![UIW Enterprise Applications logo]

Log into Cardinal Apps using your AD credentials on either Chrome or Firefox browser.

https://apps.uiw.edu/login/login.htm
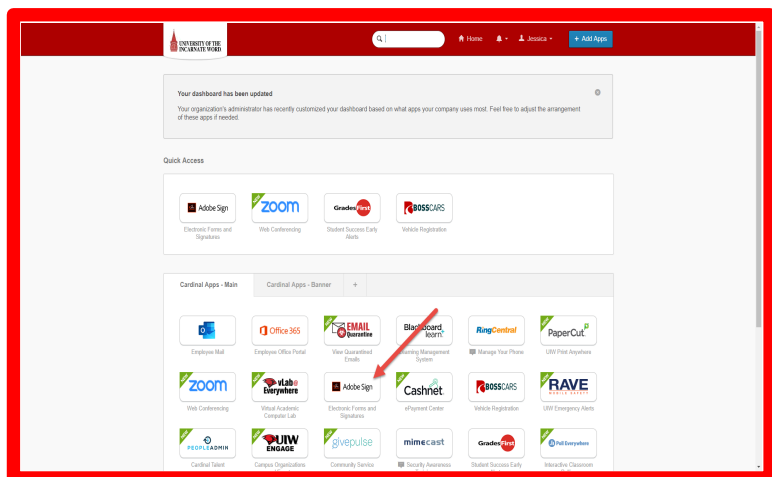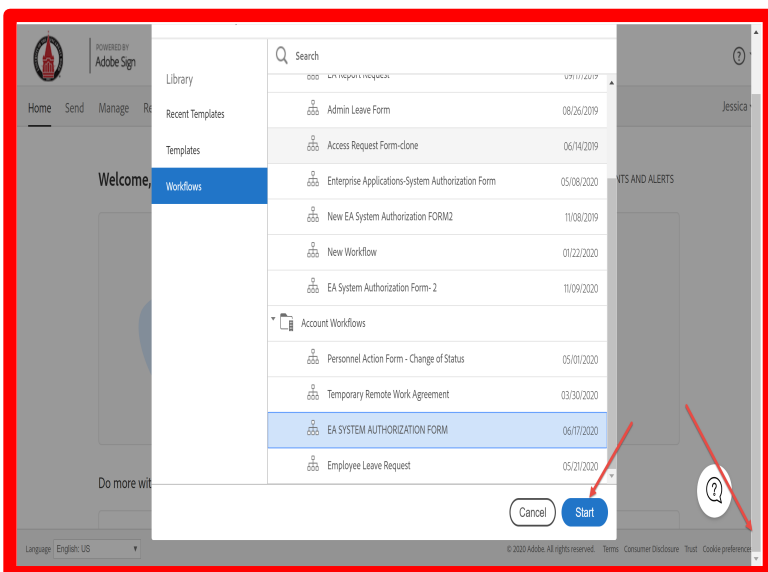

