



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=CBFCIBAA3AAABLbIqZhCAHiNou8b8KvyTcF4P_7gZgFfGzQy0kbLNK3nxmFblq60icK1xPi7SKUnJY3GhgL8*

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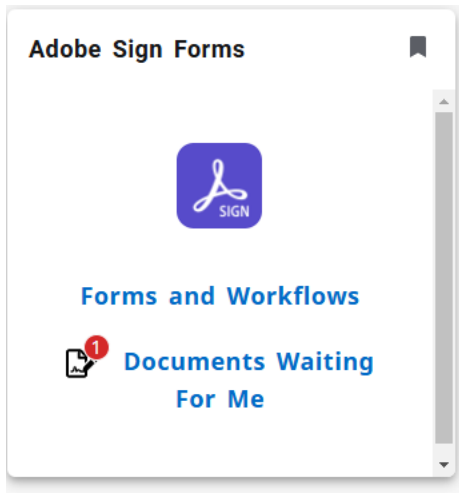
ADOBE FORM DASHBOARD

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. Then click the green “Access Your Adobe Sign Dashboard.”

New MyPortal Version (available fall 2024 and after)



Student Employee **Faculty** Counselor HR Only

Faculty Workflows

For more information, please refer to [Step by Step Instructions on How to Use a Workflow](#).

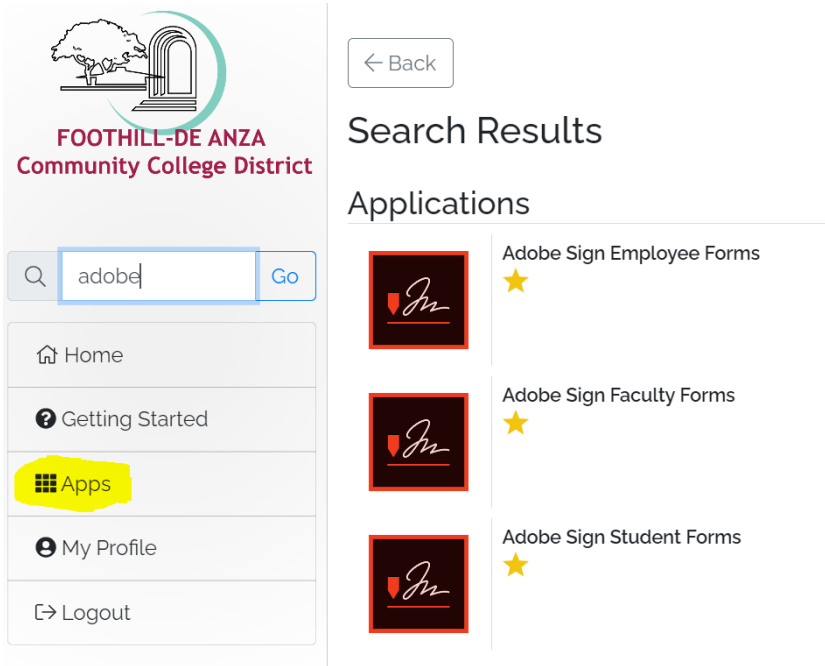
Access Your Adobe Sign Dashboard

De Anza College

Foothill College

District

>>Classic MyPortal Version<<



FOOTHILL-DE ANZA
Community College District

adobe Go

Home

Getting Started

Apps

My Profile

Logout

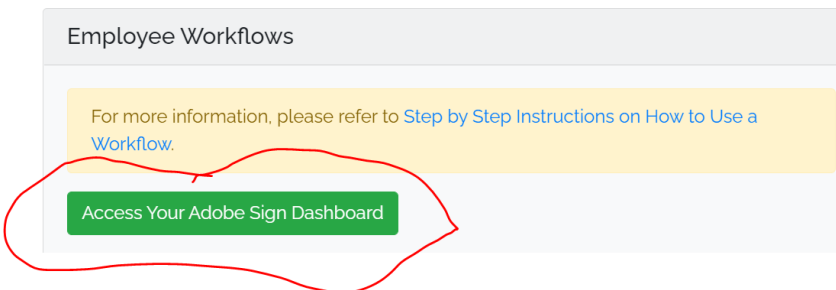
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Search Results

Applications

- Adobe Sign Employee Forms ★
- Adobe Sign Faculty Forms ★
- Adobe Sign Student Forms ★

Adobe Sign Employee Forms



Employee Workflows

For more information, please refer to [Step by Step Instructions on How to Use a Workflow](#).

