Adobe Acrobat Sign

Adobe Acrobat Sign for higher education

Accelerate signature processes and deliver cost-effective digital services for student enrollment, staff management, and IT and facilities management.

Adobe

Educational institutions are constantly looking for better ways to attract and retain great students and faculty, and to offer excellent digital experiences to all stakeholders.

While most educational institutions have already adopted some digital technologies, plenty remains to be done. A majority of tasks still rely wholly, or partially, on manual, paper-based processes. Forms that begin their lives as digital PDF files, for instance, often transition back to paper when signatures or attachments are needed, or when multiple parties are involved.

There are three key areas of focus for educational institutions that want to expand their digital capabilities, and Adobe Acrobat Sign can help make these workflows more efficient, compliant, and secure:

Student enrollment—Numerous opportunities exist to improve and redesign processes in place, from applications and enrollment to housing and beyond.

HR and staff management—Optimizing the hiring process and providing exceptional experiences to staff and faculty can significantly reduce the administrative tasks associated with traditional paper-based processes.

IT and facilities management—IT and facilities teams can use digital technologies to streamline facilities management and optimize IT service approvals.

Student enrollment.

From application and registration, to onboarding and signing up for classes, enrolling in a new school is a time-consuming process that involves many forms. Adobe Acrobat Sign simplifies the process by making it easy for everyone to sign, and making it easier for administrators to manage and track forms through an automated, digital workflow.

Admissions and onboarding.

Simplify and speed up the enrollment process with automated form workflows that allow students to fill and sign forms digitally anywhere, on any device. Capture student information the first time, and then use it to prefill and send additional forms automatically to enhance the student experience and reduce errors.

Adviser forms and recommendations.

Eliminate the need for students to track down teachers during class or office hours to get a signature. Use intelligent forms that are automatically routed to the right adviser or department head for signature based on information provided by the student.

Alumni and donor forms.

Make it simple for alumni and other donors to make a gift to the institution by creating an online fillable form with secure payment options.

Athletic recruitment and ticket sales.

Enhance athletic department recruitments by providing digital workflows for filling contracts and athletic scholarship applications. Create self-serve fillable forms that can be used for camp enrollments or athletic ticket purchases.

Financial aid enrollment.

Facilitate financial aid enrollment and verification. Create efficient workflows that help students find and complete financial aid forms that are the best fit for their needs, such as scholarships, grants, and work/study programs. Track the completion of your institution's forms, and send reminders as needed.

Health insurance applications.

Make it easy for students to complete their medical application forms and select the right plan by providing intelligent forms that auto-populate student information and include options for student insurance.

Internship forms.

Make it easier for students to apply for and participate in internships. Whether you're getting initial approvals or tracking progress over time, you can build automated workflows that collect the right information and signatures from students, teachers, department heads, and external companies.

Resource requests.

Create an exceptional experience for students and faculty by allowing them to submit automated requests for resources, from lab equipment to software licenses.

Transcript requests.

Fully automate form processes that require legal signatures, such as petition or transcript requests. Post signable forms on your website so students can fill, sign, and send requests digitally. Set up automatic notifications to send requests to the right person to finish the job.

HR and staff management.

Every school depends on dedicated faculty and staff to deliver great educational experiences, but time-consuming paperwork can slow them down. Adobe Acrobat Sign automates document and form-intensive processes, reducing errors and administrative tasks—so staff can spend more time on the work that matters.

Academic research and patents.

Streamline documentation and approval processes while ensuring compliance with the highest levels of security and privacy. Protect sensitive research content, such as medical patient information or history, in compliance with regulatory requirements including HIPAA and the FDA's 21 CFR Part 11 regulation, which sets a higher standard for digital documents and signatures.

Background checks.

Start your candidate's process quickly and simply by optimizing the background check process with a form that can be completed and signed online.

Benefits forms.

Make it easy for faculty and staff to complete paperwork pertaining to benefits and health insurance. Provide intelligent forms that auto-populate employee information and offer a simple way to select coverage and opt in or out of employee programs. You can be sure that these records and selections will be securely transmitted and stored through Adobe Acrobat Sign.

Employee management.

Create automated and self-serve workflows for a wide range of standard employee processes, such as performance reviews, course approvals, and changes of address. Let staff members send reminders to others. Store it all securely and automatically so the information is easily available for validation and future reference.

Hiring and onboarding.

Maximize human resources efficiency with end-to-end digital processes for signing and approvals, document package preparation, protection, and more. Approve new positions. Hire and onboard new teachers and staff. And integrate with leading management systems such as Workday.

Policy distribution.

Whenever there are institution-wide policy updates, you can streamline the process of communicating those new policies by sending them to be signed by all faculty and staff using a single workflow.

Travel and growth.

Simplify travel approvals and expense reporting for staff members—and students too—so they can take advantage of off-campus growth opportunities. Create self-serve workflows that provide instant access to the right forms that can be routed for multiple signatures or approvals automatically.

IT, legal, and facilities management.

Running a campus is like running a village—it requires managing a complex web of real estate, technology, and departments and entities. Adobe Acrobat Sign simplifies time-consuming form and signature processes to help keep things running smoothly.

Asset management and IT requests.

Streamline all new incoming IT requests by creating self-serve forms and intelligent workflows that automatically route documents to the right stakeholders for approval and service request management.

College and department independence.

