









## STEP 4: FILL OUT THE FORM AND THEN "CLICK TO SEND"

Once you have the form open, begin by filling out all the required fields including:

Student name, CSU ID, Department, and the course information.

*Please note:*

This form is to be used when a student has met a departmental, College, or University requirement through a transfer course or from the substitution list. If appropriate, the Office of Evaluations will notate this on a student's account. For *course substitutions*, please input the course from the student's history below and which CSU course it is substituting as noted in the Catalog.

Sample screenshot of the form:

The screenshot shows a web form titled "Course Substitution Form" with a header containing logos for "UNIVERSITY OF CHICAGO STATE" and "OFFICE OF EVALUATIONS". The main content area includes a table with three columns: "From which institution:", "Catalog requirement for substitution:", and "Course from Student History:". Each column has a header row with a red asterisk and three empty rows below. The footer contains a signature line with a red asterisk and the text "Click here to sign" and the date "10/17/2023". The entire screenshot is heavily distorted with digital noise and artifacts.

| From which institution: | Catalog requirement for substitution: | Course from Student History: |
|-------------------------|---------------------------------------|------------------------------|
| *                       | *                                     | *                            |
|                         |                                       |                              |
|                         |                                       |                              |
|                         |                                       |                              |





## STEP 2: SELECT ACCOUNT TYPE

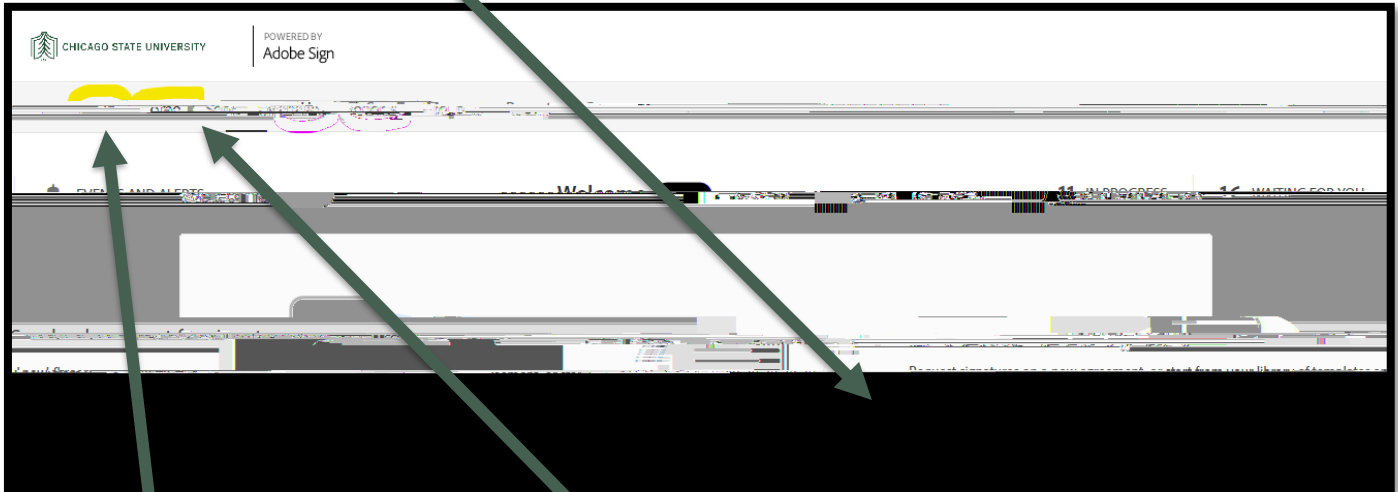
From there, a window will appear requesting you select an account. To access your CSU assigned



### STEP 3: NAVIGATING HOME PAGE

Once logged in, your home screen should look like the one below.

Depending on your e-signing needs, you can find an existing form in the template library by clicking on " " in the middle of the home page.



To collect signatures on a one-off document, click the " " tab.

To see your existing documents or check on the status of a document sent, click the " " tab.

If you're unable to login, reset your password from [IAM.csu.edu](http://IAM.csu.edu) and try again. For any additional assistance reach out to [Helpdesk@csu.edu](mailto:Helpdesk@csu.edu)