Access Your Adobe Sign Dashboard

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.

Explore your dashboard tabs.

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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 screenshot shows the Adobe Acrobat Sign interface. At the top, there are navigation tabs: Home, Send, Manage, and Reports. Below the navigation, a welcome message says "Welcome, test" and shows progress indicators: "1 IN PROGRESS" and "5 WAITING FOR YOU". A central card titled "Send a document for signature" includes a document icon and two buttons: "Request e-signatures" and "Start from library". Below this, a section titled "Do more with Acrobat Sign" features four icons: "Fill and sign a document", "Publish a web form", "Manage and track all agreements", and "Enhance your account". A mobile app promotion banner is also visible on the right.

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

The screenshot shows the Adobe Acrobat Sign interface with the "Manage" tab selected. The page title is "Your agreements" and includes a "Filters" button and a search bar. A sidebar on the left lists various statuses: STATUS, In progress (1), **Waiting for you (5)**, Completed, Canceled, Expired, Draft, Templates, and Web forms. The main content area is titled "Waiting for you" and displays a table of agreements.

<input type="checkbox"/>	SENDER	TITLE	STATUS
<input type="checkbox"/>	Foothill De Anza CCD FHDA - Foothill -DeAnza CCD	De Anza Petition for Academic Renewal	Waiting for signature
<input type="checkbox"/>	Me	De Anza Student Information A... ication Access Form (Employee)	Waiting for signature
<input type="checkbox"/>	Me	De Anza Petition for Exceeding Unit Limit (Student)	Waiting for signature
<input type="checkbox"/>	Foothill De Anza CCD FHDA - Foothill -DeAnza CCD	De Anza Loss of Enrollment Priority Appeal Form	Waiting for acceptance
<input type="checkbox"/>	Linda Koyama FHDA - Foothill -DeAnza CCD	DA High School Permission Form 8-18-21	Waiting for acceptance

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

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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.

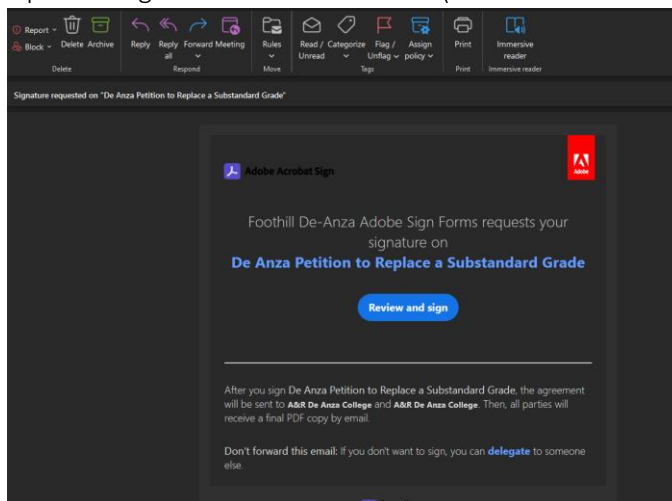
Review Adobe's user guide to learn about more form functions here:

<https://helpx.adobe.com/sign/using/manage-documents-sent-for-signature.html?playlistPath=/ccx/v1/collection/product/sign/segment/designer/explevel/advanced/appLaunch/orientation/collection.ccx.js>

