

## HOW TO COMPLETE THE PHY 386/486 AGREEMENT FORM AND GET IT SIGNED ELECTRONICALLY WITHOUT PAPER

1. On the Physics website, find the Departmental forms link, or go to:  
<http://physics.missouristate.edu/263938.htm>
2. Choose "PHY 386/486 Agreement/Policies Form."  
Complete the form by typing in all possible information, EXCEPT for the signatures.
3. Move the cursor to the top right to locate the Printer icon. Print the form AS A PDF by selecting "Change, Save as PDF." Click Save.

**NOTE:** If you save a fillable pdf to the computer and then reopen it, it is blank. Instead, complete it, then print it as a pdf to your computer. Then reopen it and distribute it by email to recipients.

4. Rename the saved pdf.  
Suggestion: Course name\_Agreement\_Last name\_First name
5. The student should reopen the saved pdf on his/her own computer having named it similarly:  
PHY 386\_Agreement\_LastName\_FirstName
6. Then choose "Comment," select the red stamp icon in the top right corner of that box. To load your credentials, click on the dropdown arrow to find "Dynamic," then "Approved." A window appears where you can type your name and email. The signed stamp credentials will be loaded on the cursor; you can click on the signature line to place it. This gives the student's BearPass login name, name, date, and time stamp.

**NOTE:** The student now needs to share the pdf with all the following faculty whose signature is needed, including whoever might need to see it later, so maybe Dr. Cornelison and Laura Rios.

They each can open the file and sign it. Depending on how the student sends it, will determine how the signatures are collected. Here are two examples:

### HOW TO SEND FOR COMMENT/SIGNATURE IF USING GOOGLE DOCS

7. Click on the "Sign" tab. "Get Others to Sign." / Send form for email signature.
8. The student will be asked to login to an Adobe Document Cloud account, but there is also an option to login to Adobe ID, Google+ or Google Apps. If using Google+, which most people already have, then here are the steps.
9. Type in the name of the first person to sign and email, hit enter. Now you can type in others.
10. Click "Send." Wait for it to process, then click on "Send" again.
11. It will go to the first person to sign, then proceed to the others. The student receives a notification as each person signs.

### HOW TO COMMENT/SIGN IF USING ADOBE ACROBAT X PRO

12. "Comment," then find "Send for Shared Review," choose "Auto. Collect comments on my own internal server." Click NEXT.
13. Browse for the shared network folder that all faculty and grad students can access. A new network folder has been created for this: \\bear1\common\pam\GradStudents  
(Students will need to be granted access to this when they are enrolled in PHY 386.)

14. Click Next. Choose to send it automatically. Choose how it will appear as either a link or an attachment. Click Next.
15. You can name the link something like "PAMS Shared Folder." Click Next.
16. Type in the email recipients. The message contents (instructions) are automatically generated.
17. There is an option to change the "Review Deadline."
18. Click Send. When another recipient opens the email, he/she will be able to see other comments (signatures).
19. To add a signature, click on "Comment," "Dynamic," choose the "Approved" and place it. A box may open requesting name or other credentials.
20. NOTE: Go up to the top of the screen and click on "Publish Comments," so that others can now see the new signatures.

**NOTE:** When closing, you will be prompted to Save the document; **all new changes will be automatically saved in the file which is being shared on the network, so everyone can see the newest version.**

The file name does change during the review process, it has "review.pdf" within the file name.

If for some reason someone who needs access to this was not initially added by email, then it would need to be shared in the same way as above.