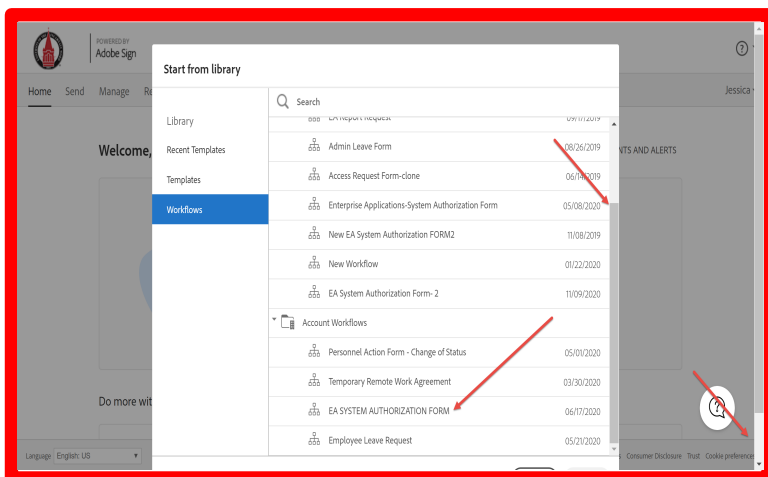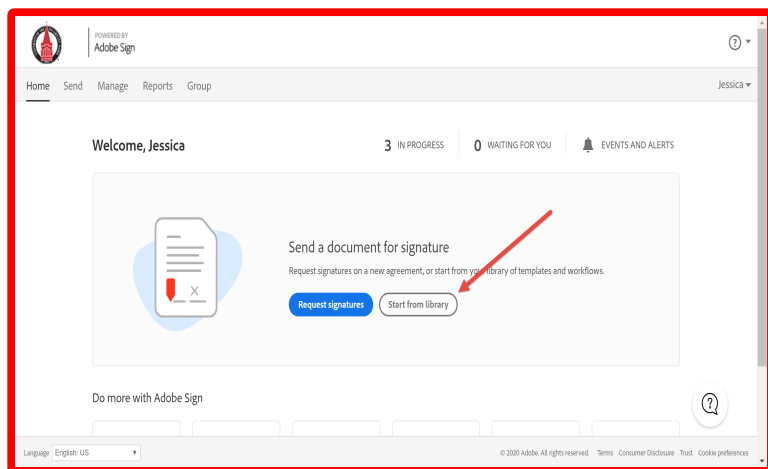Click on Adobe Sign Icon on the Cardinal Apps dashboard.
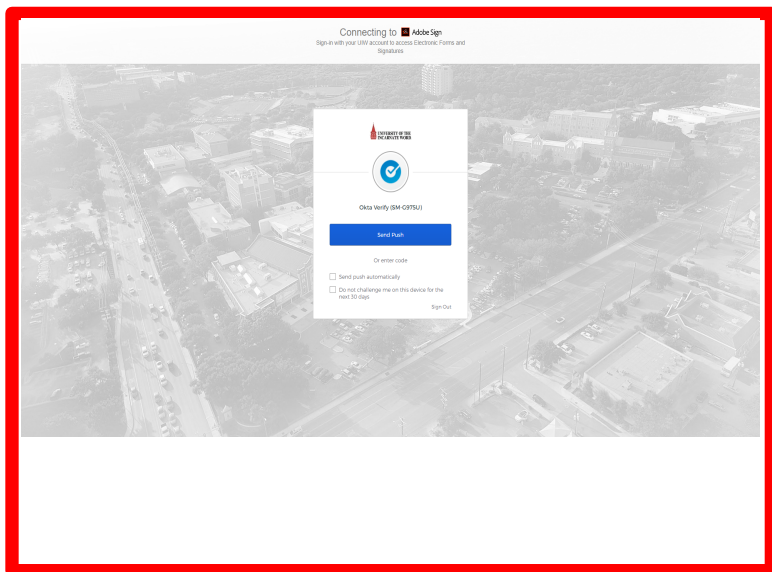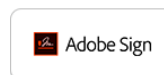
The Okta Authentication screen appears. Okta provides two options to allow you to confirm your identity.
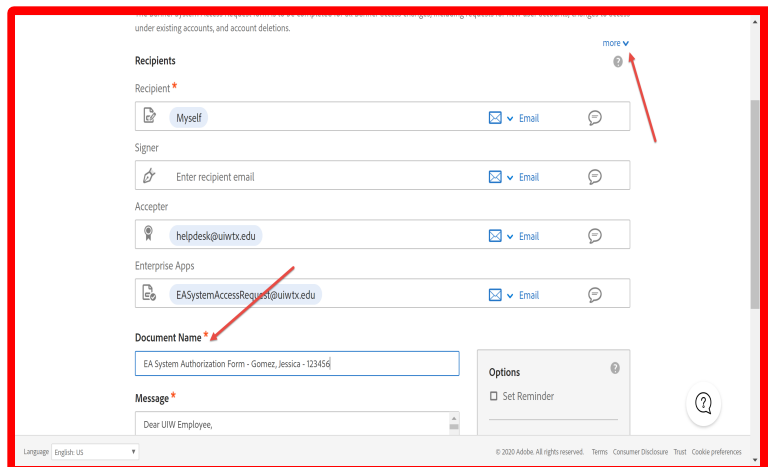
Option 1: Send push

If the Send push option is available after you try to sign in to Okta, you can click it to receive a pop-up notification on your mobile device. The notification allows you to accept or reject your authentication request. The notification expires in five minutes if you don't accept or reject the authentication request.

Option 2: Enter Code

Enter an Okta generated six-digit code provided in the Okta Authentication to confirm your identity. For security purposes, this code changes every thirty seconds.

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Once you are at Adobe Sign homepage then click on 'Start from library'.

To start filling out the EA System Authorization Form (SAF), scroll down to the Account workflows and click on EA SYSTEM AUTHORIZATION FORM.

