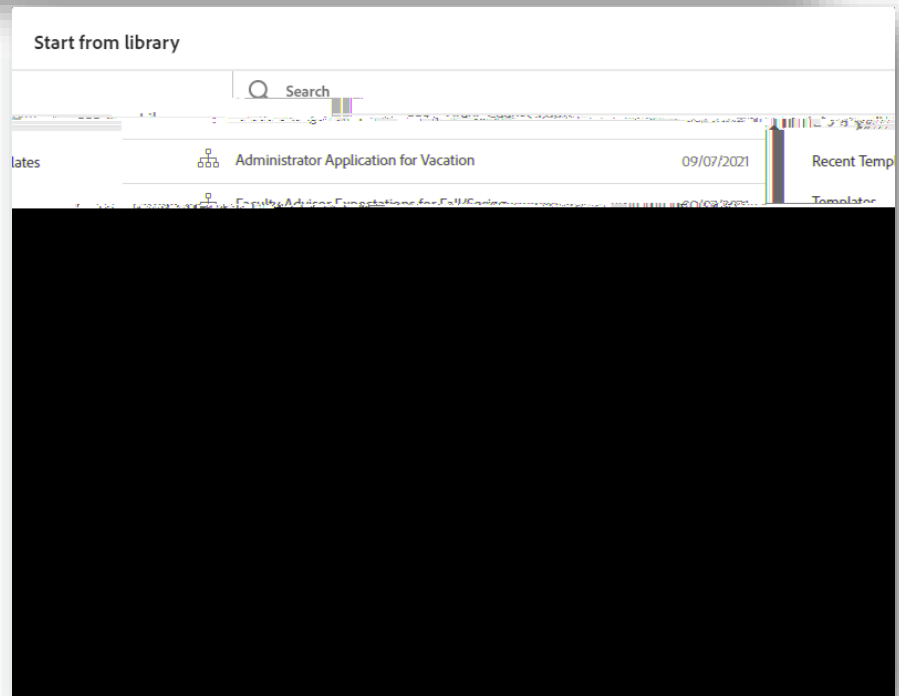
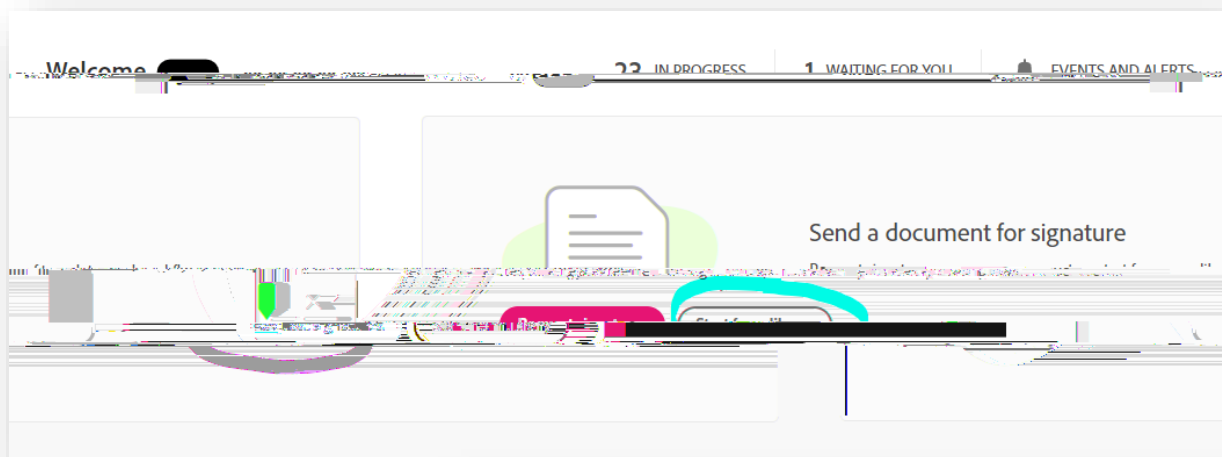




# COURSE REQUEST & UPDATE FORM INSTRUCTIONS

These instructions are for faculty who are looking to submit Course Request & Update Forms at Chicago State University (CSU). If you have any questions about this, please email: [csu-registrar@csu.edu](mailto:csu-registrar@csu.edu).

## STEP 1:





## STEP 2: ADD THE RELEVANT EMAIL ADDRESSES & REVIEW THE AGREEMENT NAME

Before you can fill out the form, enter your Chair/Program Director's email address, along with that for your Dean:



Some email addresses are pre-included for ease of use.

[Redacted]: be sure to check that you entered correct email addresses!

