



TEXAS SOUTHERN UNIVERSITY

Space Change Request

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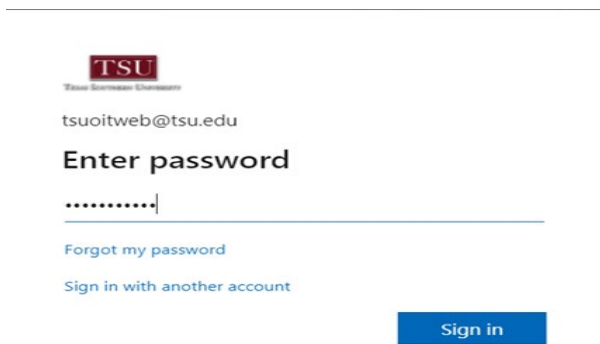
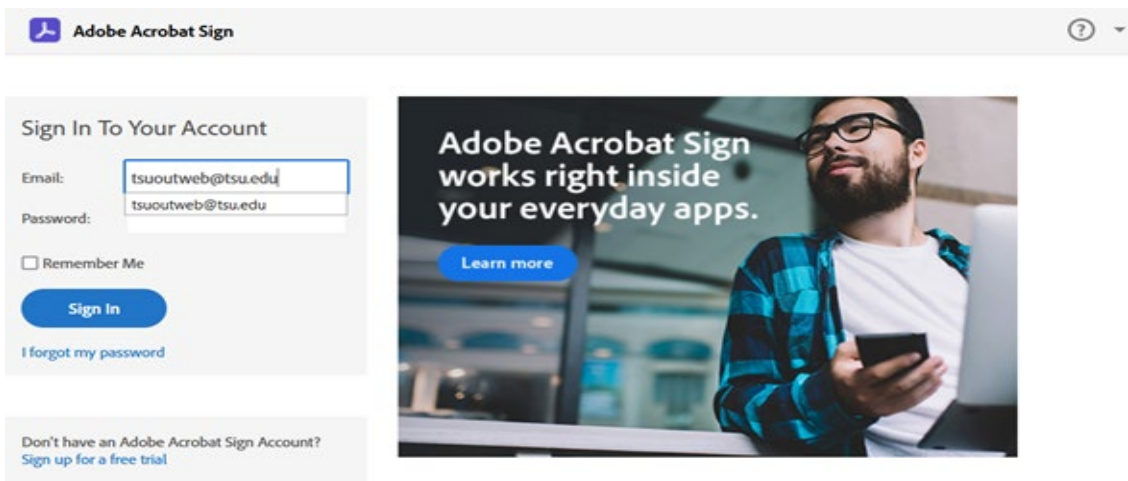
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Initiate the form

1. Go to <https://www.adobe.com/sign.html> and log into it with your TSU credentials (ID is firstname.lastname@tsu.edu and your computer password)




2. Assign signers and fill out the form

- 1) Click “Start from library” button.
- 2) Select “Workflows” on the left navigation. Then, select “FM – Space Change Request.”

 **Powered by Adobe Acrobat Sign**

Home Send Manage Reports Account

Welcome, TSU 3 IN PROGRESS 2 WAITING FOR YOU EVENTS AND ALERTS



Send a document for signature
Request e-signatures on a new agreement, or start from your library of templates and workflows.

[Request e-signatures](#) [Start from library](#)

Do more with Acrobat Sign

Start from library












Library

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Templates

Workflows

Search

	(In progress) Finance - Authority to Travel	06/28/2022
	Test Wrokflow	06/28/2022
	HR - Position Request Form for Administration	07/07/2022
	FM - Space Change Request	08/15/2022
	Account Workflows	
	HR - Position Request Form	06/08/2022
	HR - EER Employee Action Form	05/31/2022
	HR - Leave Request Form (President's Office Direct Report)	07/20/2022
	HR - Leave Request Form	07/20/2022
	KTSU - Underwriter Agreement	03/03/2021
	HR - Exit Checklist	03/08/2022

- 3) **Specify email addresses** of your department's head and vice president or provost to get an approval.
- 4) **Update the "Document Name"** with descriptive title of your request.
- 5) **Click "Add file"** to attach a supporting document if applicable.
- 6) **Click "Send"** button.

FM - Space Change Request

How this workflow works?
Please specify all signers and then click the "Send" button to begin completing the form. Once the form has been filled out, click the "Click to Sign" button at the bottom of the screen to initiate the approval process.

