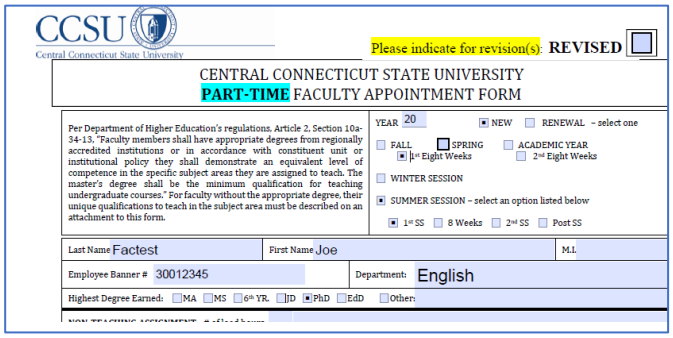
Acrobat DC and Adobe Sign for Routing

PT Faculty Appointment Forms (Mac computers)

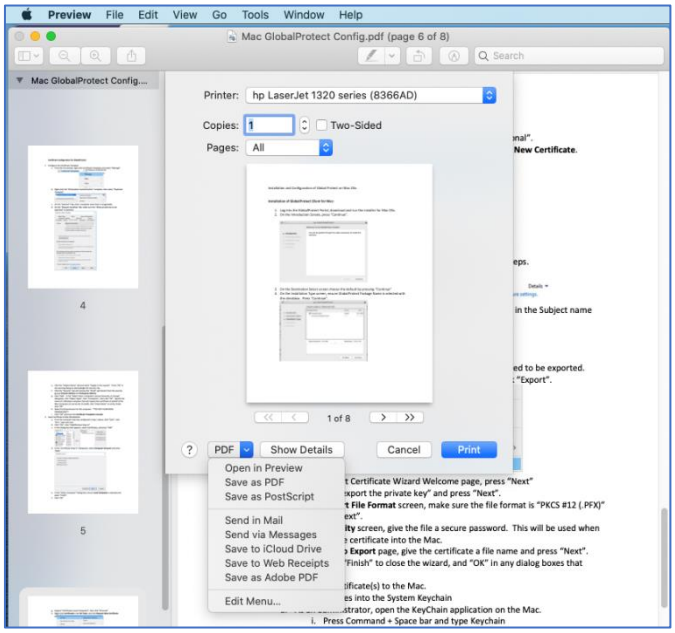
Adobe DC and Adobe Sign will allow you to combine all PT faculty appointment forms into one "binder" for routing to the department chair and dean for signatures. After creating the individual appointment forms, you must "print to PDF" to lock in the fields so they are no longer editable before combining into the single "binder" PDF.

Preparing PT Contract Forms

1. Using Adobe Acrobat DC, complete a PT Appointment form for each faculty member (the form can be downloaded from https://www.ccsu.edu/hr/forms/files/PTAppointmentForm.pdf) and save each with its own unique name. Note that when you are editing the form for each faculty member, the fields are highlighted in blue to indicate you are in edit mode.

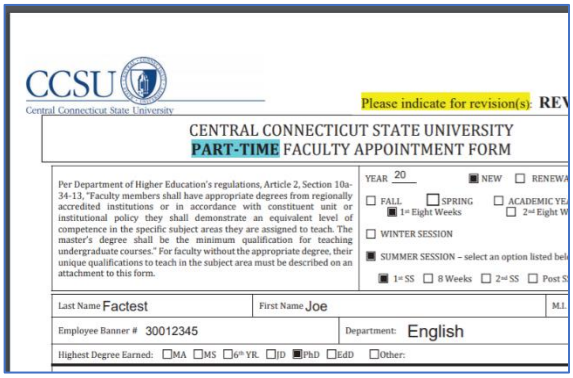


2. Open the completed PDF file in the Preview app (you may need to use the Spotlight search option to locate the app if it is one you don't use regularly). From each completed file, click on File/Print then click on the drop-down next to PDF (bottom right) and select Save as PDF.