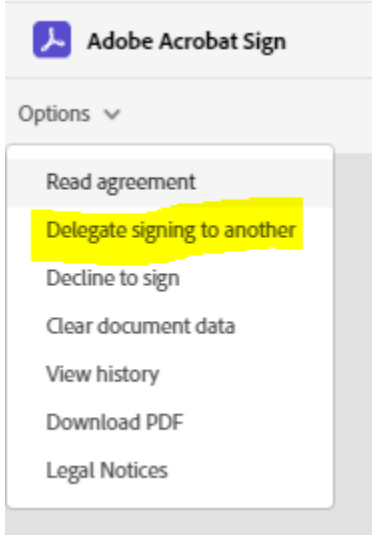
How to **Delegate** an e-form to someone else for signature approval.

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.).

Open the agreement from the email (click on blue button) or from your Dashboard

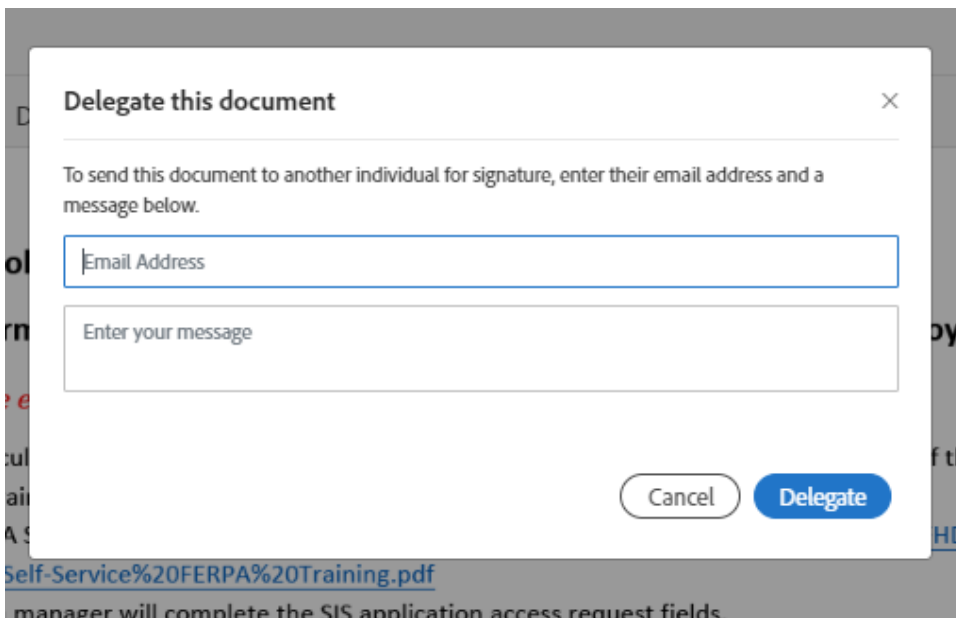


From the upper left menu titled Options, Click delegate signing to another.



You can enter in the email of the person you want to delegate the form to. You can also say why you're delegating (optional), then click the blue delegate button.

You'll get confirmation of this action via email.

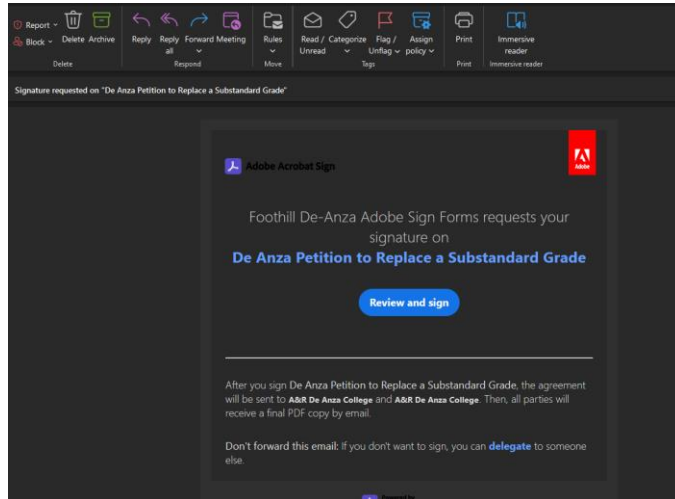


Watch this Adobe video for a step-by-step tutorial video: <https://helpx.adobe.com/sign/how-to/adobe-delegate-signing.html>

