

Michael Campbell

From: Michael Campbell
Sent: Monday, December 18, 2017 8:21 AM
To: Kathryn Bachman; Stephanie Brantley; Crystal Leffler; Amber Reed; Kellen Nelepovitz; Jennifer Curtis; Kari Benson; Wendy Coward; Robin Duff
Cc: Corey Marvin; Heather Ostash; Lisa Couch; Natalie Dorrell; Pamela Campbell; Paul Kuttig
Subject: RE: Adobe E-sign

Ok so it looks like Tuesday at 4:00 will work for everyone. We will meet in LRC 722 so that we can use the computers. Thank you all for getting back to me.

Thanks

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From: Michael Campbell
Sent: Thursday, December 14, 2017 3:26 PM
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Cc: Corey Marvin (cmarvin@cerrocoso.edu) <cmarvin@cerrocoso.edu>; Heather Ostash (hostash@cerrocoso.edu) <hostash@cerrocoso.edu>; Lisa Couch (lcouch@cerrocoso.edu) <lcouch@cerrocoso.edu>; Natalie Dorrell (ndorrell@cerrocoso.edu) <ndorrell@cerrocoso.edu>; Pam Campbell <pamela.campbell@cerrocoso.edu>; Paul Kuttig (pkuttig@cerrocoso.edu) <pkuttig@cerrocoso.edu>
Subject: Adobe E-sign

Good Afternoon,

As many of you are aware we use an internal event form for campus events, and this form requires signatures to approve the event. For the past year we have been experimenting with using Adobe E-sign to collect these signatures and are satisfied with this process as a method to authorize campus events. Each of you as the department assistant has been selected as the person who will be routing the event forms for signatures for your respective areas. If you have not already you soon will receive an email from adobe to create an adobe account, please do so at your earliest convenience. In order for your to route forms for signature we will need to update your Adobe acrobat pro software, we will be doing this tonight, please close all open PDF's and leave your computer on tonight when you leave. I also need to provide you with some training on how to route the forms and how the process works. I would like to do this training next week, the training will only take a hour and I can do multiple sessions if we are not able to find a time that works for all. To find the best times I have setup a doodle event, please click on the days and times that you can attend one of the training sessions. <https://doodle.com/poll/4wx2knnud22e3dcw> and i will follow up with a calendar invite after I get everyone's input.

Thank you,

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