



# ADOBE SIGN in HIGHER EDUCATION

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Educational institutions have  
**three primary charters:**

Student enrollment

Staff management

IT & facilities management

## **Educational institutions are constantly looking for better ways to attract and retain great students and faculty, and to offer excellent digital experiences to all stakeholders.**

While most have already adopted some digital technologies, there's still plenty to be done. A majority of tasks still rely wholly, or partially, upon manual, paper-based processes. Forms that begin their lives as digital PDF files, for instance, often transition back to paper when signatures or attachments are needed, or when multiple parties are involved.

There are three key areas of focus for educational institutions who want to expand their digital capabilities, and Adobe Sign can partner with them to ensure flawless execution:

**Student enrollment.** There are plenty of opportunities to improve and re-design existing processes, from the initial application process to admissions and enrollments.

**HR and staff management.** Optimizing the hiring processes and providing exceptional experience to staff and faculty will significantly improve current processes and reduce administrative tasks associated with traditional paper-based processes.

**IT and facilities management.** IT and facilities teams can use digital technologies to streamline facilities management and optimize IT service approvals.

# Student enrollment



From application, to registration, to onboarding and signing up for classes, enrolling in a new school is a time-consuming process that involves many, many forms. Adobe Sign simplifies the process for students, parents, and school administrators alike by keeping everything digital and automating workflows through each step of enrollment.

## Admission and onboarding

Simplify and speed up the enrollment process with automated form workflows that allow students to fill and sign forms digitally anywhere, on any device. Capture student information the first time, then use it to prefill and send additional forms automatically to enhance student experience and reduce errors.

## Athletic recruitment & ticket sales

Enhance the Athletic department recruitments by providing digital workflows for filling the contracts and athletic scholarship applications. Create self-serve fillable forms that can be used for camp enrollments or athletic ticket purchase.

## Financial aid enrollment

Facilitate financial aid enrollment and verification. Create efficient workflows that help students find and complete financial aid forms that are the best fit for their interests, such as scholarships, grants, and work/study programs. Track completion of your institution's forms and send reminders as needed.

## Internship forms

Make it easier for students to apply for and participate in internships. Whether you're getting initial approvals or tracking progress over time, you can build automated workflows that collect the right information and signatures from students, teachers, department heads, and external companies.

## Advisor forms & recommendations

Eliminate the need for students to track down teachers during class or office hours to get a signature. Use intelligent forms that automatically route to the right advisor or department head for signature based on the information provided by the student.

## Transcript requests

Fully automate the form processes that require legal signatures, such as petition or transcript requests. Post signable forms on your website so students can fill, sign, and send requests digitally. Set up automatic notifications to send requests to the right person to finish the job.

## Health insurance applications

Make it easy for students to complete their medical application forms and select the right plan by providing intelligent forms that auto-populate student information and provide selection options for student insurance.

## Resource requests

Create an exceptional experience for students and faculty by allowing them to submit automated requests for resources from lab equipment to software licenses.

## Alumni & donor forms

Make it simple for alumni and other donors to make a gift to the institution by creating an online fillable form with secure payment options.



Every school depends on dedicated faculty and staff to deliver great educational experiences, but time-consuming paperwork can slow them down. Adobe Sign automates document and form-intensive processes, reducing errors and administrative tasks — so staff can spend more time on the work that matters.

## Hiring and onboarding

Maximize human resources efficiency with end-to-end digital processes for signing and approvals, document package preparation, protection, and more. Approve new positions. Hire and onboard new teachers and staff. And, integrate with leading business systems such as Workday.

## Employee management

Create automated and self-serve workflows for a wide range of standard employee processes, such as performance reviews, course approvals, or changes of address. Let staff members send reminders to others. Store it all securely and automatically so the information is easily available for validation and future reference.

## Travel and growth

Simplify travel approvals and expense reporting for staff members—and students too—so they can take advantage of off-campus growth opportunities. Create self-serve workflows that provide instant access to the right forms. Route for multiple signatures or approvals automatically.

## Policy distribution

Whenever there are institution-wide policy updates, you can streamline the process of communicating those new policies by sending them to be signed by all faculty and staff using a single workflow.

## Benefits forms

Make it easy for faculty and staff to complete paperwork pertaining to benefits and health insurance. Provide intelligent forms that auto-populate with employee information and offers a simple way to select coverage and opt in or out of employee programs — and know that these records and selections will be securely transmitted and stored through Adobe Sign.

## Background checks

Start your candidate's process quickly and simply by optimizing the background check process with a form that can be completed and signed online.

## Academic research and patents

Streamline documentation and approval processes while ensuring compliance with the highest levels of security and privacy. Protect sensitive content, such as medical patient information or history, in compliance with regulatory requirements including HIPAA and the FDA's 21 CFR Part 11 regulation which sets a higher standard for digital documents and signatures.