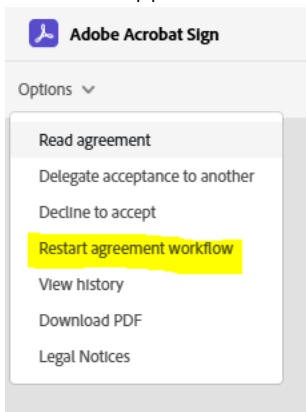
How to **Restart** an agreement for the purposes of returning the form to the originator for corrections

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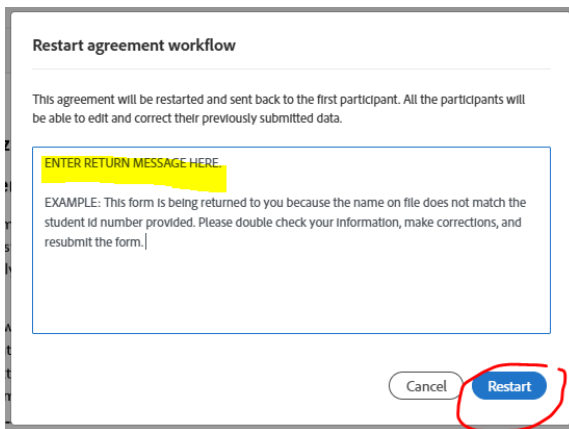
Open the agreement from the email (click on blue button) or from your Dashboard



From the upper left menu titled Options, Click Restart agreement workflow.

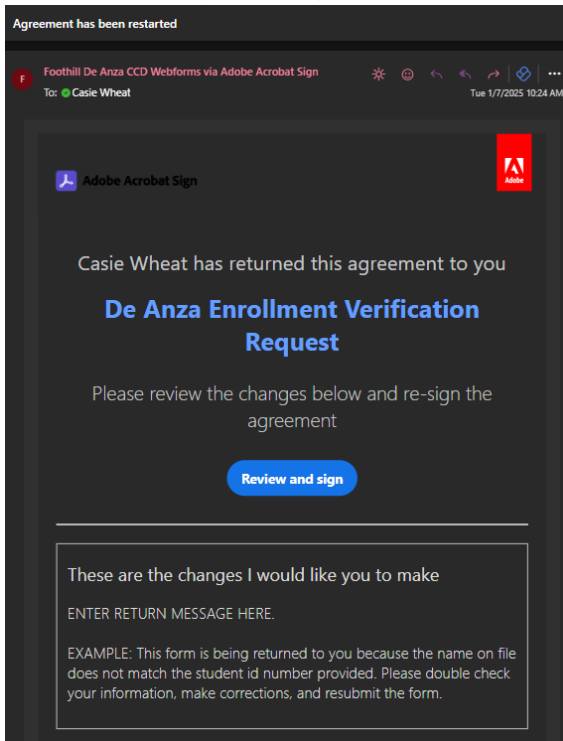


The next screen will allow you to say why you are restarting the form (i.e. correction needed, etc.). Then click the blue Restart button.



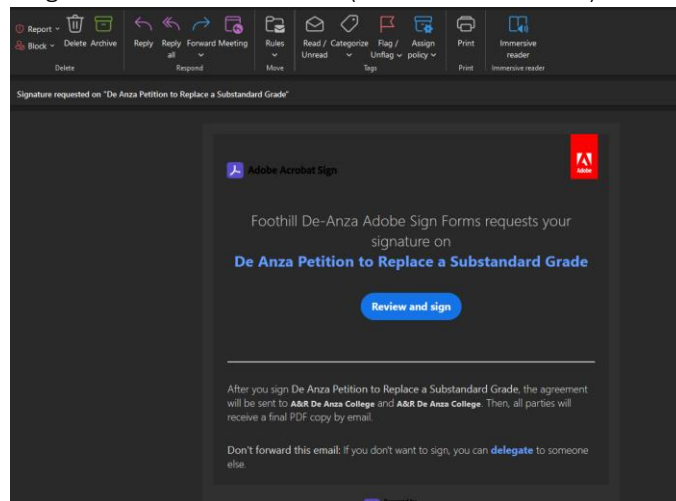
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An automated email will be sent to the originator. The originator will be prompted to review (i.e. make edits to the form) and resign.

