

Guide to Adobe Graduate School Forms

Visit the [Graduate School Forms](#) website for Form links and additional information.

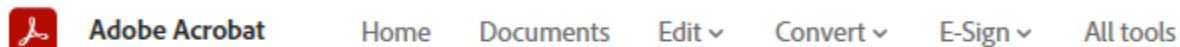
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Creating your Adobe Acrobat Account:

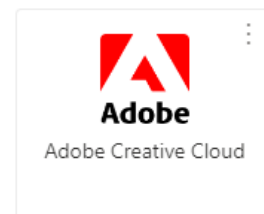
For Students:

Create a PERSONAL Adobe Account by clicking [this link](#). Use your URI email address when creating the account. Ignore the message/link that states *You may be able to create an account with your organization*. Please proceed to manually set up your account. Once signed in, you will be able to view submitted, in progress, and documents waiting for your signature (if applicable) by clicking on the Documents tab located in the top menu bar.

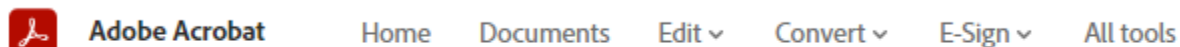
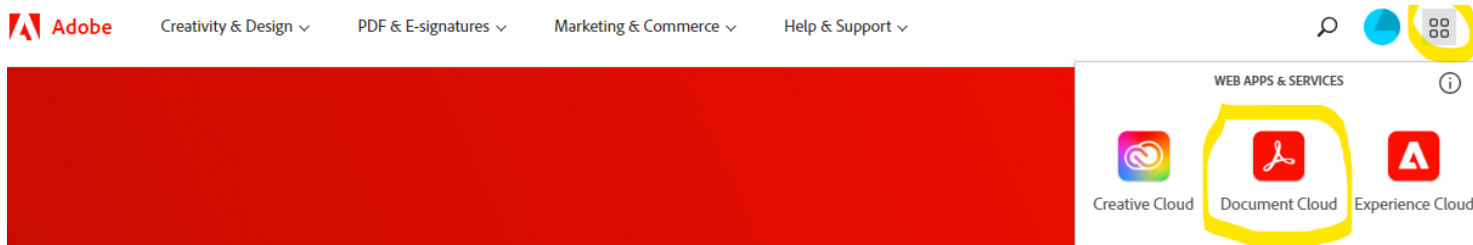


For Faculty:

Access to the Adobe Creative Cloud platform is provided for all URI community members via the [Myapps SSO \(single sign on\) portal](#). Please login into your URI Office 365 account using your SSO (Single Sign On password). The link above should bring you directly to your 'Apps Dashboard'. Find 'Adobe Creative Cloud' among the list and click the icon to enter the platform.



Once signed in, click on the apps icon at the top right corner, then click on the 'Document Cloud' icon. See screenshot below. You will be able to view submitted, in progress, and documents waiting for your signature (if applicable) by clicking on the Documents tab located in the top menu bar.



Accessing Graduate School Forms to Complete:

Your Adobe account is a great place to track and store already submitted/completed Graduate School forms, HOWEVER all forms must be initiated outside of your Adobe account utilizing the Form links on the [Graduate School Forms Website](#) this ensures you are working with the most up-to-date version of each form.

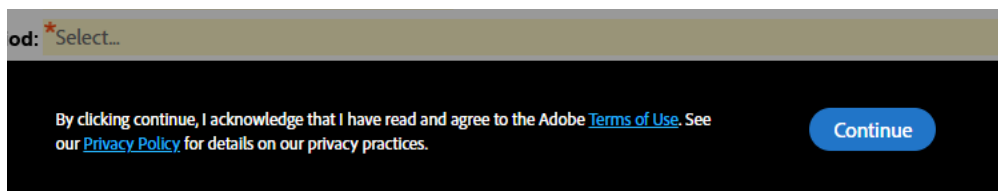
The Graduate School forms website separates forms into tabs by degree type. Faculty, all the forms you may be responsible for submitting are located separately on your own tab.