Send from: Test Group more ▾

Recipients ⓘ

Requestor*

✉ ▾ Email

Department Head : please specify the email address of the Department Head.*

✉ ▾ Email

Department's Vice President or Provost : please specify the email address of the Department's Vice President or Provost.*

✉ ▾ Email

Campus Space Utilization*

✉ ▾ Email

CC | Hide

Cc

Document Name *

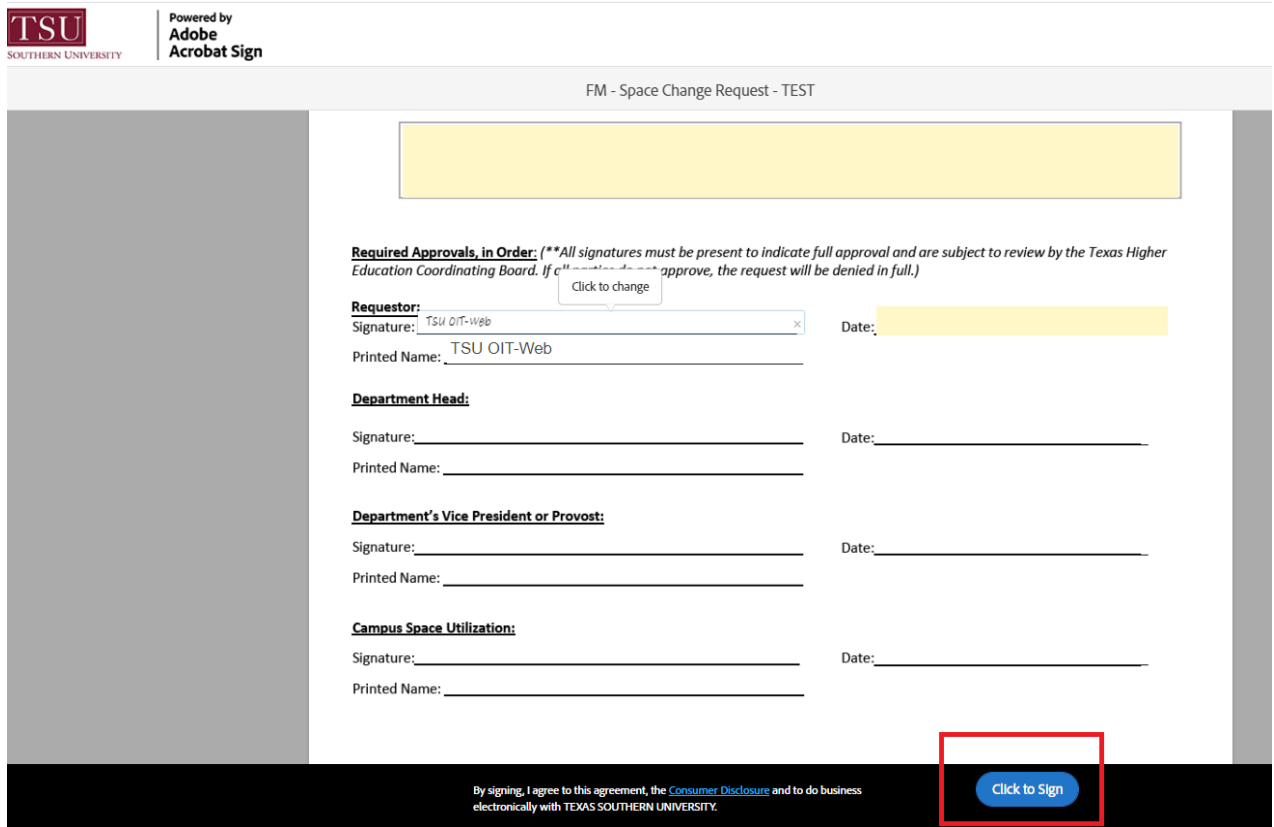
Message

Files

