Enrollment Services

Adobe e-Forms Faculty/Staff User Guide

De Anza utilizes Adobe e-forms to electronically route forms to parties for signature authorization/approvals. Forms are routed *automatically* via email. From email notifications, you can review and approve forms. You can also act on e-forms via your Adobe Form Dashboard.

What is an Adobe e-Form?

There are **two types** of Adobe forms that De Anza uses.

#1. An **Adobe Workflow** form, which requires the user to initiate, or start, the form via MyPortal > Adobe Forms for Employees App **OR** Adobe Forms for Faculty App > Find the form listed under the header Workflows.

How a Workflow works:

A workflow form requires the user to have an fhda.edu email address for identity authentication.

Popular workflow forms include:

De Anza Student Information Application Access Form (Employee)

De Anza Course Audit Request (Faculty)

De Anza Incomplete Grade Contract Form (Faculty)

De Anza Instructor Grade Change Request (Faculty)

De Anza Re-Enrollment Permission Form (Faculty)

#2. An **Adobe Webform**, which allows users to initiate the form via a web link. For convenience, webforms are also listed in MyPortal's Adobe Forms Apps > Webforms. These forms can also be found on various college webpages (Example: Admissions & Records' Student Forms).

How a Webform works:

After completing the form, the user will receive an email from Adobe with request for identity authentication (you'll get an email from Adobe, and then you just need to open the email, and take action to verify that it's you who is completing the form 😊). Users should be sure to list a valid email on the form.

Popular webforms include:

True/Preferred Name Form (Student)
https://fhdaedu.na1.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCAHiNou8b8KvyTcF4P_7gZgFfGzQy0kbLNK3nxmFbIq60icK1xPi7SKUnJY3GhgL8*
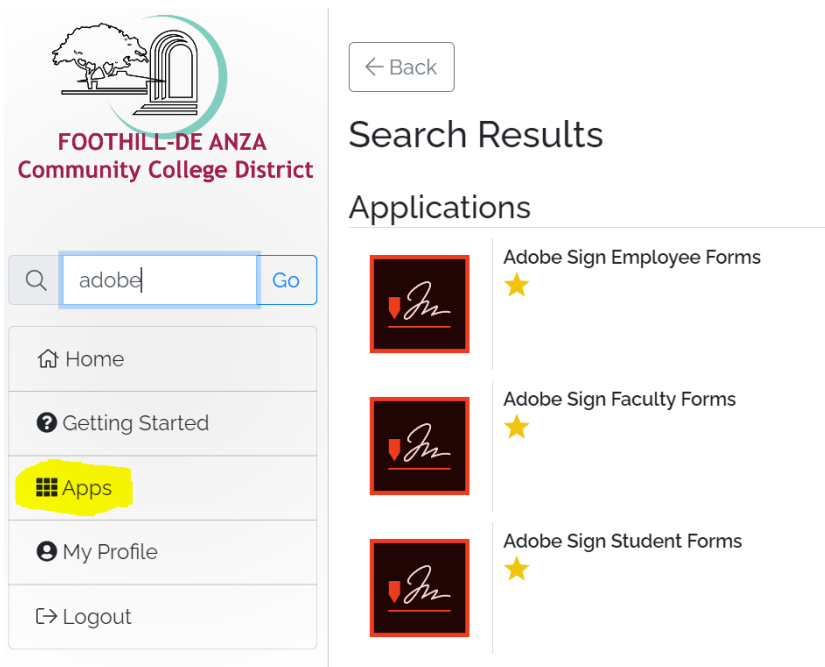
![DeAnza College logo]

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ADOBE FORM DASHBOARD

All employees will have access to an **Adobe Form Dashboard**.

Your dashboard is where you can manage forms for signature, track in-process forms, and review completed forms.

You can access your dashboard by clicking on the Adobe Forms for Employees App **OR** Adobe Forms for Faculty App.
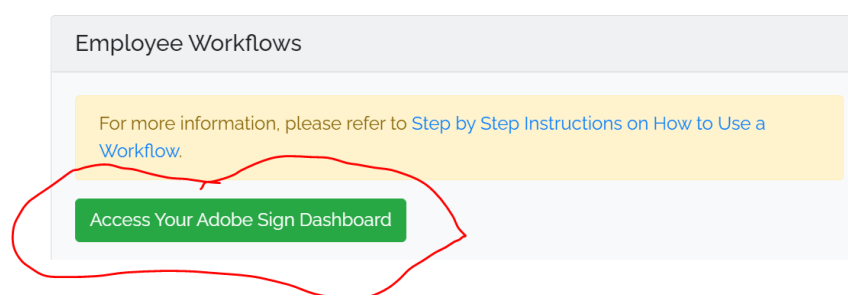
Click on the green **"Access Your Adobe Sign Dashboard"** button.

IMPORTANT!

If you receive an error after clicking on the green button, open an ETS ticket so that a technician can look at your Adobe Forms account. This can occur for part-time/new employees.

![DeAnza College logo]

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Explore your dashboard tabs.

Note: You can use Adobe Acrobat Sign > Send function to send any pdf document for signature. Follow the ETS Adobe Sign guide here for more training resources.

The **Manage** Tab will display your forms.

To take action on a form, hover over the title of the form. Options will display (i.e. Open, Sign, Add Notes).

Open allows you to open the form for your review. Additional functionality, including

Sign allows you to sign the form.

Add notes allows you to make notations on the form.

Review Adobe's user guide to learn about more form functions here: https://helpx.adobe.com/sign/using/manage-documents-sent-for-signature.html?playlistPath=/ccx/v1/collection/product/sign/segment/designer/explevel/advanced/appl aunch/orientation/collection.ccx.js

How to **Delegate** an e-form to someone else for signature approval.

The *delegate* function is helpful when an approver would like to send a form to another party to review and approve in their place (i.e. someone is on vacation, etc.).

Watch this Adobe video for a step-by-step tutorial video: https://helpx.adobe.com/sign/how-to/adobe-delegate-signing.html

How to **Cancel** an e-form or to **Stop Receiving Notifications** for an e-form

Here's a step-by-step tutorial guide by Adobe for these functions: https://helpx.adobe.com/sign/using/manage-documents-sent-for-signature.html?playlistPath=/ccx/v1/collection/product/sign/segment/designer/explevel/advanced/appl aunch/orientation/collection.ccx.js