

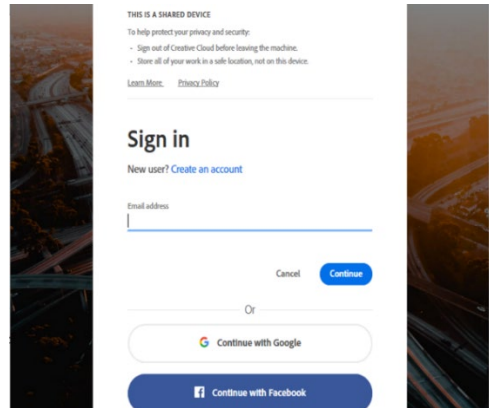


Getting started with Adobe Sign at Seattle Colleges

Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage signature processes through your browser. Our District-wide Adobe subscription comes with free access to Adobe Sign, for faculty and staff. If you'd like to request access, just follow these simple steps:

1. First, Create an Adobe Login

Many Seattle Colleges faculty and staff have already done this step! If you ever use Adobe products (including Acrobat) on your work computer, or through MyDesk, or at home through a personal account, you are already required to log in with a username and password you created with Adobe. The image to the right, is what the login prompt looks like in MyDesk.



If you have never created an Adobe account before,

simply go to <https://creativecloud.adobe.com> and sign up for free (just click on the "Sign In" link on the top right, and follow the prompts for "New User? Create an account"). IT Services can assist you with account creation, if you need it.

Most people use their seattlecolleges.edu emails as their adobe login email address, but not all. You might have chosen a personal address instead. That's OK! As long as you know what your username is.

One other note: you choose your own password with Adobe, and it's not related to your MySeattleColleges login, even if you use the same email address for both. If you forget your password, you'll need to reset it with Adobe.

2. Requesting Access to Adobe Sign through Seattle Colleges

Once you have confirmed that you have a working Adobe login, all you need to do is send IT Services a request for access to Adobe Sign that includes your name, your primary campus (North, Central, South, or Siegal), and the email address you use for your Adobe login. If you like, you may submit multiple requests for yourself and your colleagues all at once. We will add you to our "Adobe Enterprise Console".

Send request by email: ITHelp@SeattleColleges.edu
or HelpDesk Request: <https://sd.seattlecolleges.edu/helpdesk>

Once the request is complete, you will receive an email at the address you provided, that looks similar to the image to the right.

Click the "Accept Invitation" link, login to your Adobe account, and you're done! Visit the [ITServices website](#) for further documentation on how to get started and use Adobe Sign.

