INSTRUCTIONS FOR USING ADOBE SIGN AND YOUR ACADEMIC INTEGRITY FORM

1. Have you registered for the UT Adobe sign account? If yes, you can proceed to step 2. If no, please follow the instructions in step 1.
   - Create a new user account with ITS by filling out this form. The link is also available in the CTL Academic Integrity section of Spartan net.
   - Fill out all of the required information.
   - Under group name please click on the drop down box and choose Academics.
   - Keep in mind that while you still need to adhere to the AI policy found in the current catalog, the process for creating a new adobe sign account can take up to 3 business days for approval. This is something to remember before you begin scheduling your AI meetings with the student and witness.
   - Also note that it is very important that you bookmark the exact URL listed. Do not bookmark it after you log in!!!!!!

2. Log into Adobe sign (https://documents.adobe.com/public/login.) You should have already bookmarked this link. If you have already logged into MYUTAMPA, the link will take you there without having to enter your log-in information. If you have not logged in to MYUTAMPA, it will take you to the log-in page to do that first.

3. Once you are in the account choose start from library.
4. Choose templates.

5. Under Shared Templates choose the Academic Integrity Violations and Academic Misconduct Form. Click start.

6. Fill in the emails for the people who need to sign the form including yourself.
   
   - The emails addresses need to be entered in the order of the signatures.
   
   - **Note:** Please have the email addresses handy for the academic witness and for the student because it will not populate unless it’s been entered before.
7. The next step is to change the title of the message to make it easier to find later. You can customize the message in the box below as well. Click next when you are done.

8. The form will be generated and your name will be on the top as the signer. Click on the *sign, then send* button.

9. The Adobe arrow tab will walk you through the information you need to complete. *Stop at the description*. Do not fill out the sanction yet. The sanction should be determined during the AI meeting.
10. Click on the Adobe Sign icon when you are done.

11. It will then take you to the homepage. Here you can fill out another form if you have multiple AI violations to process, or you can move to the next step.

THE ADOBE HOMEPAGE AND PENDING ITEMS IN YOUR WORKBOX

1. Click on the WAITING FOR YOU tab.

2. This is where you will find the forms that have been completed and not signed, or sent for additional signatures. It’s also where you will find documents waiting for your signature.
3. Open the form before you join the meeting. This will prevent students from seeing other forms you may have waiting for signatures.

4. **Note:** Under the Actions tab you have a Cancel option. If you made a mistake, or if after meeting with the student you decided there was not a violation, you may cancel the agreement. Once you click the button the form will no longer appear.

5. Once you are ready to start the meeting, click on **view and sign** at the bottom of the page.

6. You will notice that all of the information you earlier is there. After you met with the student and determined that a violation has occurred you can go ahead and type in your sanction.
7. Click the next arrow.

8. Sign the form at the bottom. If you have already made a signature in Adobe Sign, it will place the signature there for you. *Note: It fills in the date.*

9. Click on the blue *click to sign* button.

10. When you click the blue *click to sign* button, it will generate the form and send an email to the academic witness for them to sign. This is what the email looks like.
11. The academic witness can click on the review and sign button. This can be done from a phone, tablet, and PC or MAC. Adobe sign works in all formats and does not require a specific pdf viewer.

12. The academic witness will click the start button. Adobe Sign will take you to the statement of the academic witness.

13. The academic witness will then on click here to sign. Since it was done through email, Adobe Sign will ask them to type in their signature.

14. It will add their signature, a typed out version of their name, and the date. Click next.
15. Click on the *click here to sign* button. It will add the academic witness’ signature and the date.

16. After the academic witness is finished, they will click on the blue *click to sign* button. It will generate the form to send to the student.

17. The student will receive a similar email that the academic witness did. Again they can click on the *review and sign* button in their email.

18. The link will open up and give the student the message you typed for them.
19. The student can click on the start button. It will ask them to initial that they have one business day to complete the form. Adobe Sign will ask them to type in their initials. Then, click apply.
20. Apply will go to the statement of the student section of the form for the student to enter their initials a second time. Click next.

21. Here the student has to choose to either accept the sanction or have their case referred to the AIC. The system will only allow them to choose one. They cannot choose both. Click next.

22. The student may then type in their name and sign the form.

23. Adobe will add their signature and date. Click on the blue click to sign button.
24. Adobe Sign emails you to let you know the status of each step in the process. If someone does not sign the form, you may go to the IN PROGRESS tab on your home page. It will display what signatures are missing and you may click on the remind button.
25. Once everything has been signed and completed, you will receive an email that looks like this. You may open the form online by clicking on the open agreement button. You may also open a pdf version by opening the attachment.

26. Once you have reviewed the form to ensure it is complete, you may save it and upload it to Advocate.

27. If for some reason you accidentally delete the email, you may click on the manage tab from your homepage.
28. Choose *completed*. Find the form and click on the *download pdf* button.