From courses and waivers, to vendor contracts, your institution needs year-round upkeep and attention. Adobe Sign simplifies time-consuming form and signature processes to help keep things running smoothly.

## Real estate and leasing

Confidently manage campus properties and assets. Create purchasing forms for new requests, like equipment leases that require legal e-signatures. Combine them with other forms to make sure everything is handled in one streamlined process.

## Vendor contracting

Onboard and manage all the different vendors and partners needed to keep your campus running smoothly. From facilities to equipment, to food services, complete forms with signatures and attachments from multiple parties inside and outside your organization and store them securely in one place.

## College and department independence

Make sure every college and department has full control over their unique document and form workflows. Let them use their own logos, build their own form libraries, or use different signature authentication methods to ensure compliance as needed in various schools and industries. E.g., using digital signatures with precisely-controlled workflows in medical research to comply with the biopharma industry's 21 CFR Part 11 regulation.

## Waivers and petitions

Create templates and self-serve forms ready for faculty and students to use if they need to electronically sign a waiver or a petition. Design the workflows such that the forms will automatically be submitted to the right stakeholder.

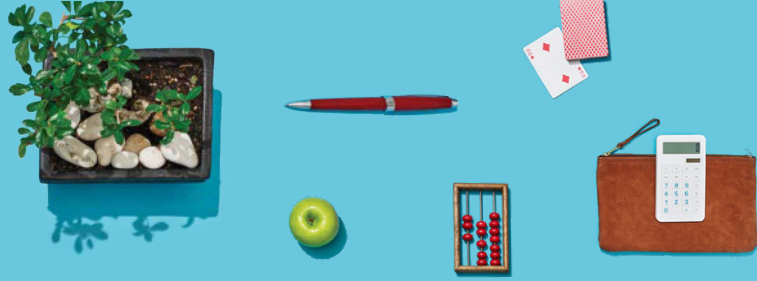
## Asset management & IT requests

Streamline all new incoming IT requests by creating self-serve forms and intelligent workflows that will automatically route documents to the right stakeholders for approval and service request management.

## Liability and health & safety forms

Create fillable forms for partners, vendors, and external staff to fill out and submit during your on boarding process. You can securely record and access this data for audit purposes whenever you need it.

## Featured success story



With Adobe Document Cloud — which includes the world's leading PDF and electronic signature solutions — your institution can turn manual document processes into efficient digital ones. Now your departments and teams can take quick action on documents, workflows, and tasks — across multiple screens and devices — anywhere, any time, and inside your favorite enterprise apps.

For some digital transformation inspiration, check out what Pace University has accomplished with the help of Adobe Sign:



**67% IMPROVEMENT** in course approval process, from weeks to 7 days.

**100K PIECES OF PAPER** saved—along with 11,426 gallons of water and 961 pounds of waste.

**VISIBILITY INCREASED** with real-time tracking of form status and an audit trail.

[READ THE FULL STORY ►](#)

“Not only are Adobe Acrobat Pro DC and Adobe Sign very user-friendly, they also **help us work smarter and move toward a green and efficient paperless environment.**”

RICHARD MILLER

*Associate Director of Instructional Technology, Dyson College of Arts and Sciences, Pace University*



## THOMAS JEFFERSON UNIVERSITY

Adobe Sign helped administrators create fully electronic and traceable workflows for enrollment, purchasing, supply chain approvals, and hiring.

- ▶ **MODERN, EFFICIENT EXPERIENCE**
- ▶ **INCREASED TRACEABILITY**
- ▶ **ANYWHERE ACCESS**

## CLEMSON UNIVERSITY ATHLETICS [Read the full story >](#)

- ▶ **80% FASTER.** Completion time for bowl attendance forms went from 25 hours to 5 hours
- ▶ **BETTER FAN EXPERIENCE.** Ticket forms can be completed in minutes, from anywhere, with any device.
- ▶ **PRODUCTIVITY INCREASED.** Streamlined process gives admins time to focus on serving needs of stakeholders

## SAN DIEGO STATE UNIVERSITY [Read the full story >](#)

San Diego State University has implemented Adobe Sign to streamline class schedule petitions, donor forms, travel forms, and new hire onboarding. Processes that once took weeks now take just a few days or minutes.

- ▶ **HR SAVED 4,000 HOURS PER YEAR.** 12,000 new hire transactions went from 30 minutes each to just 10 minutes each.
- ▶ **86% FASTER GIFT AGREEMENTS.** From one week to one day
- ▶ **93% IMPROVEMENT** in student add/drop forms completion time.

“The efficiencies of Adobe Sign let us put more focus on our sports events, rather than the processes behind them, creating a richer, more memorable experience for the Clemson Family.”

### Eric George

Associate Athletic Director and CFO, Clemson University Athletics Department



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