Once you have selected EA System Authorization Form (SAF), please make sure to click on Start button. Sometimes, in order to see the Start' button please make sure to click on the scroll button on the main window on the right hand side. Or you can easily double click on EA SYSTEM AUTHORIZATION FORM.

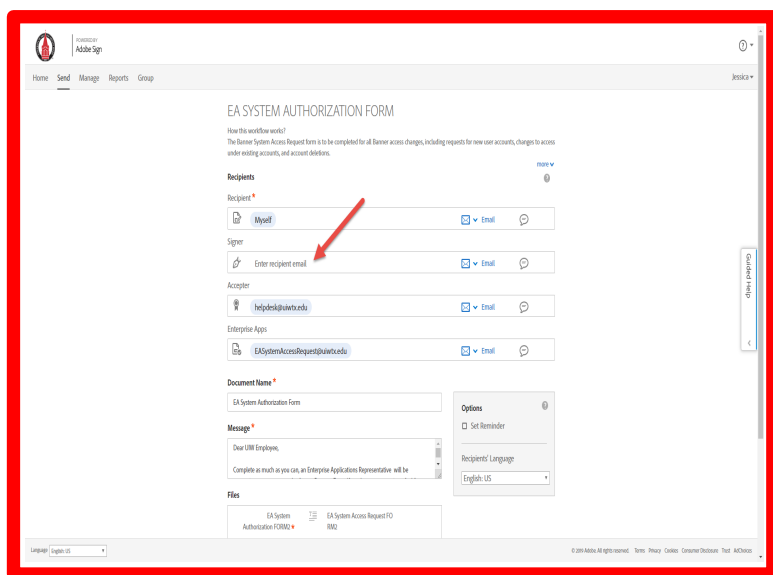Once you click Start, this will take you to start filling out the EA System Authorization Form.

To view the System Authorization Form instructions, click on the down arrow next to more.

Under document name, please add the name and PIDM of the user that is requesting access.

Example: EA System Authorization Form - Gomez, Jessica - 123456

If you are an existing user and need your supervisor's signature, please enter the email address of your supervisor who should receive your signed document in the Signer field (Enter recipient email area).

For **new user** form, supervisor should leave Signer field blank since New User Form just requires Supervisor's signature. Supervisor should be filling out the EA System Authorization Form (SAF) for the new user.
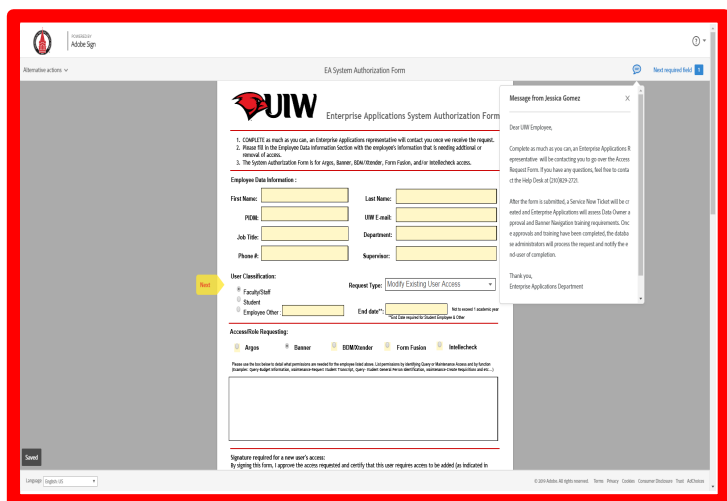
Do not use the email address you use to sign into Adobe Sign. Remember, you are signing this document and sending it to someone else. Once you enter the email address, click SEND.

Clicking SEND will route you to the actual form to start filling out the EA System Authorization Form (SAF).

No emails will be sent out until you fill out the EA System Authorization Form.

Please fill out the Employee Data Information with your information if you are requesting access for yourself or complete using the information of the person you are requesting the access for. In the Description of Business Role, list task or duties that will be part of the users job. Such as: I or user will order the office supplies, or I will be responsible for printing transcripts.

For all requests, if user or supervisor do not sign the request, then this will delay the access process. If access is not listed under Description of Business Role, then this will delay the access process.

Request Type:

Existing User Transferring Departments, Modify Existing User Access, Remove User Access and Temporary User Access - Requires two signatures

New User Access - Requires the signature of the supervisor only since supervisor should be filling out the form.

If your E-signature has not been set up, please click on the following link for instructions on how to set up an electronic signature: https://helpx.adobe.com/acrobat/using/digital-ids.html.