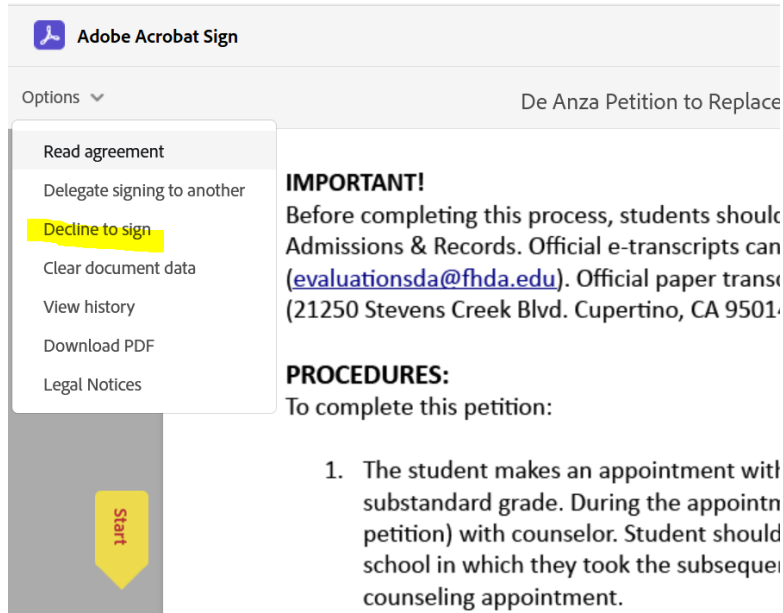


How to **Cancel** an agreement

Open the agreement from the email (click on blue button) or from your Dashboard

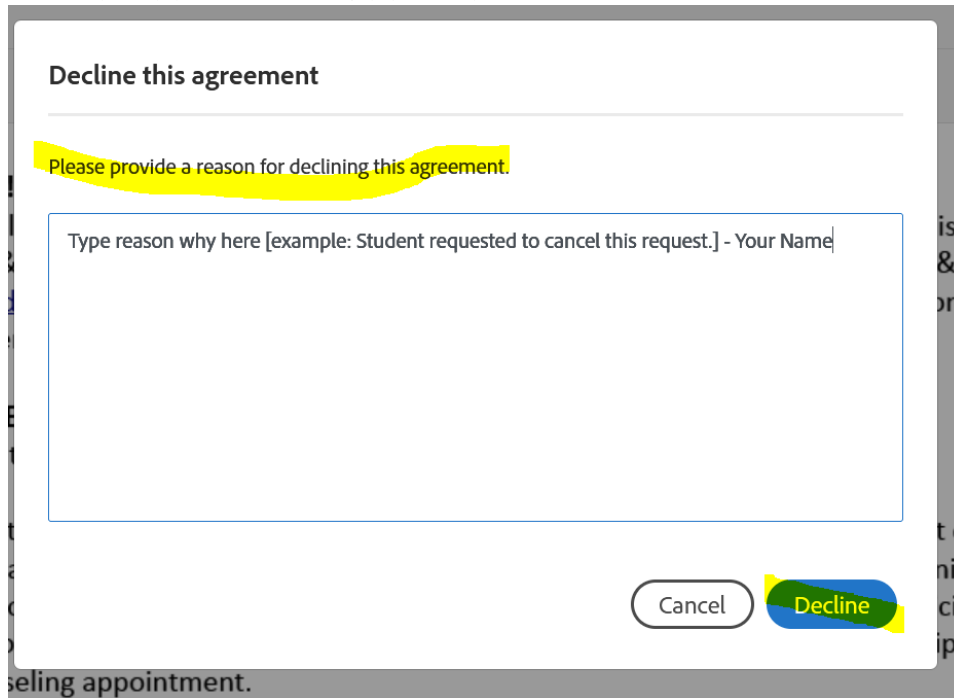


From the upper left menu titled Options, Click decline to sign.



