the templates to find the form you are looking for
 - If you search the forms using the search tool, type “Evaluation” for all forms
- Select the form you would like to work on (after you select the form it will be highlighted in blue)
- You will now have the option to Open Template and Use Template (you will find these options on the right-hand column)

Organizer: How to Prepare the Form for Participants to Complete and Sign?

- Once you have accessed the evaluation form, select “Use Template” on the right-hand column
- Add the Recipients using their smccd email in the order the form will be filled out
 - Example: Classroom Observation Evaluation Forms are filled out by the Evaluator and Evaluatee. Recipient 1 will be the Evaluator, and Recipient 2 will be the Evaluatee.
 - Note: You will not be able to send the form to yourself using your smccd email account
- Select “Send” at the bottom of the page
- An email will be sent to the organizer and the first recipient

User: How to Fill out and Sign the Form

- You will receive an email from Adobe Sign (adobesign@adobesign.com)
- Select “Review and Sign” (blue button)
- You will be taken to the Adobe Sign sign-in page
- Once you sign in, you will be able to fill out the form for your designated section
- Once you are done filling out the form, select “Click to Sign”
- You are now done with the form, and it will be emailed to the next recipient on the list

Send Reminders

- Once you are signed in, select “Manage”
- Select “In Progress” on the left-hand column
- With your cursor, go over the recipient name and select “Remind” at the end of the row
- Select “Add a reminder” at the top of the page
- You can do daily reminders, a specific date to send the reminder, or Send reminder now
- Select the recipients you would like to send the reminder to
- Optional: You can include a message in the reminder
- Select “Create,” and you are all set

Adobe Sign Notifications

- You will receive updates on the status of the template via email
- The email will come from “Adobe Sign adobesign@adobesign.com”

What Happens to the Completed Form After it is Sign?

- Once everyone completes the forms, the recipients and organizers will be notified via email
- To access a copy of the final version, follow these steps:
 - Sign-In to Adobe Sign
 - Select “Manage”
 - On the left-hand column, select “Completed”
 - With your cursor, go over the Title you would like to open or download
 - Select “Download” for a PDF copy of the form
 - Save the download copy in your folder