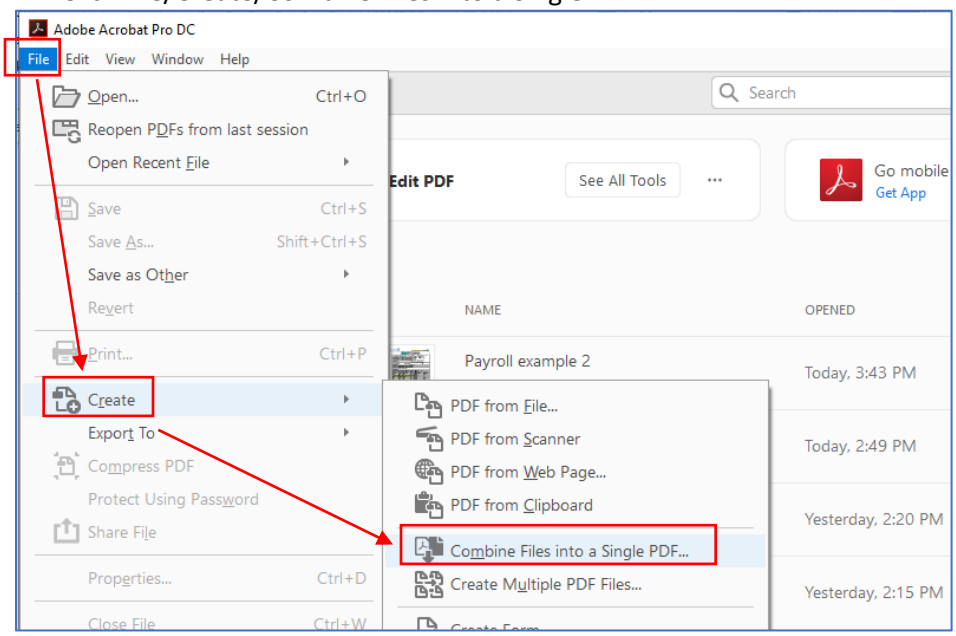
3. You will be prompted to save the file, save it with a DIFFERENT name (for example, add the word FINAL or something similar so you know this is the one that needs to be included in the "binder" for routing). In this example, the original file that can be edited is named "PTAppointmentForm_Factest,Joe.pdf" and the version for routing is named "PTAppointmentForm_Factest,JoeFINAL.pdf" to differentiate it from the original.

4. If you open 2nd copy of the PDF (the one named FINAL in our example), you'll notice that the fields are no longer highlighted in blue as they are now "locked in" to this copy of the PDF. This is the copy of the PDF that needs to be added to the "binder" for routing. Creating this copy is what allows copies of the same form for different faculty members to be combined into one PDF for routing and signing.

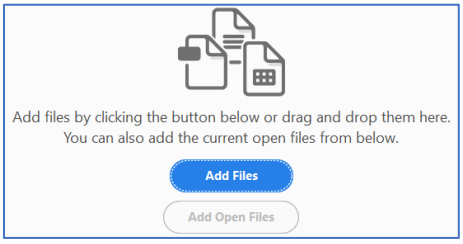


Combining Multiple PT Appointment Forms to Create a "Binder"

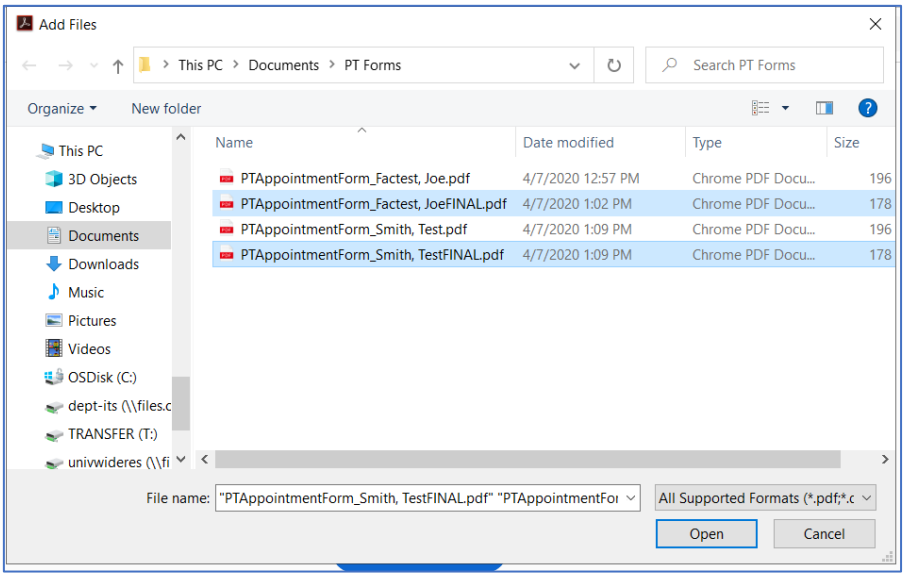
1. Open Adobe Acrobat DC.
2. Click File/Create/Combine Files into a Single PDF.