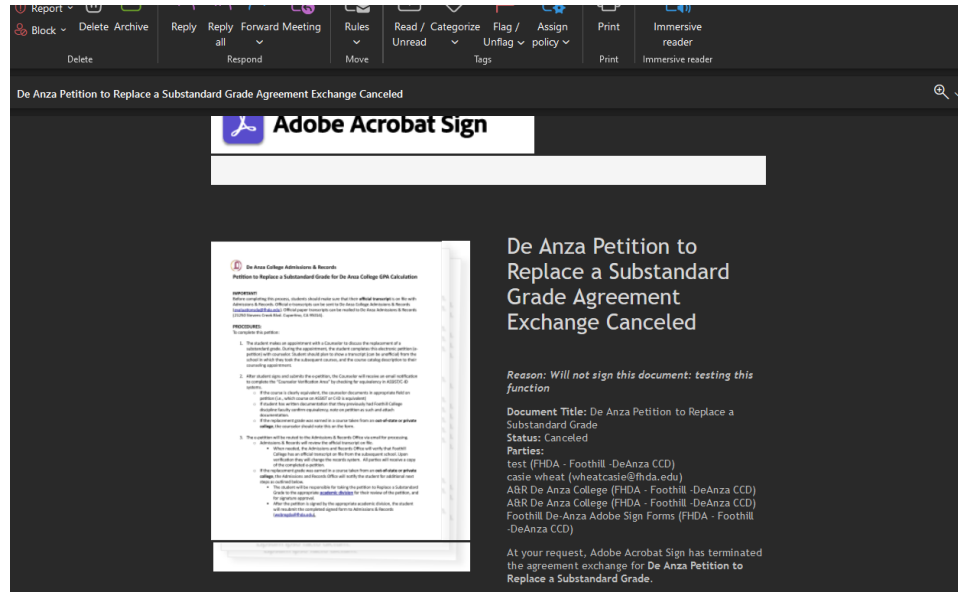
The screenshot shows the Adobe Acrobat Sign interface. At the top, it says 'Adobe Acrobat Sign' and 'De Anza Petition to Replace'. A dropdown menu is open, showing options: 'Read agreement', 'Delegate signing to another', 'Decline to sign' (highlighted in yellow), 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. Below the menu, there is a yellow 'Start' button. To the right, there is an 'IMPORTANT!' section with text: 'Before completing this process, students should contact Admissions & Records. Official e-transcripts can be requested at evaluationsda@fhda.edu. Official paper transcripts can be requested at (21250 Stevens Creek Blvd. Cupertino, CA 95014)'. Below that is a 'PROCEDURES:' section with the text 'To complete this petition:' followed by a numbered list: '1. The student makes an appointment with a counselor (at a grade level below the student's current grade) with a counselor. During the appointment, the student should discuss the petition with the counselor. The student should then schedule a counseling appointment with the counselor at the school in which they took the subsequent counseling appointment.'

You can then say why you're declining (optional), then click the blue decline button.



The screenshot shows a dialog box titled 'Decline this agreement'. Below the title, there is a yellow highlighted instruction: 'Please provide a reason for declining this agreement.' Below this is a text input field with the placeholder text: 'Type reason why here [example: Student requested to cancel this request.] - Your Name'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Decline' (highlighted in yellow).

You'll get confirmation of this action via email.



How 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/applaunch/orientation/collection.ccx.js>