Form Completion/Navigation:

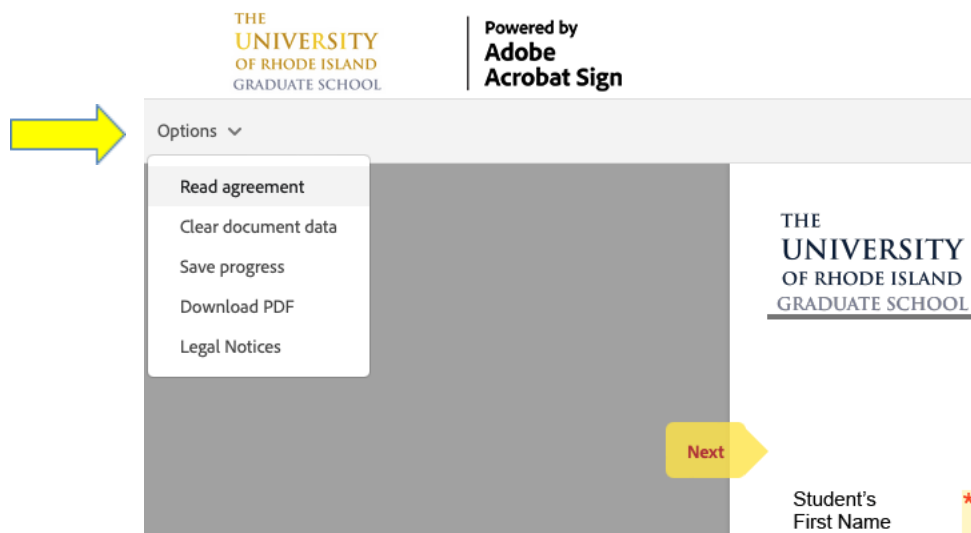
Tips:

- There is a yellow 'Next' tab to the left that can guide you through the sections of each Graduate School Form or you can use the tab key on your keyboard to move through fields.
- Red asterisks indicate required fields.
- Fields available to you will be highlighted in yellow; only yellow fields with red asterisks are required.
- It is recommended to create an Adobe account (It's free!) as there is a dashboard that allows you to track the progress of forms that you are included in (instructions above).

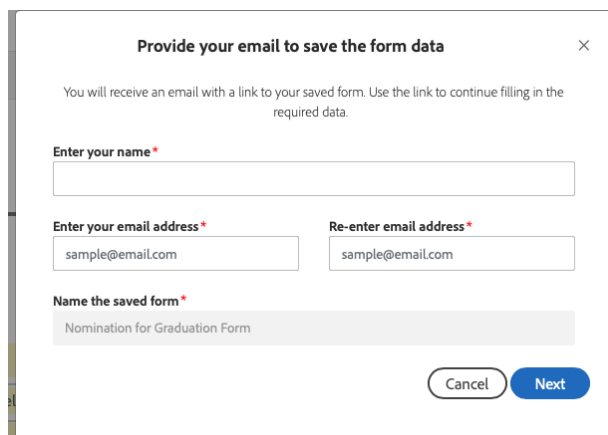
1. Each form starts with an acknowledgment statement that appears in a black bar at the bottom of the screen. Click the blue 'Continue' button in the bottom right to start completing the form.

A black bar at the bottom of the screen containing an acknowledgment statement. The text reads: "By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices." A blue "Continue" button is located on the right side of the bar.

2. As Form Filler you may save your progress at any time and return to the document later for completion. To save your progress, access the 'Options' menu in the top left corner. Form Filler's will have the following options:

A screenshot of the Adobe Acrobat Sign interface. The top left corner shows the logo for "THE UNIVERSITY OF RHODE ISLAND GRADUATE SCHOOL" and "Powered by Adobe Acrobat Sign". Below the logo is an "Options" menu with a dropdown arrow. A yellow arrow points to the "Options" menu. The dropdown menu is open, showing the following options: "Read agreement", "Clear document data", "Save progress", "Download PDF", and "Legal Notices". To the right of the menu is a large gray area representing the form. A yellow "Next" button is visible at the bottom right of the form area. Below the "Next" button is a field labeled "Student's First Name" with a red asterisk indicating it is a required field.

To save your progress click on 'Save Progress'. A pop-up will ask you to enter your name and email address. Click 'Next'.

A pop-up form titled "Provide your email to save the form data". The form contains the following fields: "Enter your name *" (required), "Enter your email address *" (required), "Re-enter email address *" (required), and "Name the saved form *" (required). The "Name the saved form" field has a pre-filled value of "Nomination for Graduation Form". At the bottom of the form are two buttons: "Cancel" and "Next".

The following pop-up will ask you to enter the contact information for your signer's. See [Identifying your Approvers](#) for assistance. The system will not send this form out to signers until you have completed and submitted the form. Click 'Save'.

Adobe will send you a link via email to access your Saved in Progress form. You can also access your Saved in Progress forms within your Adobe account.