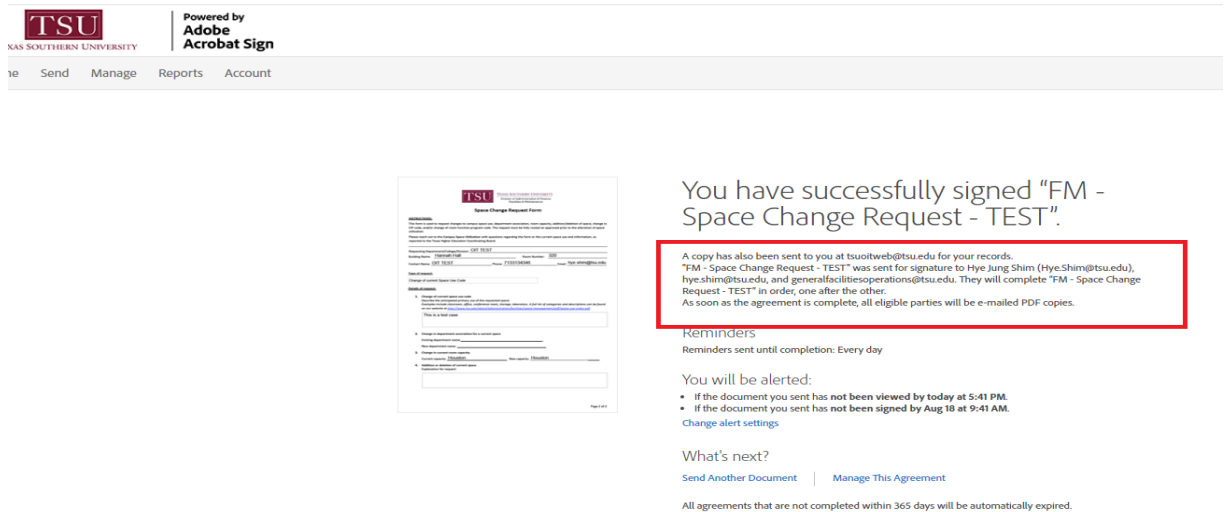
Change Request Form * FM - Space Change Request

Please attach the documents if applicable [Add File](#)

- 7) **Fill out the form.** Once you complete to fill the form out and sign on it, click “Click to Sign.”



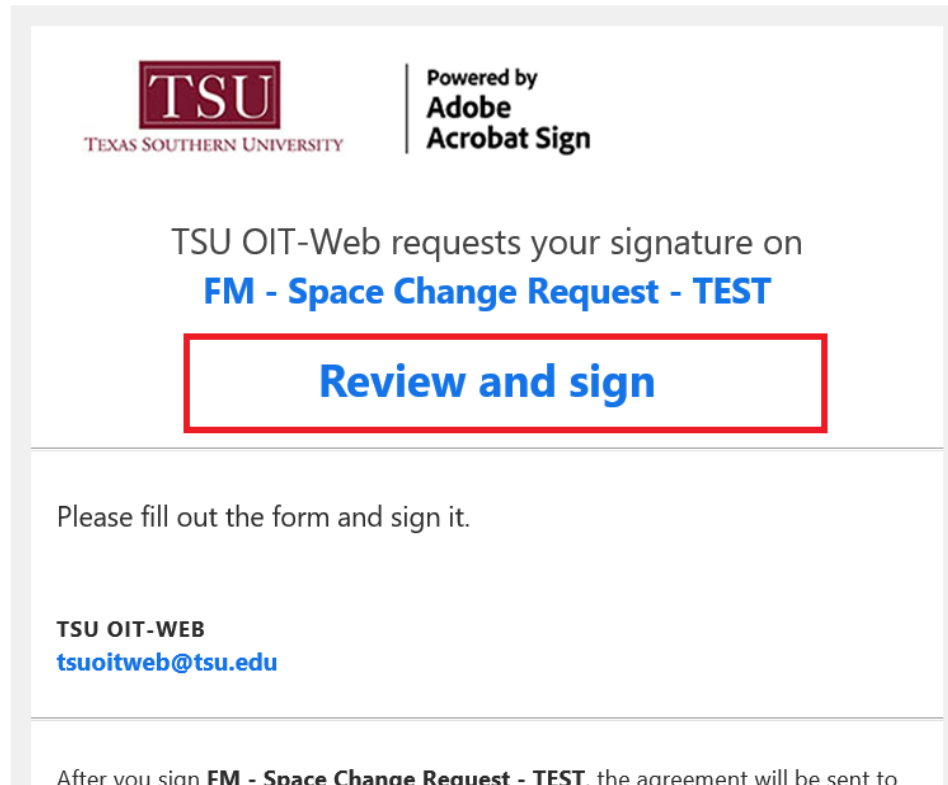
- 8) Once your request is sent out, you will see the confirmation message below. The form will go through signers for their review/signatures.



