



COURSE SUBSTITUTION FORM INSTRUCTIONS

These instructions are for Advisors or Chairs who are looking to submit a Course Substitution Form at Chicago State University (CSU). If you have any questions about this, please email: registrar@csu.edu.

STEP 1: LOGIN TO ADOBE ECHO SIGN & INITIATE THE COURSE ADJUSTMENT WORKFLOW

Login to [Adobe Echo Sign](https://documents.adobe.com/public/login) (see p. 5 below for login instructions). <https://documents.adobe.com/public/login>

Once logged in:

1. Click on **“Start from Library;”** this will open a pop-up box.
2. Click on **“Workflows”** and look for Banner Access Request Form (do not go to “templates”).
3. Click **“Start.”** See screenshots below for visuals.

Welcome, [User Name] 23 IN PROGRESS 1 WAITING FOR YOU EVENTS AND ALERTS

Send a document for signature
Request signatures on a new agreement, or start from your library of templates and workflows.

Request signatures Start from library

Start from library

Library	Search	Date
Recent Templates	Room Reservation Request Form	07/29/2021
Templates	Declaration of Retirement - Final Four Years	09/07/2021
Workflows	Instructor Authorization Form	08/04/2022
Power Automate	Test Change Management	10/12/2023
	ITD Incident Report	10/09/2023
	Course Substitution Form	10/12/2023
	Shared Drive Request	10/06/2023
	Manual Time Reporting	10/06/2023
	Vendor VPN Access Request	10/06/2023
	Employee VPN Form	10/10/2023
	Travel Authorization	10/10/2023
	Curriculum Approval Form for Course Number & Name Cha...	05/23/2023

Start

Start from library is the best place to begin! It will open the dialogue box below.

Be sure to click on “workflows” then select Course Adjustment Form and click Start.



STEP 2: ADD THE RELEVANT EMAIL ADDRESSES & REVIEW THE AGREEMENT NAME

Before you can fill out the form, enter the student's Advisor/Chair email address, along with the email address of the CSU course's relevant discipline Chair (e.g. for an English course substitution, it goes to the English Chair). Please also be sure to add the student's name under "**Document Name**":


Course Substitution Form

How this workflow works?

Advisors/Chairs, please fill out this document to make substitutions on student records. This will be reviewed by compliance before being processed.

Recipients ?

Student Advisor/Chair*

  ▼ Email

CSU Course Discipline Chair*

  ▼ Email

Compliance Reviewer*

 ▼ Email

CC | [Hide](#)

Cc

Document Name *

 Options ?

Some email addresses are pre-included for ease of use.

Important: be sure to check that you entered correct email addresses!



STEP 3: CLICK SEND & ENTER YOUR INFORMATION ON THE FORM THAT FOLLOWS

Once you've entered the relevant email addresses, scroll down to the bottom of the page to review the "agreement name" (i.e. add the name of the student you're doing the substitution for) and then click the "Send" button.

NOTE: clicking "Send" won't send the document yet, but rather take you to fill out the form.

The screenshot shows a web form with the following sections:

- Document Name ***: A text input field containing "Course Substitution Form" with a red arrow pointing to the text.
- Message ***: A text area containing "Please review this substitution form for...".
- Files**: A section containing a file named "Course Substitution Form *" with a document icon.
- Send**: A blue button at the bottom left, circled in red, with a green arrow pointing to it from the left side of the page.

See next page for the next screen.



STEP 4: FILL OUT THE FORM AND THEN "CLICK TO SEND"

Once you have the form open, begin by filling out all the required fields including:

- Student name, CSU ID, Department, and the course information.

Please note:

This form is to be used when a student has met a departmental, College, or University requirement through a transfer course or from the substitution list. If appropriate, the Office of Evaluations will notate this on a student's account. For course substitutions, please input the course from the student's history below and which CSU course it is substituting as noted in the Catalog.

Sample screenshot of the form:

Start

Course Substitution Form

Instructions: this form is to be used when a student has met a departmental, College, or University requirement through a transfer course or from the substitution list. If appropriate, the Office of Evaluations will notate this on a student's account. For *course substitutions*, please input the course from the student's history below and which CSU course it is *substituting* as noted in the Catalog.

Student full name: *
CSU ID: *
Student Program: *

Course from Student History:	From which institution:	Catalog requirement for substitution:
*	*	*

Rationale for Course Adjustments: [Click to Attach Optional Rationale](#)

*

Advisor signature: * [Click here to sign](#)
Date: 10/12/2023
Chair signature: _____
Date: _____

(The course discipline's Chair)

Compliance Reviewer: _____
Date: _____
If you have questions, please email: csu-registrar@csu.edu



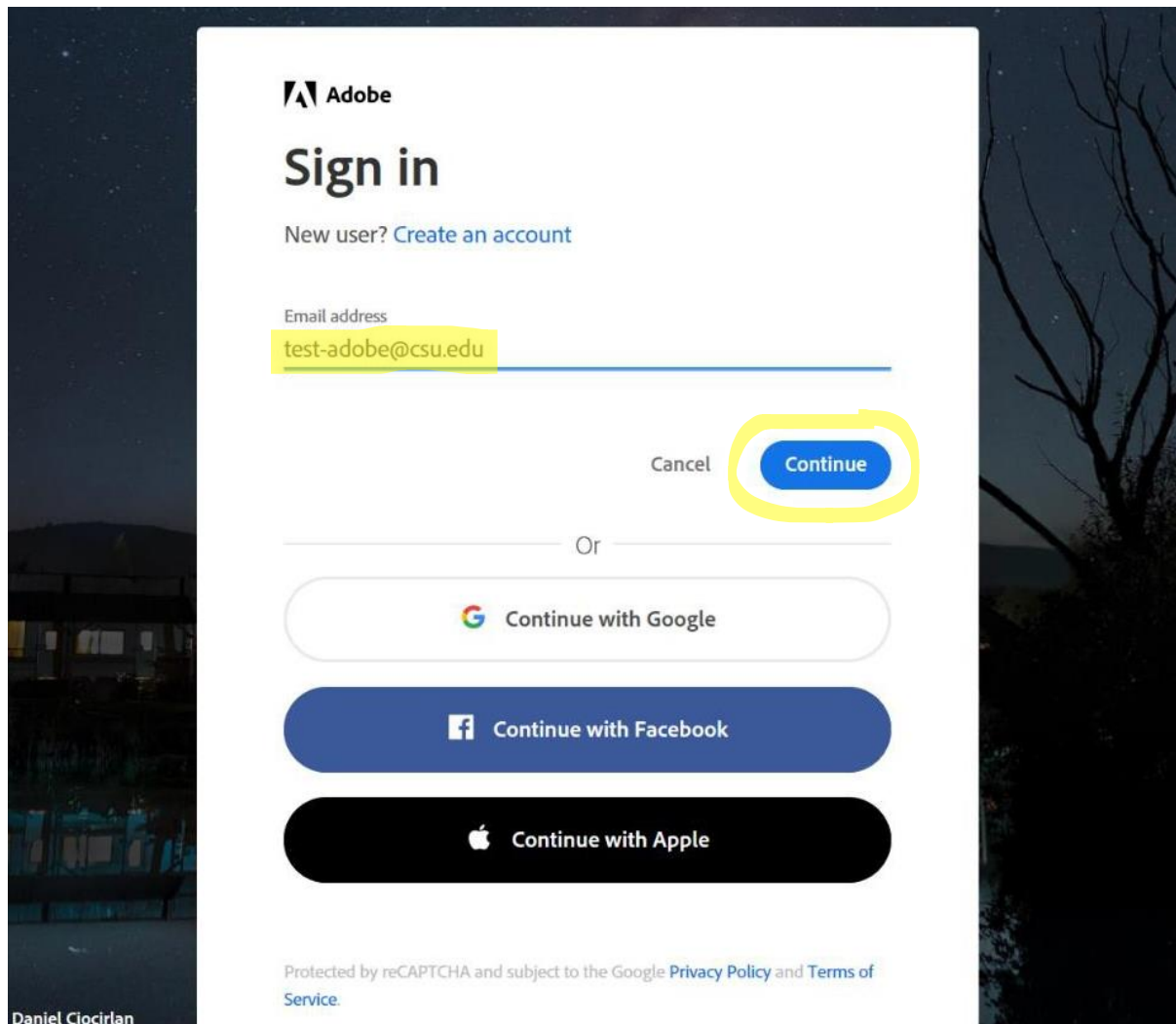
ADOBE SIGN LOGIN INSTRUCTIONS

These instructions are designed to help faculty and staff at Chicago State University to login to Adobe Sign and navigate within the platform. For questions or concerns, please contact IT at: helpdesk@csu.edu