3. Fields available to you as the Form Filler/Initiator are highlighted in yellow. Fill in the highlighted sections by using the tab key on your keyboard, clicking the yellow 'Next' tab to the left to guide you through the sections, or by clicking on the individual fields. Red asterisks indicate a required field.

Please fill: GAA Contract Letter 2023-2024

Next

THE UNIVERSITY OF RHODE ISLAND

GRADUATE ADMINISTRATIVE ASSISTANTSHIP 2023-2024

Name of Hiring Department: *

Name/Phone Dept. Contact: *

Student's URI ID: *

Term: *Select...

*

*

*

*

4. Some Graduate School forms provide the option or require the Form Filler to upload supporting documentation. In the example below, supporting documentation is not required, but the form filler may upload a document from their saved files by clicking on the 'Click to Attach Supporting Documentation' field:

Please explain the reason for this petition:

Semester/Session:

*

Attach any supporting documentation here, if necessary: Click to Attach Supporting Documentation Atta...

5. Once all required fields are complete, a submit button will appear at the bottom right of the screen.

Click submit.

By form filling, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with The University of Rhode Island.

Submit

Identifying your Approvers:

6. A pop-up will appear to input the signer's information. Please reference the sub-header under the Participant Header to determine which signer information to input. This step will establish the workflow for Adobe to obtain signatures. The first and last names entered by the Form Filler will populate in the signer's signature field on the form. Signers can modify their signatures if needed.

IMPORTANT: Asterisks indicate required signers but please note that you may need to input non-required signers such as: Co-major Professor, Additional Committee Member 1, and Additional Committee Member 2. Click the 'Next' button when all required/applicable signers have been entered:

The screenshot shows a pop-up window titled "Assign to next participants" with a close button (X) in the top right corner. Below the title, there is a message: "To complete the form please enter the information for the next participant. They will receive an email to complete this form." The window contains two sections for adding participants. The first section is for "Participant 2" with the sub-header "Dean/Dept Head/PI/Supervisor Information". It includes input fields for "First name" (with placeholder "Enter first name"), "Last name" (with placeholder "Enter last name"), "Email address" (with placeholder "Enter email address"), and "Confirm email address" (with placeholder "Enter email address"). There is a "+ Add Message" link below these fields. The second section is for "Participant 3" with the sub-header "Student Information". It includes input fields for "First name" and "Last name". At the bottom right of the window are "Cancel" and "Next" buttons.

A private message can be sent to individual signers if needed using the '+ Add Message' feature. Only the signer you send the message to will see it. The following screenshot shows how your message will automatically display when the form is opened by that signer; they may revisit the message using the blue 'message' icon located at the top right of the form:

The screenshot shows a form titled "GAA Contract Letter 2023-2024" with a blue message icon in the top right corner. The form has fields for "Name of Hiring Department", "Name/Phone Department", and "Student's URI ID". A private message overlay is displayed, titled "Private message to you" with a close button (X). The message text reads: "This is the AY letter you requested...".

Submitting your Form:

7. After you click 'Next', a pop-up will appear requesting your information as the Form Filler. Click submit.

The Form Filler must verify their identity through the following steps (Steps 8 & 9) before the form is successfully submitted (Adobe requirement)

Enter Your Information

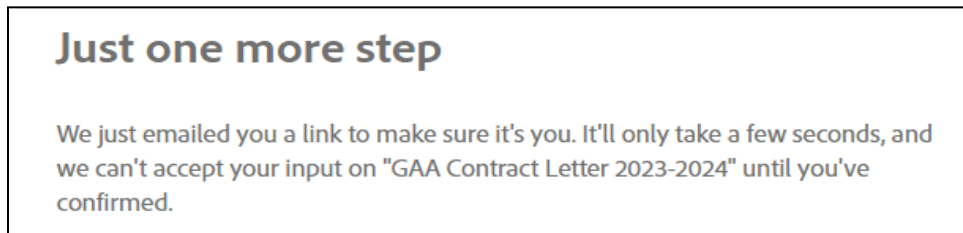
Please enter your name and email and then click to submit this document.

Name

Email

Cancel Back Submit

8. An email from Adobe will be sent to the Form Filler's email (provided above) with a link to verify their identity.



9. Click on the 'Confirm my email address' link sent within the Adobe email to confirm your identity and officially submit the form.