Sign/Decline/Delegate the form

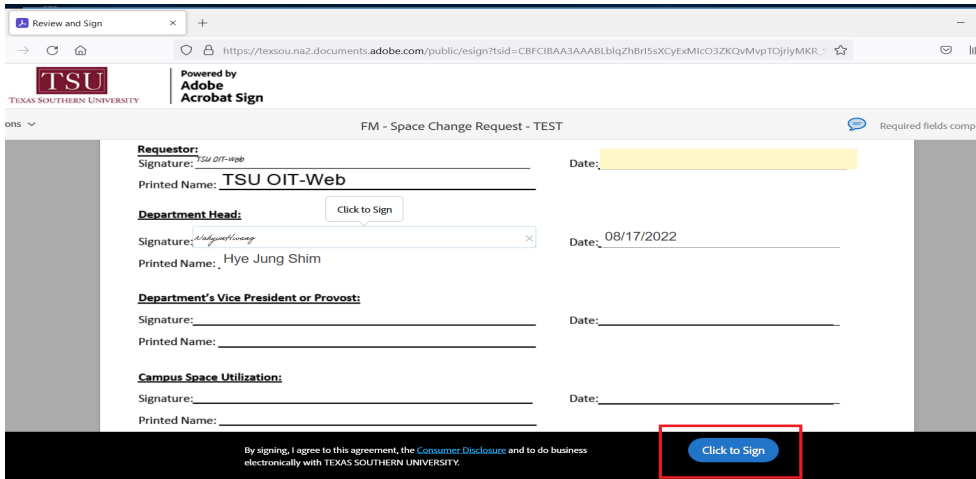
The signing/approval process of the form is 1) **Department's Head, and 2) Department's Vice Present, or Provost.**

1. Once open the email in inbox, **click "Review and sign."**



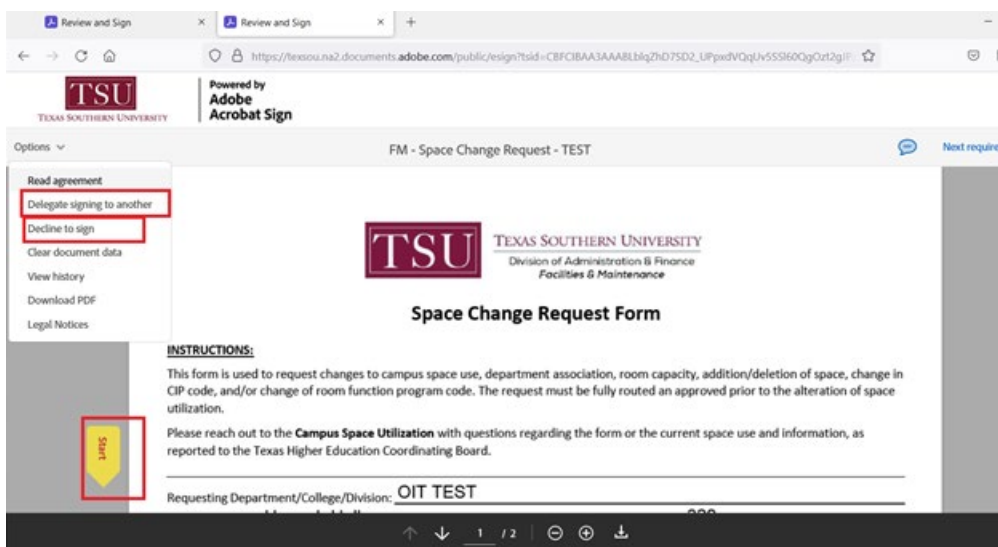
2. Review and Sign

- 1) Click "Start", which will take you to the location that you need to sign on it.
- 2) Once click "Click to Sign", you will see the signing panel below.
- 3) Put your signature by typing, drawing, or attaching the signature image. Then click "Apply."
- 4) Date item will be filled automatically. Click "Click to Sign"



