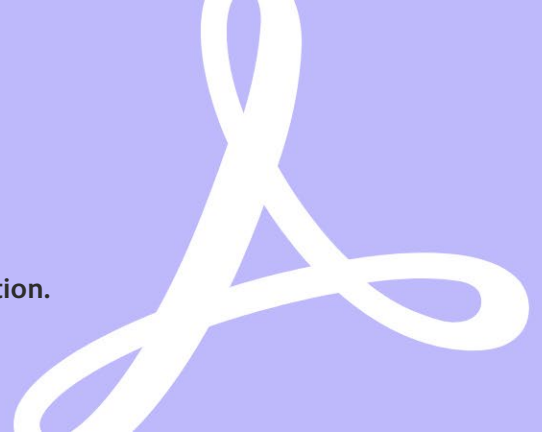




# Adobe Sign for higher education.

Transform how your institution works with an all-digital document solution.



From creation and routing for review and sign-off, to tracking and storage, document management is a complex, time-consuming process.

Institutions are under increased pressure to go paperless and deliver mobile-friendly, digital experiences to students, faculty, and alumni. They are looking at powerful digital technologies to replace time-consuming and costly paper-based processes. At the same time, they're controlling budgets and minimizing staff training time by embracing solutions that leverage existing technology investments in applications like Microsoft 365 or Google G Suite.

[Adobe Sign](#)\* helps institutions transform processes into 100% digital experiences that are secure and compliant with rigorous policy regulations. It includes market-leading e-signature tools, powerful ad hoc and high-volume [workflow automation tools](#), and prebuilt integrations with Microsoft 365, many Google G Suite apps, and enterprise applications.

## Make life easier with digital forms.

Save valuable time with automated sending and tracking of mandatory forms. With automated bulk sending, administrators can send mobile-friendly documents—such as code of conduct handbooks or faculty and staff onboarding forms—with a single click.

Each recipient gets an individualized form that can be filled out, signed, and submitted easily from any device. And tracking is a snap, with a centralized dashboard that shows the status of each form and automatically sends reminders to keep workflows on track.

## Save time and resources.

Get rid of paper by giving faculty, staff, students, and others self-service access to frequently used [electronic forms](#) that can be signed, submitted, and routed to the right people automatically for quick approval. At the same time, you can also make it easy for staff members to locate, send, and track all types of documents and forms for more efficient handling of everyday requests.

By adding e-signature workflows to common office tools like Microsoft 365 and Google G Suite, faculty and staff can get their work done quickly and easily without switching applications or tracking responses manually.

## Improve collaboration and transparency.

Simplify and streamline collaborative processes that require feedback or approvals from multiple people, such as faculty, staff, students, alumni, and others. Multistep signature and approval processes can also be initiated and managed easily while working in apps that staff members use every day, including Microsoft 365, SharePoint, and Teams. In addition, Adobe Sign provides process transparency, tracking each review and signature step, so staff members get real-time insights into who has viewed or acted on documents.

## Keep it safe and ensure compliance.

Adobe solutions save administrative time by [protecting the privacy of student information](#), ensuring [signature legality](#), and enforcing regulatory and policy rules automatically—so your institution can meet requirements for the Family Educational Rights and Privacy Act (FERPA) and more. Automated document delivery, retention, and audit reports simplify record keeping and compliance.

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*“Using Adobe Sign, we’re creating a paperless campus, so we can work much more efficiently and make everyday interactions smoother and easier.”*

ED LEGASPI, IT consultant at San Diego State University

To learn more, contact your Adobe Channel Account Manager, [Adobe Authorized Education Elite Distributor](#) or Adobe Authorized Reseller.

## Use cases

Increase staff efficiencies and eliminate the high cost of paper with fully digital and compliant document processes, such as:

### Student services/affairs

- Enrollment forms
- Financial aid forms
- Housing applications
- Add/drop course forms
- Transcript requests

### Operations/IT

- Legal contracts
- Vendor agreements
- Purchase orders
- Asset management

### Human resources

- Faculty/staff offer letters
- Benefits enrollment
- Tenure applications
- Visiting faculty forms

## Adobe Sign is Microsoft's preferred e-signature solution.



*"Adobe Sign was the only solution we found that had a strong vision of integration into existing Microsoft workflows. We're using familiar tools to do more and work faster."*

DAVE THALACKER, former senior director of IT operations and network security, Iowa State University Foundation

## The Adobe advantage—powering digital transformation for over 25 years.

Adobe invented PDF more than 25 years ago and today is the global leader in digital document experiences. Adobe Sign is used by more than 50% of the Fortune 500 companies in the private sector.

When you choose Adobe, your institution gets:

- **Solutions that "just work"**—Unlike other options that require time-consuming programming, integration, or staff training, Adobe solutions deliver intuitive digital experiences that get your institution up and running quickly.
- **Effortless integrations**—Adobe makes it easy to leverage your existing technology investments, so faculty and staff can do more in the apps they already work with every day. Whether for Microsoft 365, SharePoint, Google G Suite, or a

wide range of other systems, Adobe's prebuilt integrations, APIs, and software development kits (SDKs) create a fast path to success.

- **Peace of mind**—Adobe is deeply committed to [security and compliance](#), so we can earn your trust every day. Protecting the security and privacy of sensitive documents, data, and systems is a key focus—as is process control—so your institution can confidently move to all-digital solutions.
- **Unsurpassed accessibility**—[Adobe Document Cloud](#) and Adobe Sign\* provide comprehensive, timesaving tools for creating and enhancing documents to help ensure accessibility for people with disabilities such as blindness, low vision, or mobility challenges.

For more information, contact your Adobe authorized education reseller.

## Digital document processes dramatically reduce costs and turnaround time.

Forrester's 2019 Total Economic Impact Study reveals:



**28x** faster

Average turnaround time to get an e-signature versus ink signature



**US\$28.<sup>50</sup>** per document

Average savings on paper, shipping, and staff productivity



**65** hours

Average time saved per year using Adobe Acrobat with Microsoft 365

[Adobe Document Cloud & Microsoft 365: Improving Digital Experiences and Driving Significant Savings](#), and [The Total Economic Impact of Adobe Sign](#), commissioned studies by Forrester Consulting on behalf of Adobe, August 2019.

\* Adobe Acrobat Pro is included with your Adobe Creative Cloud subscription. Adobe Sign is available separately.



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