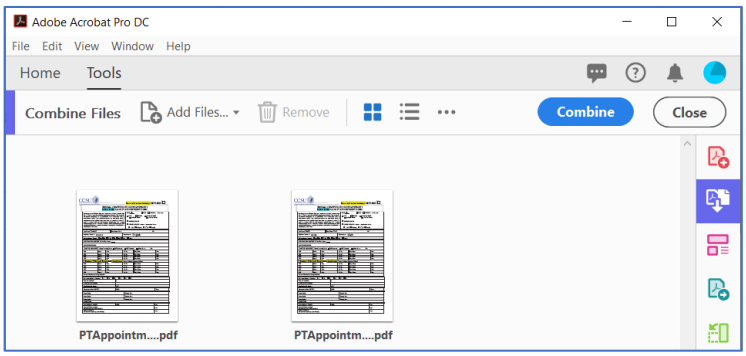
3. Click the Add Files button.



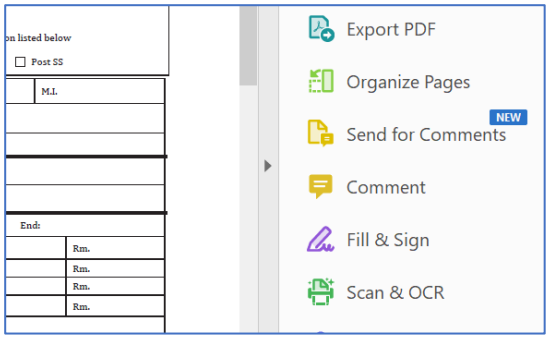
4. Navigate to the directory where your PT Appointment forms are located, and select the 2nd copy (aka FINAL in our example) of each one (hold down CTRL and click each one to select multiple files). Then click Open.



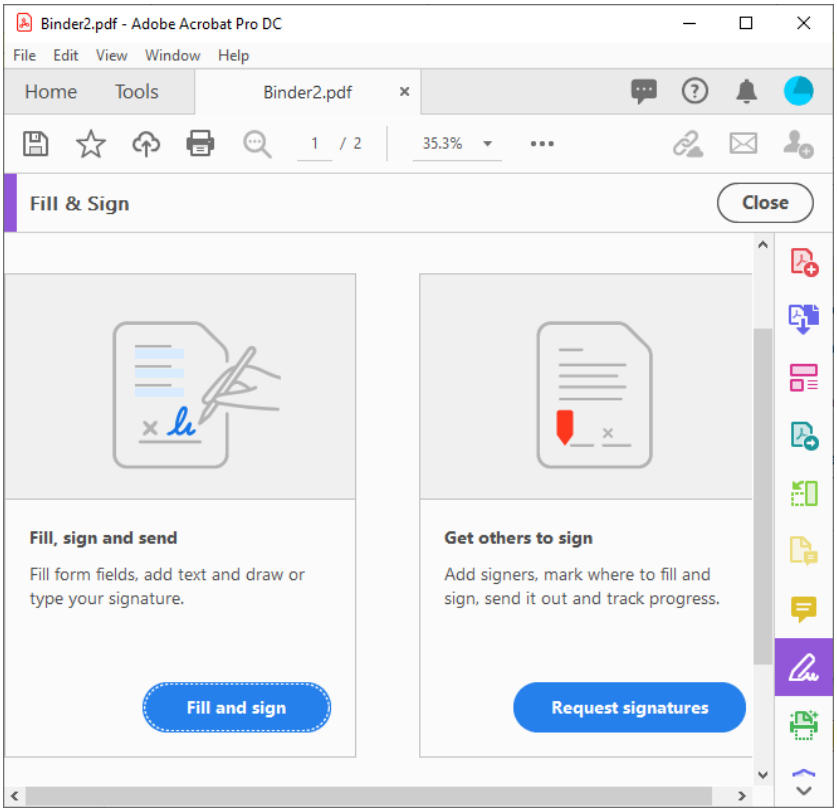
5. At the preview of all the files, click Combine.