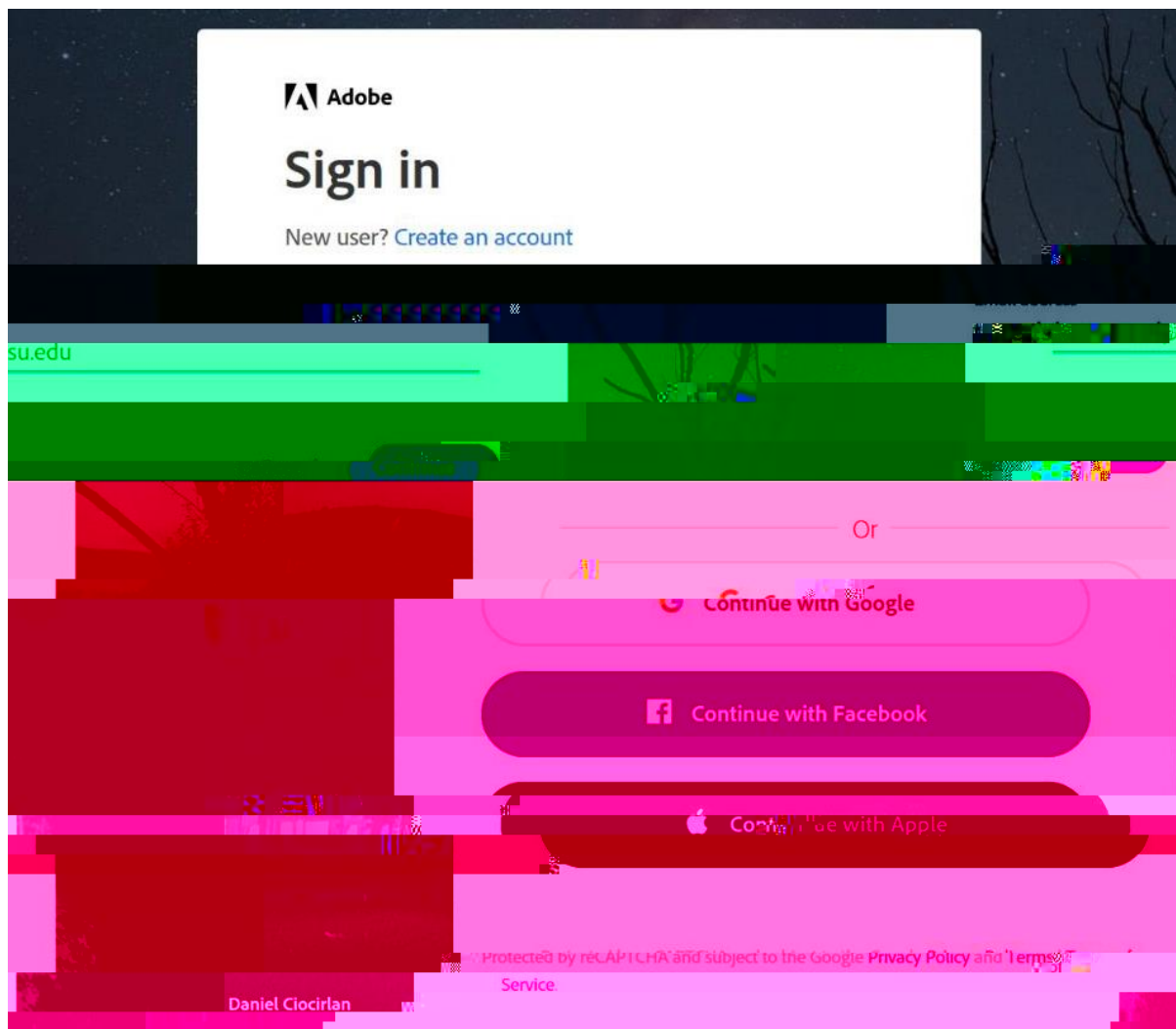






## ADOBE SIGN LOGIN INSTRUCTIONS

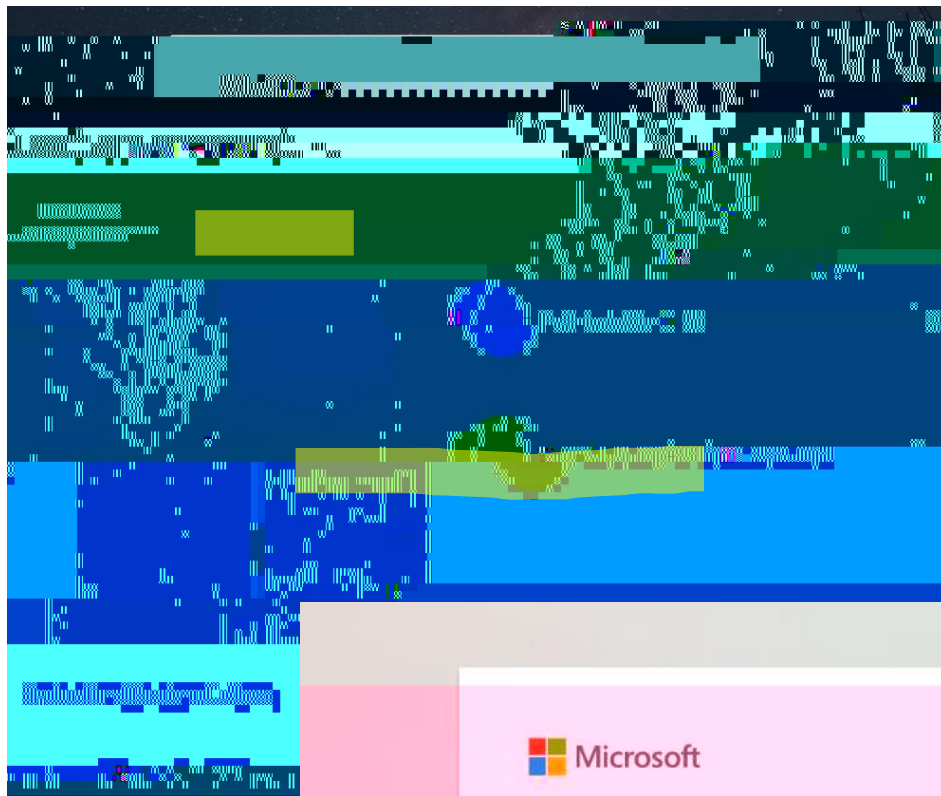
These instructions are designed to help faculty and staff at Chicago State University to login to Adobe Sign and navigate within the platform. For questions or concerns, please contact IT at: [helpdesk@csu.edu](mailto:helpdesk@csu.edu)





## STEP 2: SELECT ACCOUNT TYPE

From there, a window will appear requesting you select an account. To access your CSU assigned Adobe Sign account, please click on the "Company or School Account" option:



You will then be prompted to enter the password associated with your CSU login credentials:

