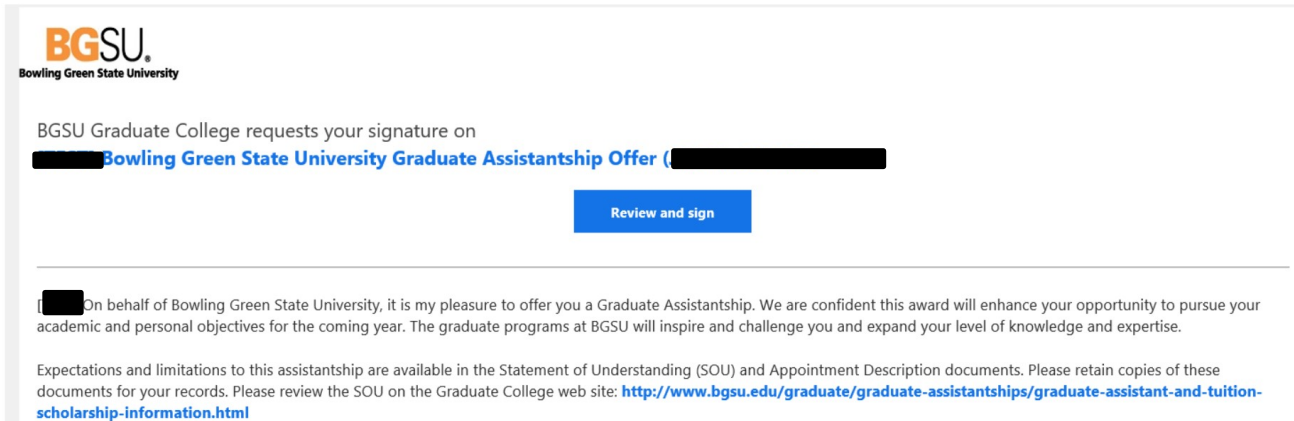
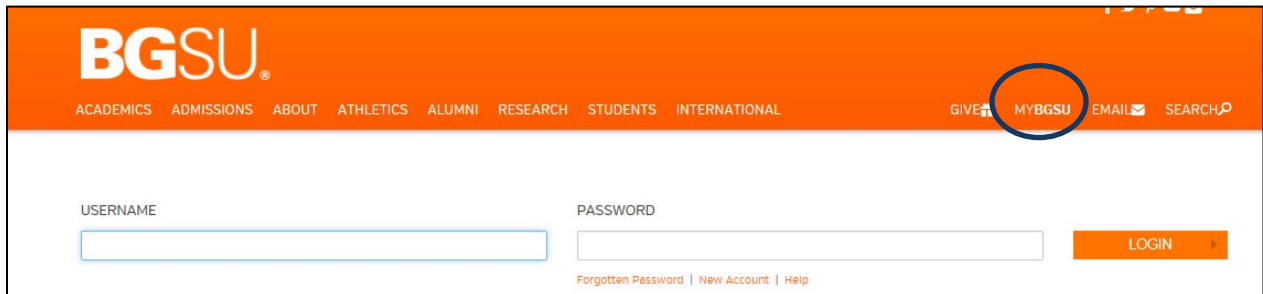


Accepting a Graduate Assistantship contract

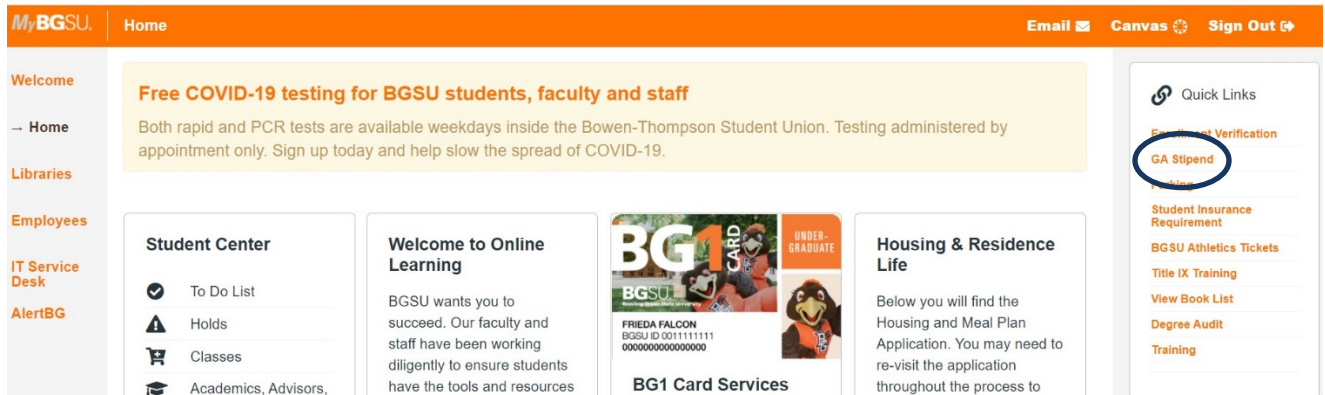
1. A. Student receives an email from Graduate Operations (graduateoperatns@bgsu.edu). Click REVIEW & SIGN icon and proceed to step 2. (if no email is received, please see 1B)



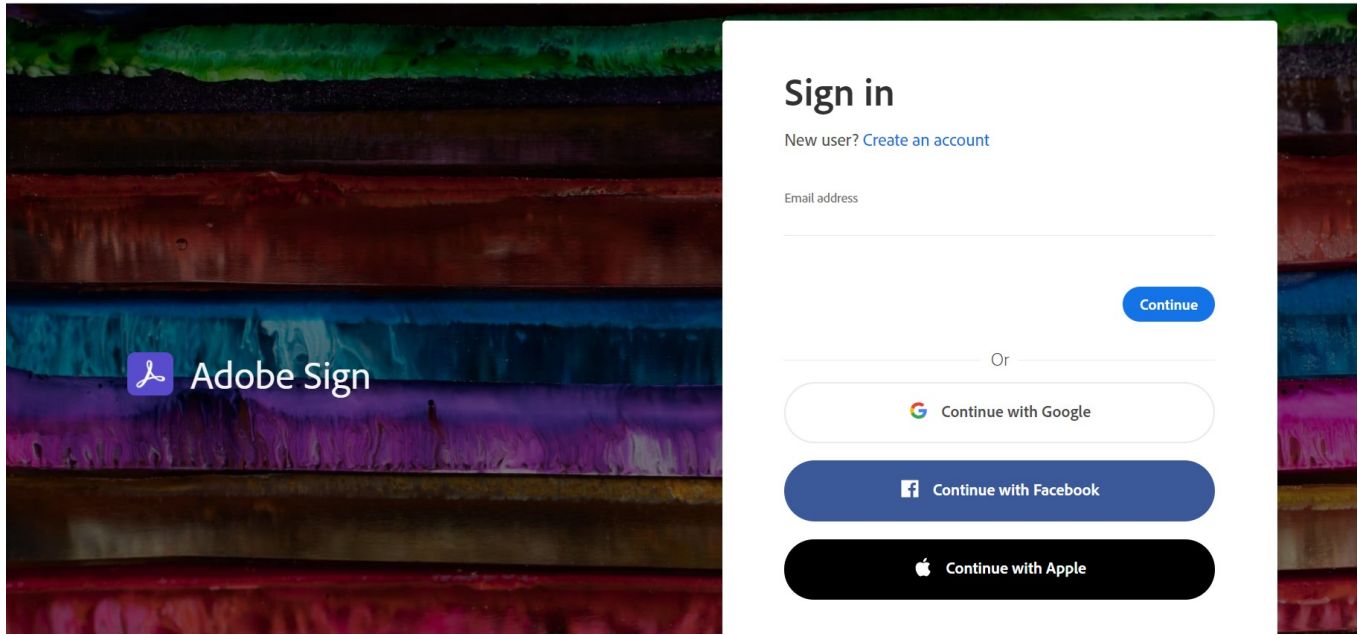
- B. If unable to locate the Graduate Operations email, log on to your My BGSU Portal using your BGSU email and password