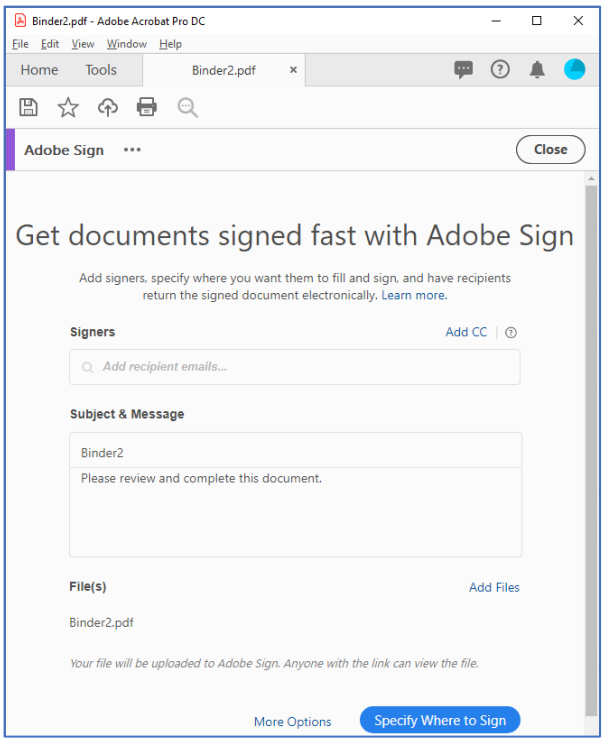
6. Click Fill &Sign from the right menu of the combined PDF file.



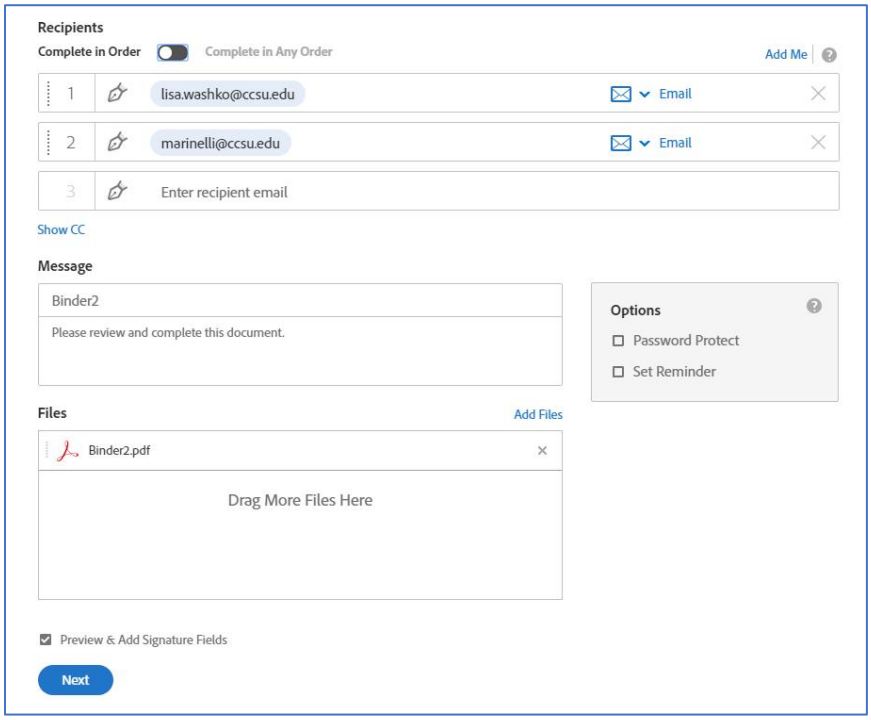
7. Click Request Signatures.