Example email notification to Form Filler:



Example of email to Form Filler:

THE UNIVERSITY OF RHODE ISLAND GRADUATE SCHOOL | Powered by **Adobe Acrobat Sign**

ESTABLISHMENT OF A GRADUATE COMMITTEE

Degree Type: Master's Thesis | Signature | Review

Name: Eric | Last Name: TESTBENITA | UPI ID: 1000000000

College: College of Environment and Life Sciences | Department: M&T

Program: M.S. | Specialization or sub-specialty: M&T

Email: eric_benita@uri.edu | Preferred Phone #: 401-874-2002

By installing, I confirm that I have reviewed [GAA Contract Letter 2023-2024](#) of the Graduate Manual for guidelines on forming a Graduate or Master's Program Committee. I will be responsible for the review and approval of the Graduate or Master's Program Committee.

By installing, I confirm that I submitted and have an approved Graduate Program of Study form.

Student Signature: *Eric Benita* | Date: 08/21/2023

Major Professor Name (Dr. A): | Department: M&T

Signature: | Date:

Co-Major Professor Name (Dr. B): | Department: M&T

Signature: | Date:

Inside Committee Member Name (Dr. C): | Department: M&T

Signature: | Date:

Outside Committee Member Name (Dr. D): | Department: M&T

Signature: | Date:

Additional Committee Member Name (Dr. E): | Department: M&T

Signature: | Date:

Additional Committee Member Name (Dr. F): | Department: M&T

Signature: | Date:

Graduate Director / Department Chair Name (Dr. G): | Department: M&T

Signature: | Date:

GRADUATE SCHOOL ONLY

GRADUATE SCHOOL NAME: | INSTITUTION:

APPROVED: ☐ APPROVED ☐ DENIED | ASSOCIATE DEAN SIGNATURE: | ASSOCIATE DEAN NOTES:

Thank you for signing Establishment of Committee Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Establishment of Committee Form as a PDF.

Once you click on the confirmation link, you will receive a confirmation like the image below:

Your submission of GAA Contract Letter 2023-2024 has been verified. It has now been emailed to the additional signer(s) for their signature.

This step must be done every time a form is created (Adobe requirement). Additional signers in the workflow will not need to verify identity, only Form Fillers. Once confirmed, the workflow of obtaining signatures begins.

Form Approval Process:

10. The signer(s) identified by the Form Filler/required for the form will receive an email alerting them that their signature has been requested. Signers will click on the 'Click here to review and sign {form title}' link within their email notification. The link will open the form.

Example email notification to Signer:

☆ Grad School - Enrol. Grad School - Enrollment & Records Has Sent You Nomination for Graduation Form to Sign

Example email to Signer:



Please sign GRA Contract Letter 2023-2024

Jessica Coyle (jgmartinez@uri.edu) has completed GRA Contract Letter 2023-2024. Now it is your turn.

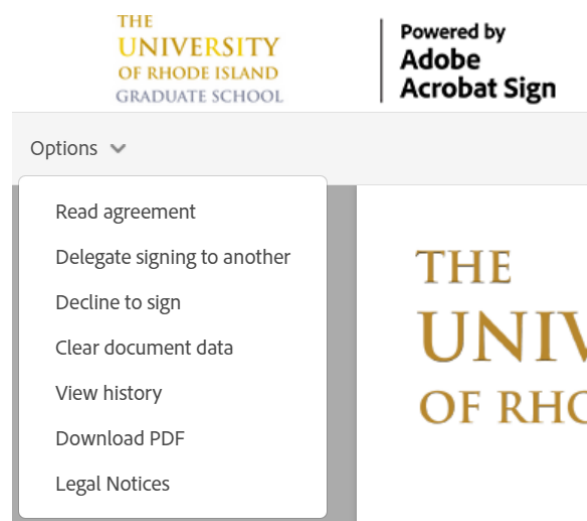
[Click here to review and sign GRA Contract Letter 2023-2024.](#)



