

Education Doctorate Program Dissertation Forms (Proposal Defense, and Final Defense)

This guide will walk you through sending the following forms for signature via Adobe Acrobat Sign: Proposal Defense, and Final Defense.

These forms are specific to the Education Doctorate Program Department.

<u>Step 1:</u>

Log in to Adobe Acrobat Sign

Enter your email address

The second	Sign in New user? Create an account
	Email address
📕 Adobe Acrobat Sign	Or Or
	G Continue with Google
	Continue with Facebook

Step 2:

Click on the **Continue** button





<u>Step 3:</u>

Select the Company or School Account option



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The page will refresh to the **Adobe Acrobat Sign** home page

CALIFORNIA STATE UNIVERSITY FULLERTON	Powered by Adobe Acrobat Sign					(?) *
Home Send Manage	Reports Account					
	Welcome		0 IN PROGRESS 0	WAITING FOR YOU	LEVENTS AND ALERTS	
		Send a document Request e-signatures on a ne Request e-signatures	for signature w agreement, or start from yo Start from library	our library of templates and we	orkflows.	
	Do more with Acrobat Sign					
	Fill and sign a document Publish a web form	Send in bulk	Create a reusable template	Manage and track all agreements	Enhance your account	

<u>Step 4:</u>

Click on the Start from library button

CALIFORNIA STATE UNIVERSITY FULLERTON	Powered by Adobe Acrobat Sign		()
Home Send Manage	Reports Account		
	Welcome	0 IN PROGRESS 0 WAITING FOR YOU	
	Send a documer Request e-signatures Request e-signatures	nt for signature new agreement, or start from your library of templates and workflows.	
	Do more with Acrobat Sign		
	Fill and sign a document Publish a web form Send in bulk	Create a reusable template Manage and track all agreements Enhance your account	

<u>Step 5:</u>

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Click the **Templates** link

	Q Search
Library	Name
Recent Templates	
Templates	
WORNOWS	

<u>Step 6:</u>

Click in the Search bar to search by document name or number

Example: Proposal Defense OR (2)

Document Name	Number
Proposal Defense (2)	(2)
Final Defense (3)	(3)



	Q Search	
ibrary	Name	Last Modified
ecent Templates	* 🗋 My Templates	
emplates		02/02/20
/orkflows		
	₿.	03/11/202
		03/25/202
		08/18/2020
	- E Shared Templates	
		05/28/202
		05/28/202
		05/10/202
		05/10/202
	Es.	

<u>Step 7:</u>

Click on the document to select it

Start from library		
	× Dissertation	
Library	Name	Last Modified
Templates	Shared Templates	
Workflows	Dissertation Committee (1)	11/16/2022
		Cancel Start

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<u>Step 8:</u>

Click on the **Start** button to begin the process

Start from library		
	× Dissertation	
Library Recent Templates	Name	Last Modified
Templates	Shared Templates	
Workflows	Dissertation Committee (1)	11/16/2022
		Ļ
		Cancel

<u>Step 9:</u>

Enter your email (as the Chair you are the first signer of the document)



Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Message*				
Dissertation Cor Please review and	nmittee (1) complete Dissertation Committee (1).		Options Password Protect Completion Deadline 	
Files*		Add Files	□ Set Reminder	
Dissertatio	n Committee (1)	×	Recipients' Language	
	Drag More Files Here		English: US	

Step 10:

After you have entered your email (as the first signer), enter the emails for:

- Faculty
- Expert
- Chair

The Chair is entered on the 4th line so they will be notified when the document is complete and acknowledge receipt.



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Step 11:

(For the 4th line; Chair) click the Role caret



Step 12:

Select the **Acceptor** role





1 After the Faculty and Expert member sign the document, you will be sent the document to acknowledge receipt

Step 13: (Optional)

If you would like you can edit the **Message** subject line or message itself



Show CC Message* Dissertation Committee (1) Please review and complete Dissertation Committee (1). Files* Add Files Image:	Complete in Order Complete in Any Order 1 \mathcal{O} ~ Enter recipient email	Add Me Add Recipient
Dissertation Committee (1) Options Please review and complete Dissertation Committee (1). Password Protect Completion Deadline Set Reminder Set Reminder Files* Add Files Image: Dissertation Committee (1) × Drag More Files Here English: US	Show CC Message*	
Files* Add Files Image: Dissertation Committee (1) X Image: Drag More Files Here English: US	Dissertation Committee (1) Please review and complete Dissertation Committee (1).	Options Password Protect Completion Deadline Set Reminder
Drag More Files Here	Files*	Add Files
	Drag More Files Here	English: US

Step 14: (Optional)

You can select one of the options. This will only apply to the form you are currently sending.

More information on Options can be found in: <u>AdobeSign Login and Send a</u> <u>Document</u>



Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

tecipients * Complete in Order Complete in Any Order Complete in Any Order Complete in Any Order Complete in Any Order	Add Me A TRecipient Group
Aessage * Dissertation Committee (1) Please review and complete Dissertation Committee (1). illes *	Options Password Protect Completion Deadline Set Reminder Add Files X Recipients' Language
Drag More Files Here Preview & Add Signature Fields	English: US

Step 15:

Check the Preview & Add Signature Fields checkbox

Recipients	
Complete in Order	Add Me Add Recipient Group
♂ ✓ Enter recipient email	
Show CC	
Message*	
Dissertation Committee (1)	Options
Please review and complete Dissertation Committee (1).	Password Protect
	Completion Deadline
Files*	Add Files
□ □ □ □ Dissertation Committee (1)	× Recipients' Language
Drag More Files Here	English: US

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Step 16:



<u>Step 17:</u>

You can review the review the fields

When you are ready to send the form, click the Sign, then Send button



Home Send Manage Reports Account	
Field Templates V 🔲 🕒 📋 🖹 🛱 🗐 🛄 🛄 🛄 Navigate to V	
CALIFORNIA STATE UNIVERSITY Dissertation Paperwork Dissertation Committee Approval & Prospectus Proposal and Final Defense Results Forms	 ▲ RECIPIENTS (Signer) ▲ Signature Fields ^ 1
DISSERTATION COMMITTEE APPROVAL	Signature Digital Signature
Student Name:Email:	Initials
Proposed Title:	Signature Diock
Dissertation Committee Chair:	Stamp
College of Education Faculty:Email:	Signer Info Fields 🗸 👻
Expert Practitioner:Email:Email:	Reset Fields
	Save as template
Student Attachments: Attach the following documents for review:	Sign, then Send Back
$\uparrow \checkmark \underline{1} / 2 \Theta \textcircled{\Theta}$	× Save Progress

Step 18:

As the first signer the page will refresh to allow you to fill and sign the form You will be guided through what fields to fill out and sign by the **Start** flag



<u>Step 19:</u>

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Click in the **Signature** field for signing options and apply your signature.

More information on signatures can be found in: <u>Electronically Signing a Document</u>

Student Attachments: Attach the following documents for review:

- Your dissertation prospectus (see guidelines on p. 2)
- The curriculum vitae or resume of your Expert Practitioner

Click here to attach documents:

Student Signature:	
Student Comments (Optional):	
For Office Use Only: Committee Chair's Signature	Date
Ed.D. Director's Signature	Date Date

<u>NOTE:</u>

For the **Proposal** and **Final Defense** forms, in addition to your signature, you will be required to:

• check a box to verify you have worked with the committee on the rubric attached

Faculty Member's signature	Date: Date
Rubric: * File Attachment	* I have attached my grading rubric

Step 20:

When you are ready to submit the form, click on the **Disclosure** checkbox

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Committee Chair's Signature Melissa Dominguez (Nov 16, 2022)	Date
Ed.D. Director's Signature	Date
1	

Step 21:

Click on the Click to Sign button

Lommittee Chair's Signature <u>Melssa</u>	Dominguez (Nov 16, 2022)	Date
Ed.D. Director's Signature		Date
		+
		Ļ

<u>Step 22:</u>

AdobeSign will refresh with a 'successfully signed' notification



CALIFORNA STATE UNIVERSITY Addt Addt FULLERTON Acro	^{ed by} De bat Sign	
ome Send Manage Repor	ts Account	
		You have successfully signed
	DISETACIÓN Proposi de fue Deser fueiro tem DISETACIÓN COMUNITAR APPROVAL	"Dissertation Committee (1)".
	Proposed File	A notification has also been sent to you at for your records.
	Reden Attachmente: Attach the following decoments for melan: • Your descritation programs are performed and performed ones 20 • The considerant and consistent after perform functioner	"Dissertation Committee (1)" was sent for signature to They will complete "Dissertation Committee (1)" in order, one after the other. As soon as the agreement is complete all eligible parties will be e-mailed PDF conjes
	Ock here to attach documents: Brudient lignature:	Pomindare
	For Office Use daily Consider Daily Spanlare	There are no reminders set for this document.
	16.0. Owedon's Signature	You will be alerted:
	6%x50x 13 39-32	 If the document you sent has not been viewed by today at 4:47 PM. If the document you sent has not been signed by Nov 17 at 8:47 AM.
		Change alert settings
		What's next?
		Send Another Document Manage This Agreement
		All agreements that are not completed within 365 days will be automatically expired.

You will also get an email notifying you that the form is on it's way to the other signers

Adobe Sign

Dissertation Committee (1) has been sent out for... 8:47 AM CSUF external service. Use caution and confirm sender. Disse...



Dissertation Committee (1) has been sent	out for signature						
Adobe Sign <echosign@echosign.com></echosign@echosign.com>				© #	ß	Ц	← ≪ → … Wed 11/16/2022 8:47 AM
CSUF external service. Use caution and confirm se	nder.						
	CALIFORNIA STATE UNIVERSITY FULLERTON	Powered by Adobe Acrobat Sign					
	Experimentary of the second seco	andra representa orden esta anticia della constanti constanti della	Dissertation Committee (1) is Out for Signature! • Adobe Acrobat Sign has sent Dissertation Committee (1) to for signature. You can always Login to Adobe Acrobat Sign to:				
	Marko Lonnano, Spakova An option con Spakova Connellos Olar Agelera (<u>Samanak Association</u>) Kill Danieri Agelera (849 11/14/2022	 Check the status of this document Set up a reminder informing another party that you are waiting for their signature Share your agreements with a colleague 				
h							

Need More Help?

Contact the IT Help Desk at <u>helpdesk@fullerton.edu</u> or 657-278-7777 for additional assistance.

Include AdobeSign in the subject line