Last and Final Step- Click on the Submit button. Once you click the submit button this will email the completed form to your supervisor for their signature. If you are the supervisor, then by clicking submit will now send the completed document to the Enterprise Applications Team, who will start the process of the Access Request.

By submitting this document you are agreeing to the terms of use and disclosure of this document.

If you would like to read the Terms and Disclosure, feel free to click on Terms of Use and Consumer Disclosure of this document.

**For all requests, if user or supervisor does not sign the request, then this will delay the access process.
If under description if access is not listed, then this will delay the access process.**

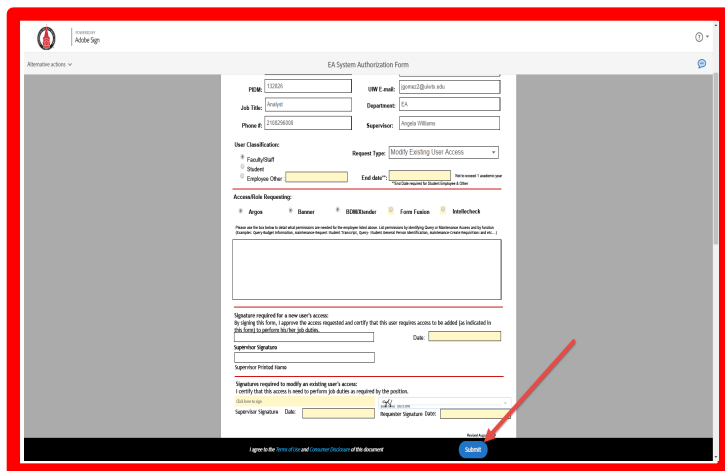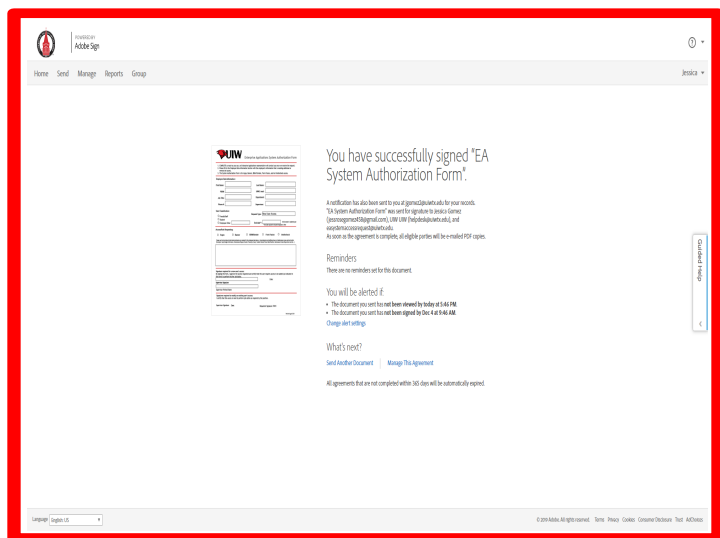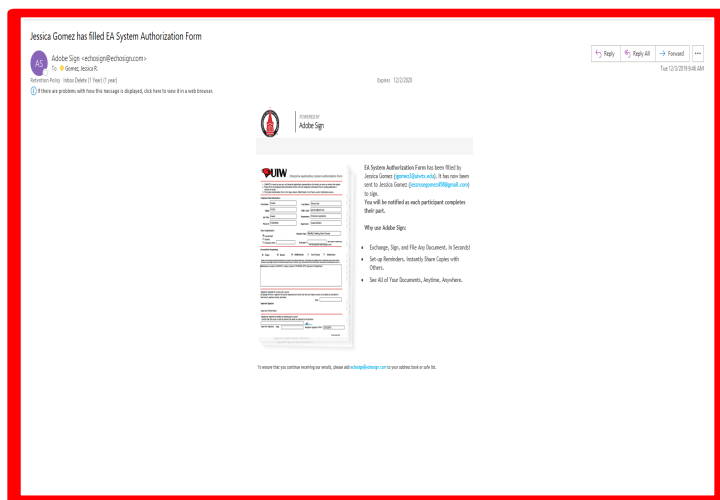You have successfully signed EA System Authorization Form (SAF). After the confirmation page displays, you can download a copy of the document, send another document, or open and Manage the page.
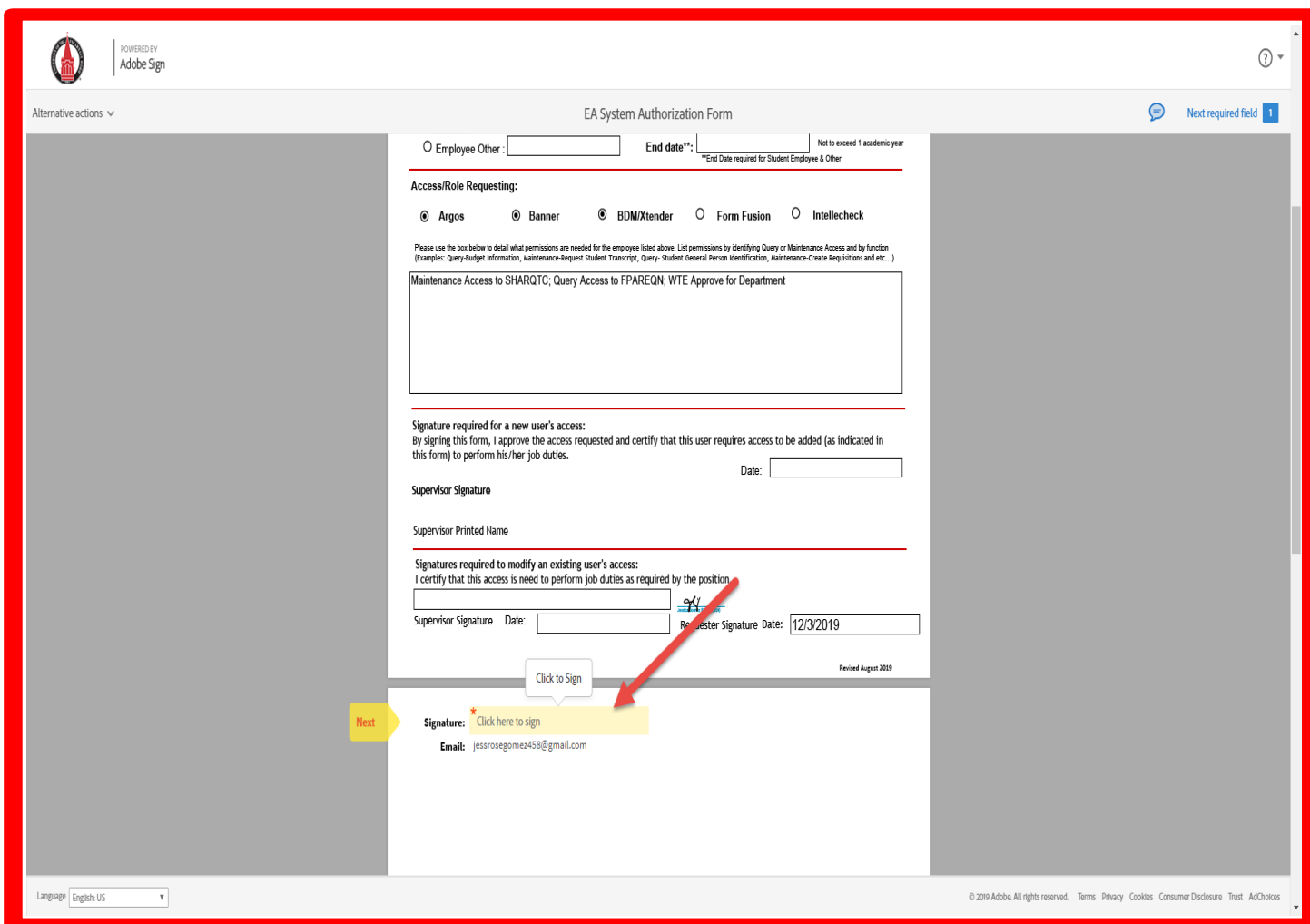

Once it has been submitted, you will receive an email stating the EA System Authorization Form (SAF) has been completed and an email has been sent to your supervisor. Once their action is complete, you will be notified by email.

Supervisor's Signature Instructions
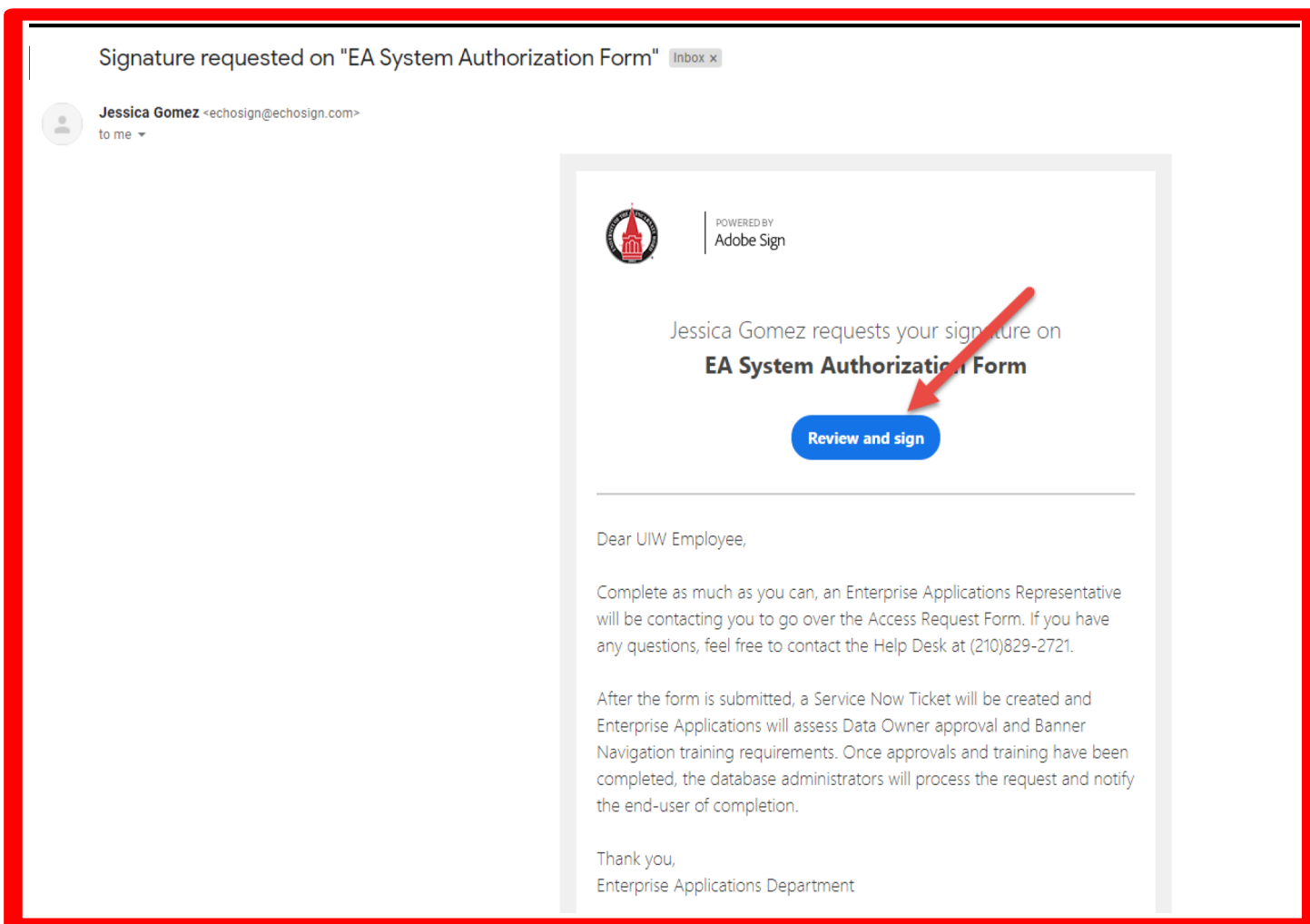
1. An email is delivered from echosign@echosign.com to the recipient's email box. The subject line will start with Signature requested on EA System Authorization Form (SAF).
2. The agreement is opened by clicking the link that says Review and sign.
3. The System Authorization Form opens in a browser window, and the message is displayed for a short time. If you have a personal message configured for the recipient, that is also displayed as soon as the page opens.

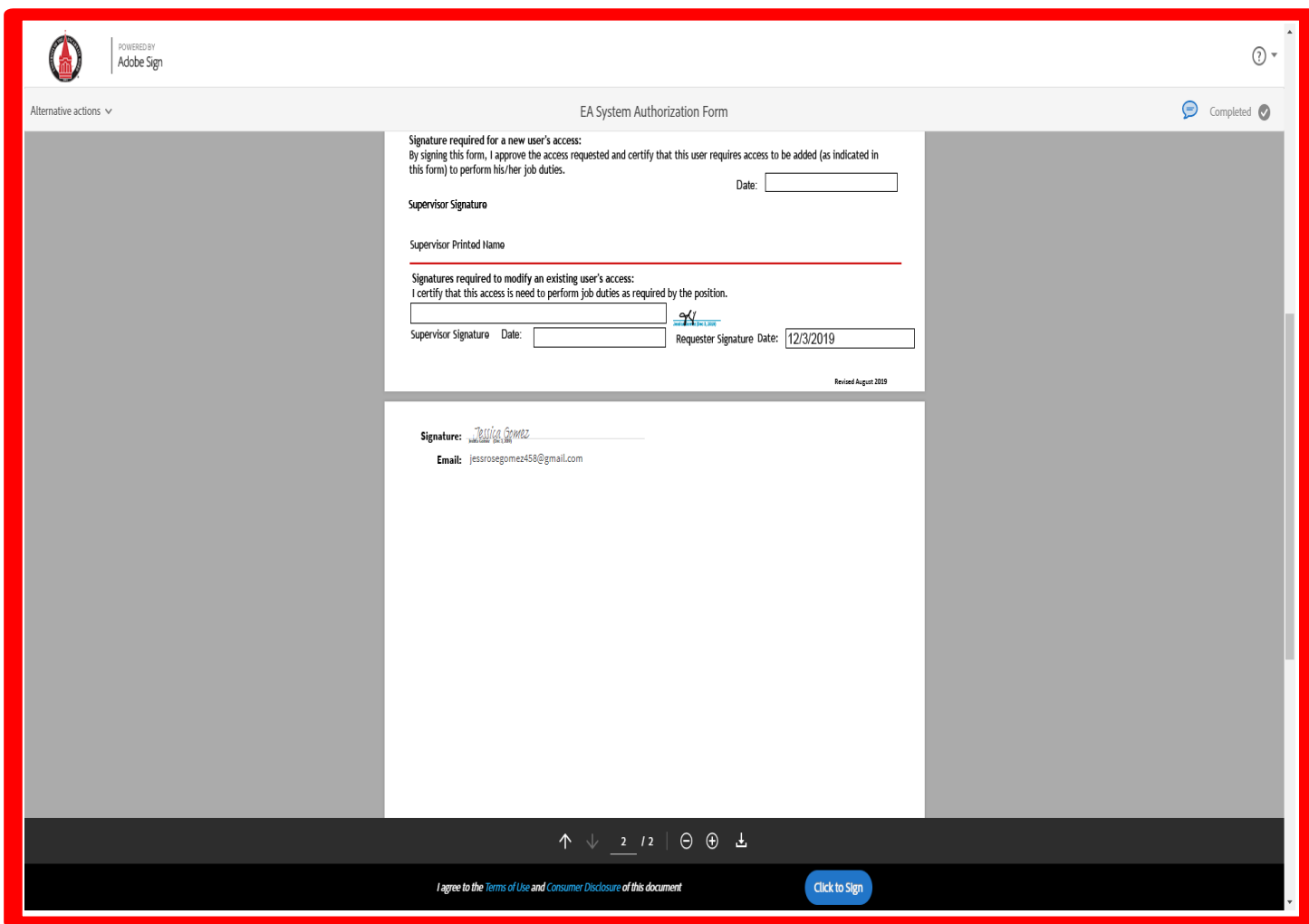**You must be logged into Cardinal Apps to access the SAF form.**

Supervisor will confirm that all the information is correct. Once review and confirmation of the information has been completed, please insert your E-signature on the Signature field. If your E-signature has not been set up, please click on the following link for instructions on how to set up an electronic signature: https://helpx.adobe.com/acrobat/using/digital-ids.html

To apply a signature, double click the field to open the signature panel. Type your name into the top field of the signature panel

Finalizing your signature can be done in one of three ways:

- Type set font (default) - Adobe Sign will apply a script-like font to the name you enter

- Physically drawn - Using a mouse, stylus, or any other pointer device, physically draw your signature. Using your finger on a tablet provides an excellent result

- Image - If you have a stamp image of your signature, you can upload it

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Once all of the required fields are completed, click the Click to sign button at the bottom of the window (you can't miss it).

If you would like to read the Terms and Disclosure, feel free to click on Terms of Use and Consumer Disclosure
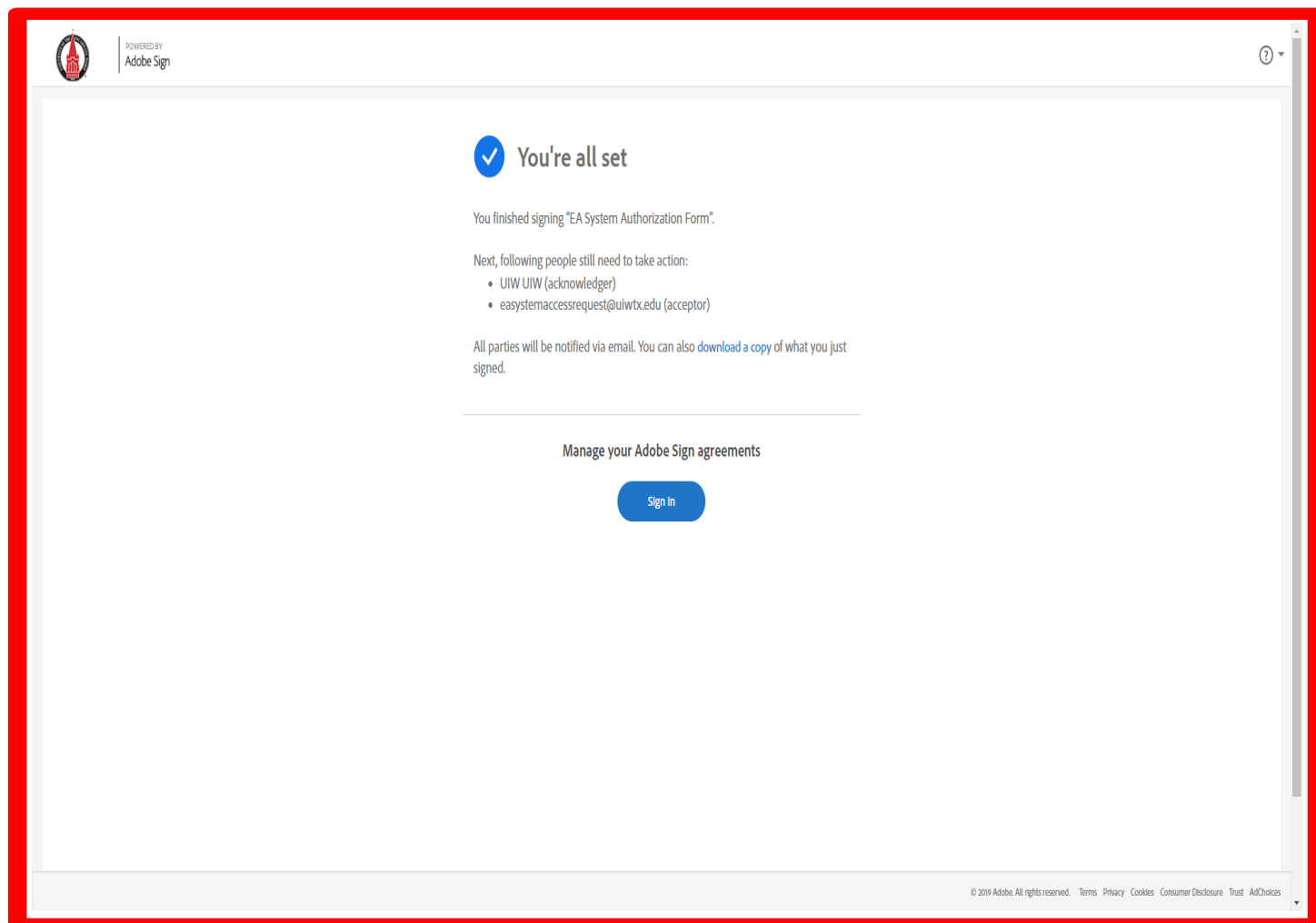At the bottom of the Adobe Sign page is a toolbar containing tools for navigating in the agreement, zooming in or out, and downloading the document. You can hide this toolbar by clicking the X in the lower right hand corner. To temporarily redisplay the hidden toolbar, hover your cursor at the bottom of the window, and the controls will reappear.

Once you click on Click to Sign, a Service Ticket will be created.

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✓ **You're all set**

You finished signing "EA System Authorization Form".

Next, following people still need to take action:
- UIW UIW (acknowledger)
- easystemaccessrequest@uiwtx.edu (acceptor)

All parties will be notified via email. You can also download a copy of what you just signed.

Manage your Adobe Sign agreements

Sign In

© 2019 Adobe. All rights reserved.   Terms Privacy Cookies Consumer Disclosure Trust AdChoices

Once you click on "Click to Sign", a Service Ticket will be created. An EA Representative will be contacting you concerning this request. If you have any questions, feel free to contact the Help Desk at 210-829-2721 or helpdesk@uiwtx.edu.