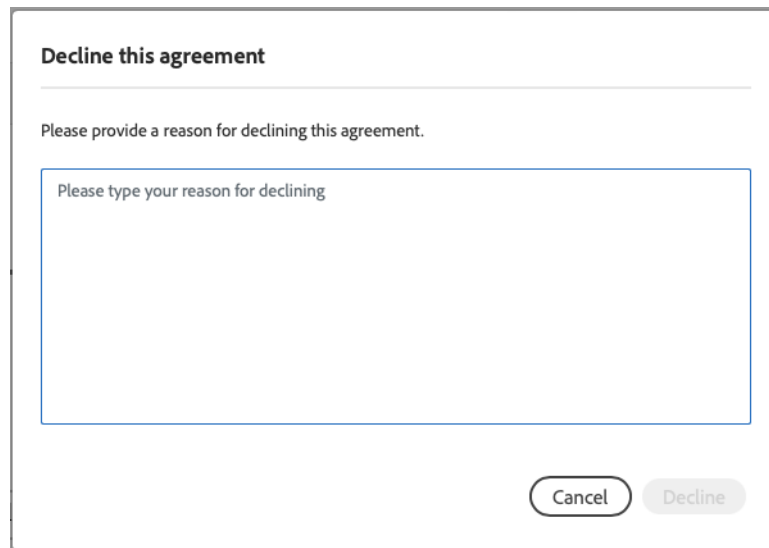
After you sign GRA Contract Letter 2023-2024, the agreement will be sent to Jessica Coyle. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email.** Instead, [click here](#) to delegate.

11. Before signing there are additional options available to Signers. The 'Options' menu is located at the top left side. Signers will have the following options:



- a. If selecting the 'Decline to sign' option, a reason must be indicated. Enter the reason and then click the 'Decline' button. All participants in the flow, including the Form Filler and all signers, will receive notice/email that the form was declined, and the reason will be displayed in the email.



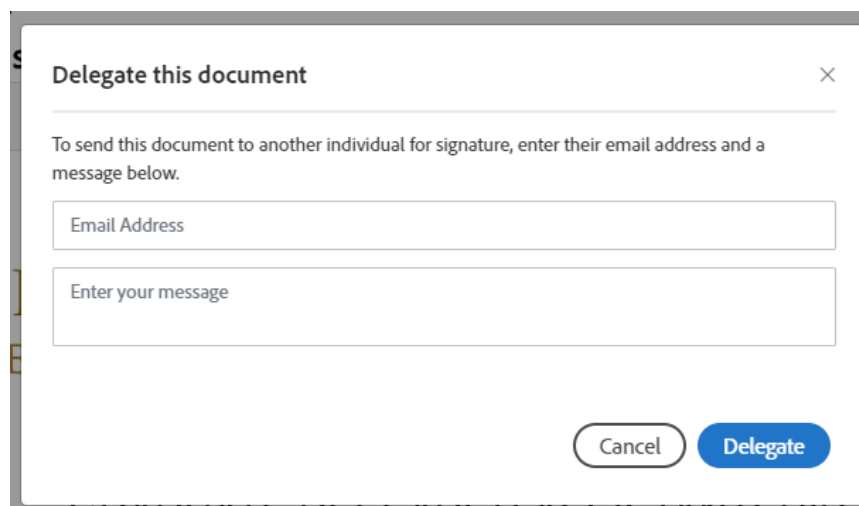
Decline this agreement

Please provide a reason for declining this agreement.

Please type your reason for declining

Cancel Decline

- b. If selecting the 'Delegate signing to another' option, a pop-up will appear to indicate the new signer's email and an optional message. Click the 'Delegate' button. An email will be sent to the new contact information you have provided:



Delegate this document X

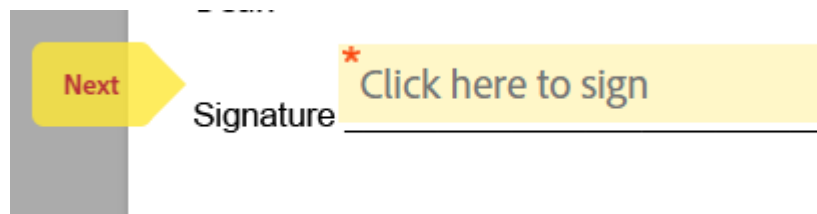
To send this document to another individual for signature, enter their email address and a message below.

Email Address

Enter your message

Cancel Delegate

12. Signers will only be able to complete fields that are assigned to them (highlighted in yellow). Typically, this would be the signature field(s) and additional notes sections. Only fields with red asterisks are required:

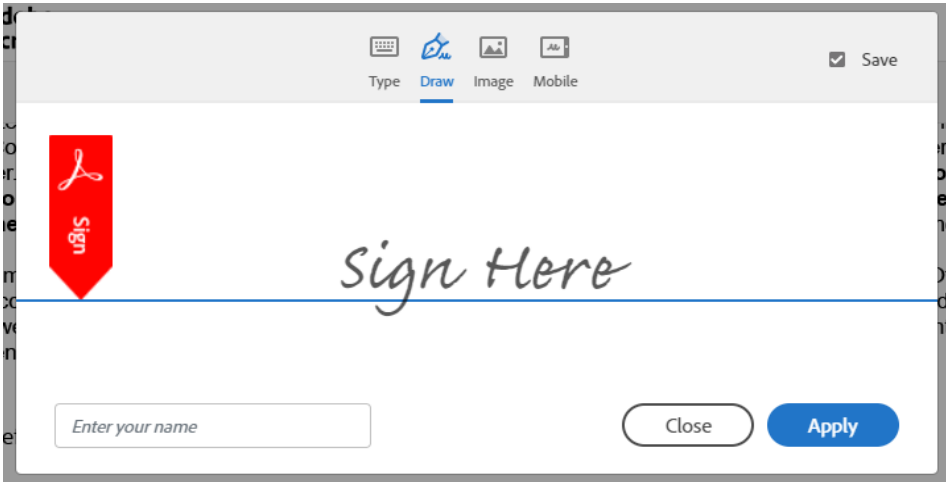


Next

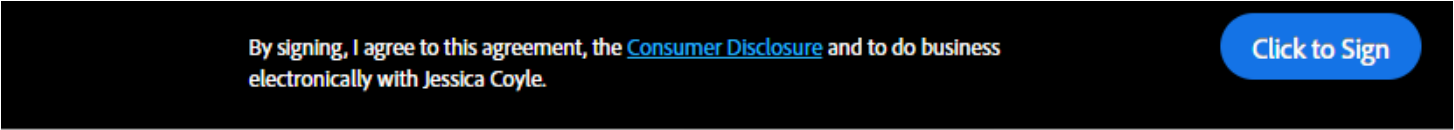
Signature

* Click here to sign

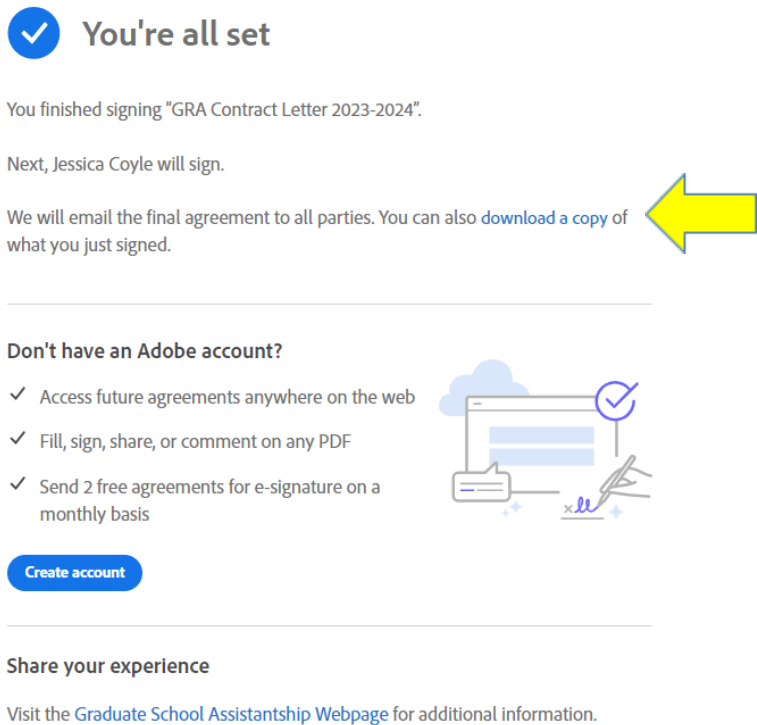
13. Once the 'Click here to sign' field is selected, a pop-up will appear to sign the form with different signing options to choose from. Click the 'Apply' button to capture the signature.



14. Signers click on the 'Click to Sign' button located at the bottom of the screen to submit their sections. The form will continue through the workflow until all signatures are obtained.

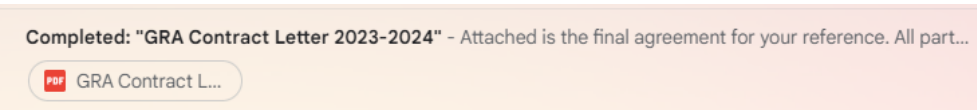


15. A confirmation screen will appear and indicate the next signer, if applicable, and provides the opportunity for the signer to download a copy for their records. Additionally, it is recommended to create an Adobe account (It's free!) as there is a dashboard that allows you to track the progress of forms that you are included on.



16. Once the form has been finished and approved by the Graduate School all parties, including the Form Filler, will receive an email with the completed form as a link and attachment.

Example email notification to all parties:



Example email to all parties:

