

## Controller's Office

### Instructions for Travel Request for AdobeSign

Make sure you have Adobe Acrobat Pro DC installed on your machine. If not, contact the ITD Helpdesk at x3888 or [oithelpdesk@coppin.edu](mailto:oithelpdesk@coppin.edu)

1. Download form from Controller's Office Website.
2. Fill form out completely.
3. Save file to OneDrive.
4. If you have not already, click "Sign On" in the top right corner of Adobe DC
  - a. Login using your CSU email and password
  - b. Select "Company or School Account"
  - c. Login again with your CSU email and password
5. Click the Adobe Sign symbol on the right side of the form once the Travel Request is completed.
  - a. If you have to log in please use your CSU log-in. Select "Company or School Account"
  - b. If you do not see the Adobe Sign Symbol, Put "Adobe Sign" in the "Search Tools" box in tools column
6. In the add recipients field include the 4 emails required for signature in the order below:
  - a. Department Head or Dean
7. If funding is a Grant, Title III or Profession Development
  - a. Associate Controller for Grant funds
  - b. Title II Controller for Title II funds
  - c. AVP For Human Resources for Professional Development funds
8. Then, the following signatures are required in the order below
  - a. Area Vice President
  - b. AVP for Budgets and Finance
  - c. Vice President for Administration and Finance
9. Click to send will appear at the bottom of the document
10. You should receive a message that the file was successfully sent for signature



- Log on to [AdobeSign](#) using your CSU log-in email
- Click

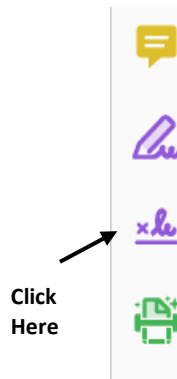


Company or School Account

- Complete your AdobeSign log-in at

Coppin State University  
Faculty/Staff Single Sign On

**Once you have signed into AdobeSign follow these next steps**

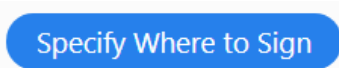


If you do not see the Adobe Sign Symbol, Put **“Adobe Sign”** in the “Search Tools” box in tools column

- In the *add recipients field* include the 5 emails required for signature in the order below:

1. Department Head or Dean
2. Associate Controller or Title III Controller or AVP for Human Resources
3. Area Vice President
4. AVP for Budgets and Finance
5. Vice President for Administration and Finance

- Click



- Click



- Click