Make sure every college and department has full control over their unique document and form workflows. Let them use their own logos, build their own form libraries, or use different signature authentication methods to ensure compliance as needed in various schools and industries. For example, use digital signatures with precisely controlled workflows in medical research to comply with the biopharma industry's 21 CFR Part 11 regulation.

Liability, health, and safety forms.

Create fillable forms for partners, vendors, and external staff to fill out and submit before coming to work on campus. You can securely record and access this data for audit purposes whenever you need it.
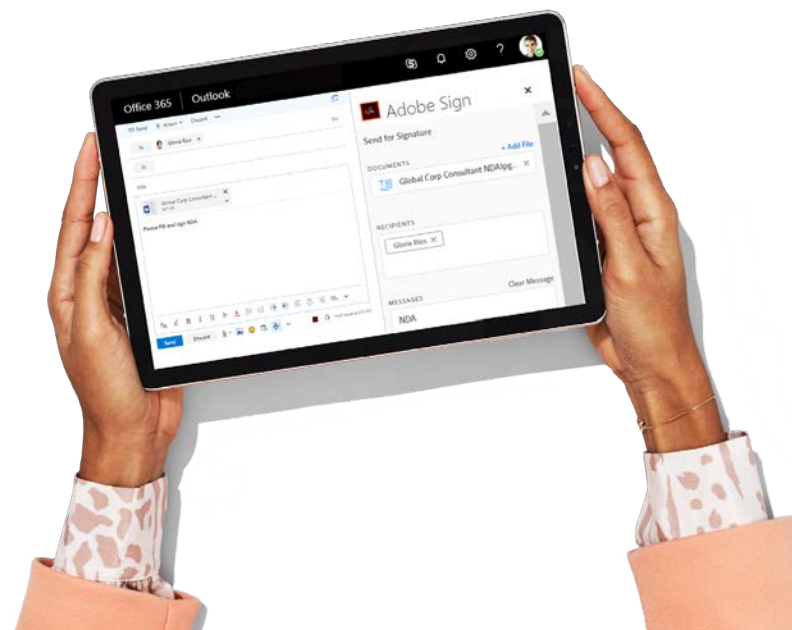
Real estate and leasing.

Confidently manage campus properties and assets. Create purchasing forms for new requests, like equipment leases, that require legal e-signatures. Combine them with other forms to make sure everything is handled in one streamlined process.

Vendor contracting.

Onboard and manage all the different vendors and partners needed to keep your campus running smoothly—from facilities and equipment to food services. Complete forms with signatures and attachments from multiple parties inside and outside your organization, and store them securely in one place.

Waivers and petitions.

Create templates and self-serve forms that are ready for faculty and students to use if they need to electronically sign a waiver or a petition. Design the workflows so that the forms are automatically submitted to the right stakeholder.

Success stories.

Work with the digital document leader.

With Adobe Document Cloud—which includes the world's leading PDF and electronic signature solutions—organizations can turn manual document processes into efficient digital ones. Now your team can take quick action on documents, workflows, and tasks—across multiple screens and devices—anywhere, any time, and in your favorite enterprise apps.

Organizations also gain the ongoing support and reliability of Adobe, one of the world's largest Software as a Service (SaaS) companies. Adobe has been a leader in secure digital documents for over 20 years. Adobe solutions are used by global Fortune 1000 companies across a broad range of industries because Adobe's global leadership, innovation, and reliability translate into cost savings, increased efficiencies, and peace of mind.

Check out what these higher education institutions have accomplished with Adobe solutions.

Pace University

- **67% improvement** in course approval process, from weeks to 7 days
- **100K pieces of paper saved**—along with 11,426 gallons of water and 961 pounds of waste
- **Increased visibility** with real-time tracking of form status and an audit trail

Read the full story >

"Not only are Adobe Acrobat Pro and Adobe Acrobat Sign very user friendly, they also help us work smarter and move toward a green and efficient paperless environment."

RICHARD MILLER, associate director of instructional technology, Dyson College of Arts and Sciences, Pace University

Success stories.

Iowa State University Foundation

Using Adobe Acrobat Sign integrated with Microsoft solutions, the Iowa State University Foundation streamlined e-signature workflows to allow foundation executives, program heads, college deans, and donors to sign off on donation compliance agreements in minutes.

- **13 days faster**—Streamlined administration speeds up processing of donation compliance agreements.
- **Automated processes**—Automated workflows and alerts give staff a clear view of the status of each agreement and help keep things moving.
- **Better customer service**—Reduced paperwork allows staff to be more attentive to the everyday needs and questions of donors.

Read the full story >

Clemson University Athletics

- **80% faster**—Completion time for bowl attendance forms decreased from 25 to 5 hours.
- **Better fan experience**—Ticket forms can be completed in minutes, from anywhere, on any device.
- **Increased productivity**—Streamlined process gives administrators time to focus on serving the needs of stakeholders.

Read the full story >

San Diego State University

San Diego State University implemented Adobe Acrobat Sign to streamline class schedule petitions, donor forms, travel forms, and new hire onboarding. Processes that once took weeks now take just a few days or minutes.

- **4,000 hours saved per year**—Time spent on 12,000 new hire transactions decreased from 30 minutes each to just 10 minutes each.
- **86% faster gift agreements** —From one week to one day.
- **93% improvement** in student add/drop form completion time.

Read the full story >

"The efficiencies of Adobe Acrobat Sign let us put more focus on our sports events, rather than the processes behind them, creating a richer, more memorable experience for the Clemson Family."

ERIC GEORGE, associate athletic director and CFO, Clemson University Athletics Department