STEP 1: LOGGING IN

In order to login to Adobe Sign, open a tab in the web browser of your choosing (e.g. Chrome, Firefox, etc.) and navigate to: <https://documents.adobe.com/public/login>

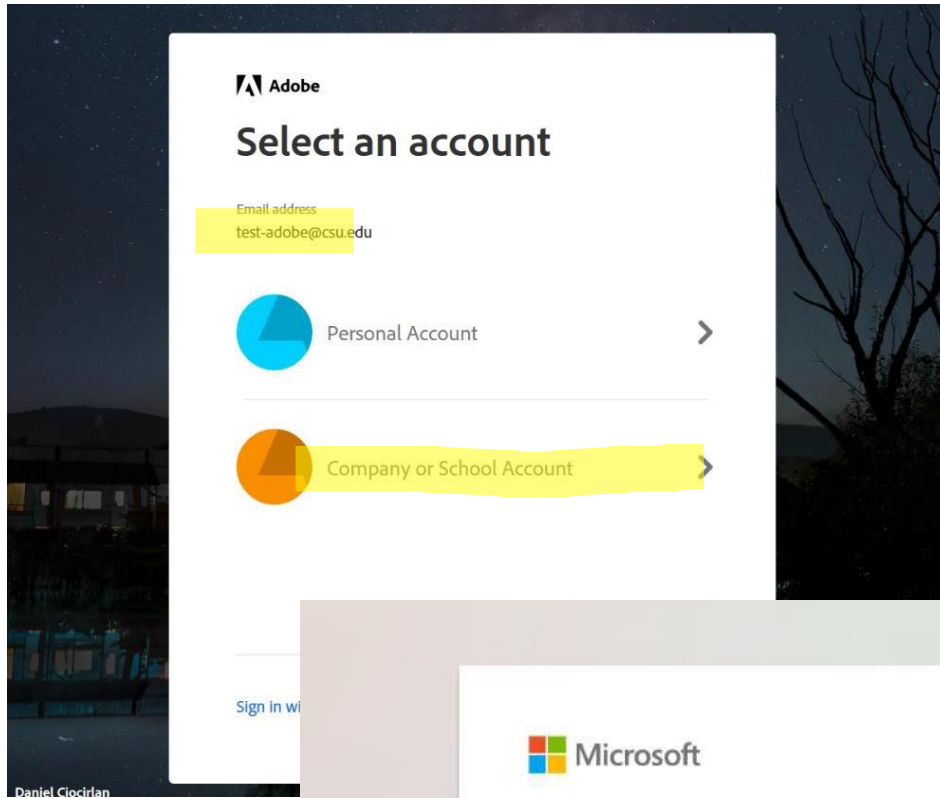
From there, enter your CSU email address on the sign-in portal and click the blue “Continue” button:



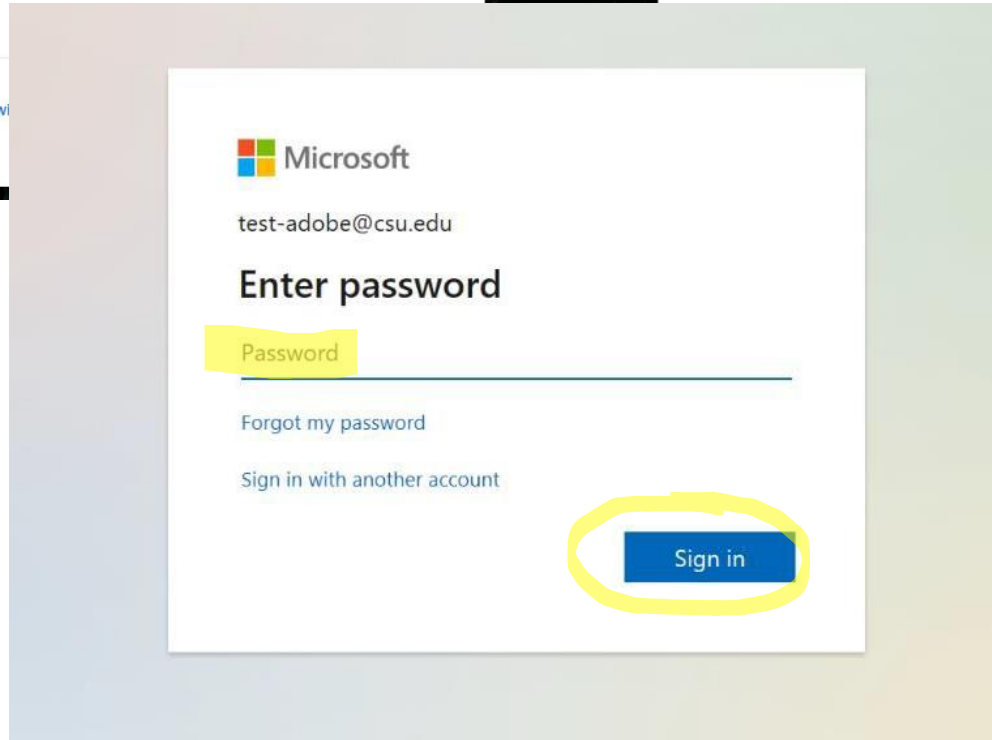


STEP 2: SELECT ACCOUNT TYPE

From there, a window will appear requesting you select an account. To access your CSU assigned Adobe Sign account, please click on the “Company or School Account” option:



You will then be prompted to enter the password associated with your CSU login credentials:

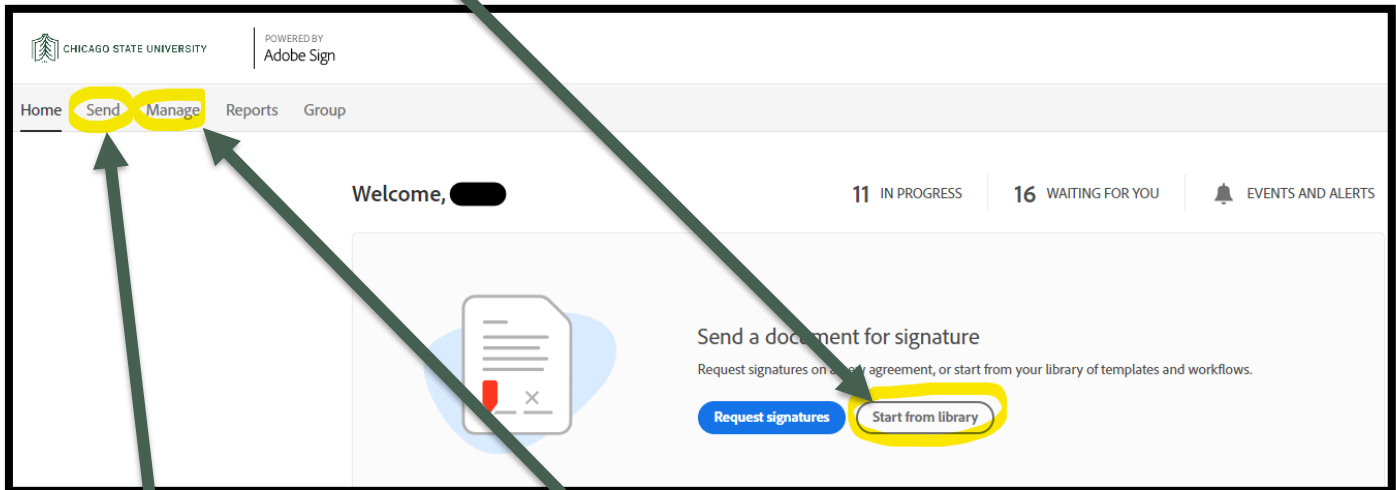




STEP 3: NAVIGATING HOME PAGE

Once logged in, your home screen should look like the one below.

Depending on your e-signing needs, you can find an existing form in the template library by clicking on **“Start from library”** in the middle of the home page.



To collect signatures on a one-off document, click the **“Send”** tab.

To see your existing documents or check on the status of a document sent, click the **“Manage”** tab.

If you're unable to login, reset your password from [IAM.csu.edu](https://iam.csu.edu) and try again. For any additional assistance reach out to Helpdesk@csu.edu