3. Delegate signing to someone else

1) Once open the form, click “Delegate signing to another” on the top left,



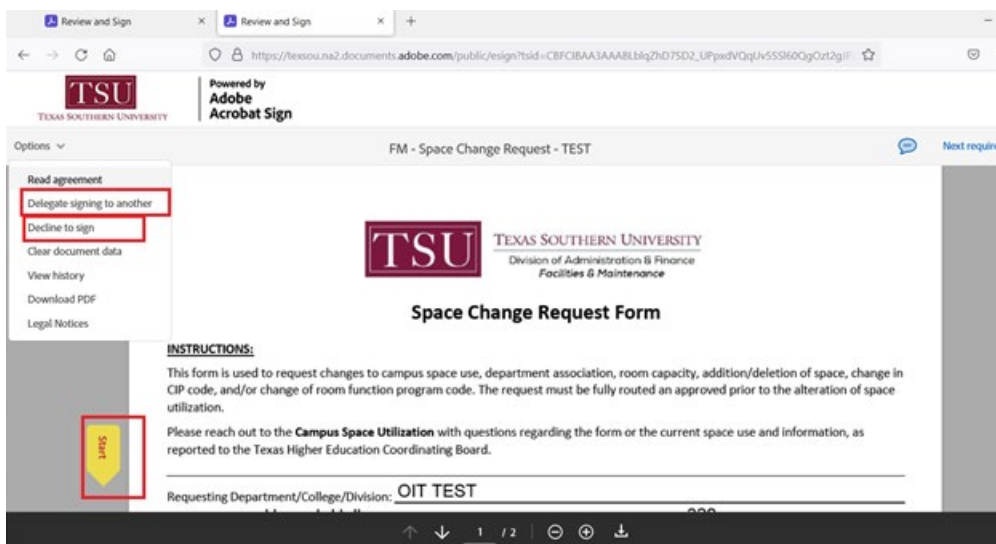
2) Specify an email address you want to delegate signing to and type the message. Then, click “Delegate.” An email will be sent, asking delegator to sign.



- 3) Here is quick video about how to delegate by using document management in Adobe Sign: <https://helpx.adobe.com/sign/how-to/adobe-delegate-signing.html>

4. Decline to sign

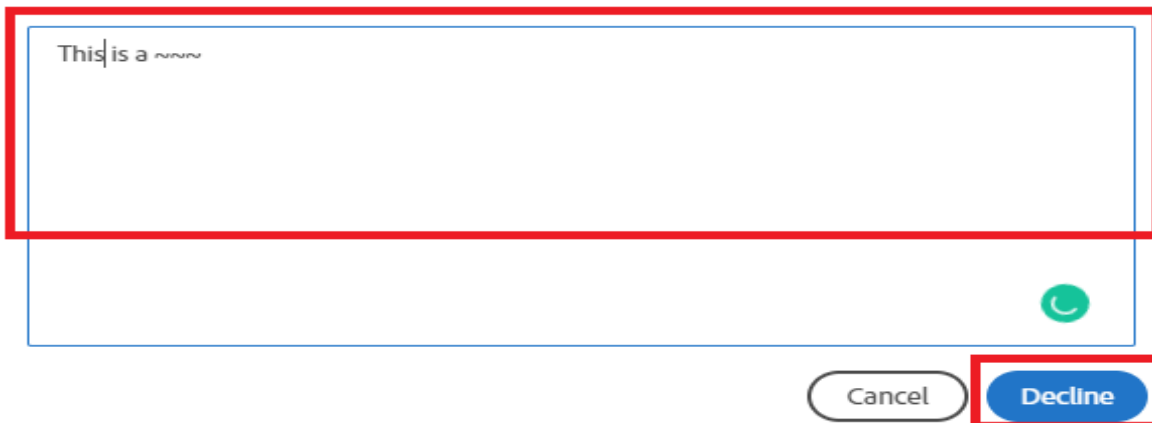
- 1) Once open the form, click “Decline to sign” on the top left.



- 2) Add a reason for declining and then, click “Decline.” The form will be canceled, and Initiator will be emailed with the message you put in.

Decline this agreement

Please provide a reason for declining this agreement.

A screenshot of the "Decline this agreement" dialog box. The dialog box has a title bar and a main content area. The main content area contains a text input field with the text "This is a non...". Below the input field are two buttons: "Cancel" and "Decline". The "Decline" button is highlighted with a red box.

More Resources

- a) [Adobe Sign Training videos and document](#)
- b) [Adobe Sing Learn & Support](#)

Technical support is available 24/7 by emailing IT Service Center: ***itservicecenter@tsu.edu*** or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

