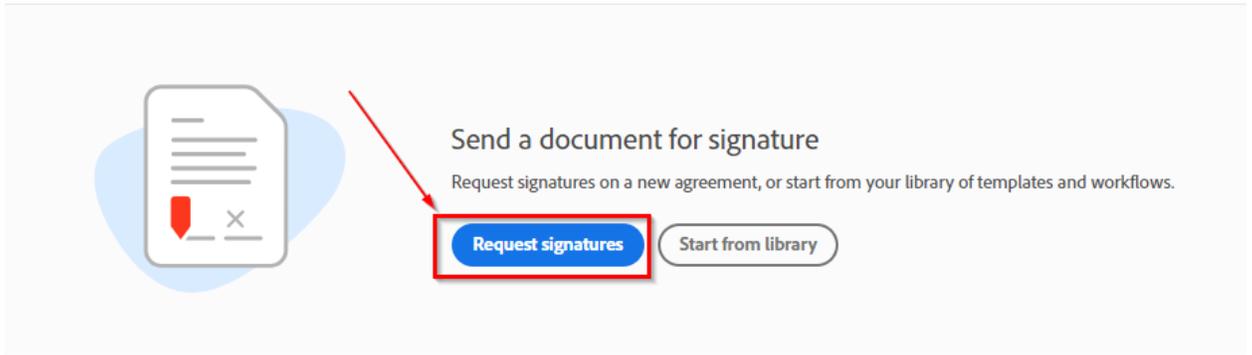


NOTE: An employee may need more than one key. Please ensure that you list additional keys in the spaces provided. Also, if you don't know the Key ID field you should leave it blank.

3. After the form is filled out log into Adobe Sign at <https://secure.echosign.com/public/login> using your standard MSJCAD credentials.
4. Select the option to "Request Signatures" under the "Send a document for signature"



5. Enter the email addresses of all of the managers that will need to sign the document in order under Recipients. Also add the employee's email address at the end of recipients so the employee will be the last person to sign the form. Browse to or drop the .pdf for the employee into the Files Window. Then select the, "Preview and Add Signature Fields" option and select, "Send".



Recipients

Complete in Order Complete in Any Order Add Me | Add Recipient Group | ?

1	 JohnDoe@msjc.edu	 Email	
2	 JaneDoe@msjc.edu	 Email	
3	 Enter recipient email		

CC | Hide

accesscontrol@msjc.edu 

Message

Access Control Request Form

Please review and complete Access Control Request Form.

Files Add Files

 Access Control Request Form.pdf 

Drag More Files Here

Preview & Add Signature Fields

Options ?

Password Protect

Set Reminder

Recipients' Language

English: US 

Send

Select the recipients drop down, and select the first person that will need to sign the document. Then drag the, "Signature" option over to the appropriate field that will require a signature. Repeat these steps until all recipient's signature fields are added including the employee who will receive the access card. Be sure to add the accesscontrol@msjc.edu to the CC option which will route the final signed document back to the operator so they can process the request and then click send. The document will now be routed to all parties for signatures.

NOTE: Please remember to include all applicable management for signatures in Adobe Sign.

1. Supervisor/Director/Area Dean
2. Director of Campus Safety
3. Division Vice President
4. Vice President of Human Resources
5. Employee who will be receiving the key
6. Be sure to CC accesscontrol@msjc.edu