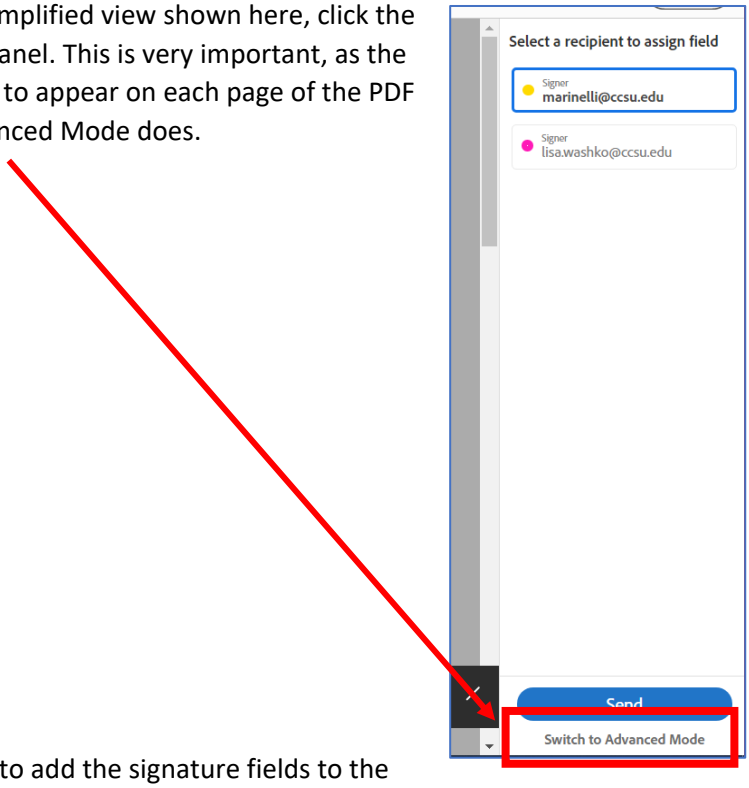
8. Click “More Options” from the bottom of the screen.



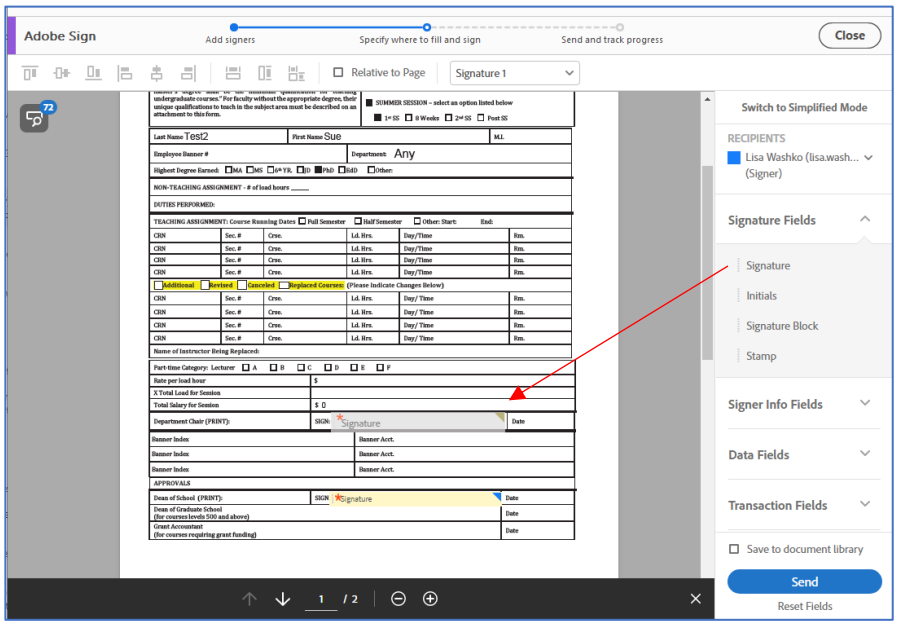
9. Add email addresses of the Recipients (department chair and dean), making sure Complete in Order is turned on an then click Next.



10. If the recipient panel on the right opens to the simplified view shown here, click the "Switch to Advanced Mode" link to change the panel. This is very important, as the simplified view does not allow for the signatures to appear on each page of the PDF when they are signed by the recipients like Advanced Mode does.

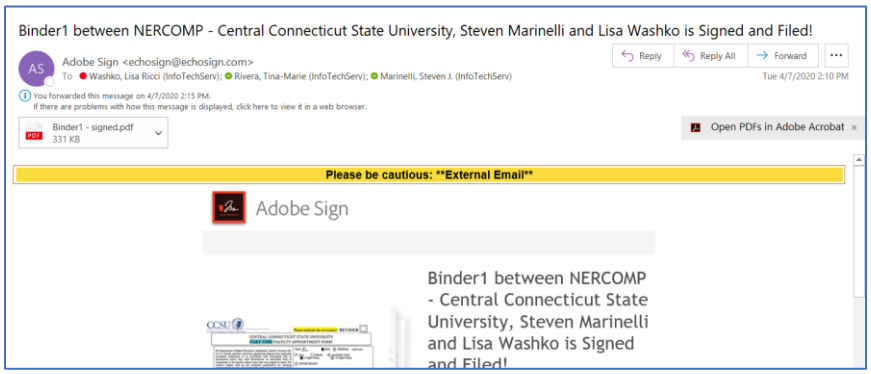


11. On each page in the "binder" PDF, you will need to add the signature fields to the appropriate boxes:
    a. Under RECIPIENTS, select the recipient's name.
    b. Under Signature Fields, click Signature and drag it to the appropriate field on the document,
    c. Repeat steps 11a and 11b for each signature needed on each page in the "binder" PDF (for example, if you have 5 contracts in one "binder" you will need scroll to each of the 5 contracts and add the signature field to the appropriate fields on each page).

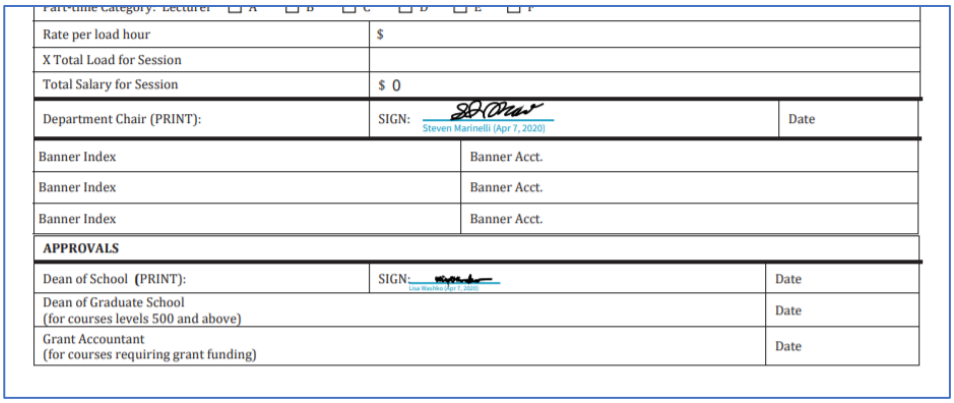


12. Click the Send button. Each recipient will receive an email prompting them to digitally sign the document.

13. When all signatures have been obtained, a final copy of the file will be sent all parties from "Adobe Sign" or "NERCOMP – Central Connecticut State University" . **Whoever initiates the binder process must forward this email to both Doreen Revoir (revoird@ccsu.edu) and Victoria Karwowski (karwowski@ccsu.edu) in the Human Resources Department.**



14. When you open the PDF file, you will see the signatures on each page:



Rate per load hour	$	
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Department Chair (PRINT):	SIGN: Steven Marinelli (Apr 7, 2020)	Date
Banner Index	Banner Acct.	
Banner Index	Banner Acct.	
Banner Index	Banner Acct.	
APPROVALS		
Dean of School (PRINT):	SIGN:	Date
Dean of Graduate School (for courses levels 500 and above)		Date
Grant Accountant (for courses requiring grant funding)		Date

The last page of the PDF contains a history of the "binder" PDF, from creation to final signature:

REMINDER: Whoever initiates the binder process must forward the email with the final copy to both Doreen Revoir (revoird@ccsu.edu) and Victoria Karwowski (karwowski@ccsu.edu) in the Human Resources Department.