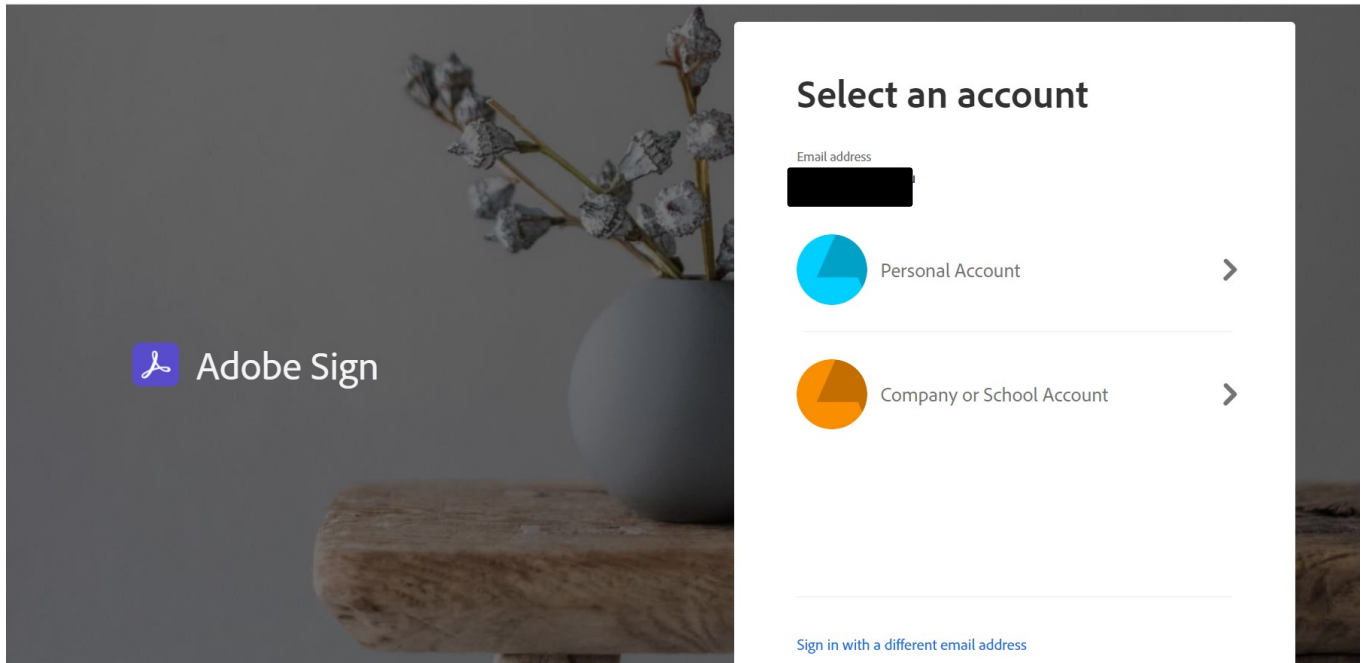
- Select the GA Stipend icon from the portal homepage and proceed to step 2.



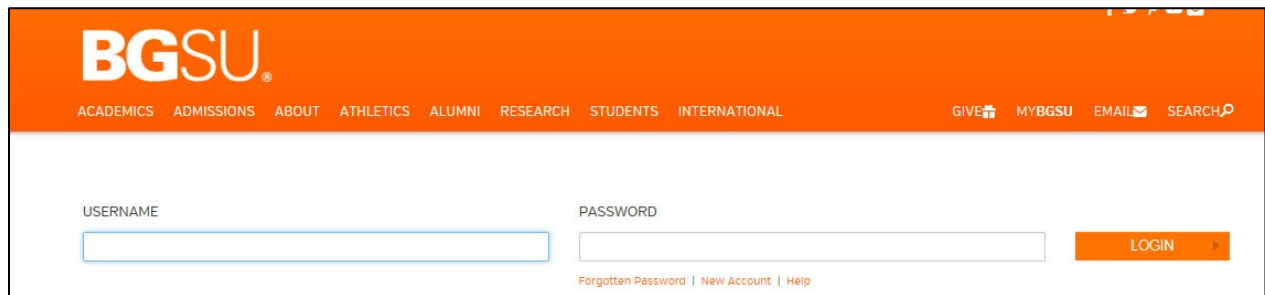
2. You will be taken to the AdobeSign login page. Begin the sign in process using your BGSU email address, and click CONTINUE.



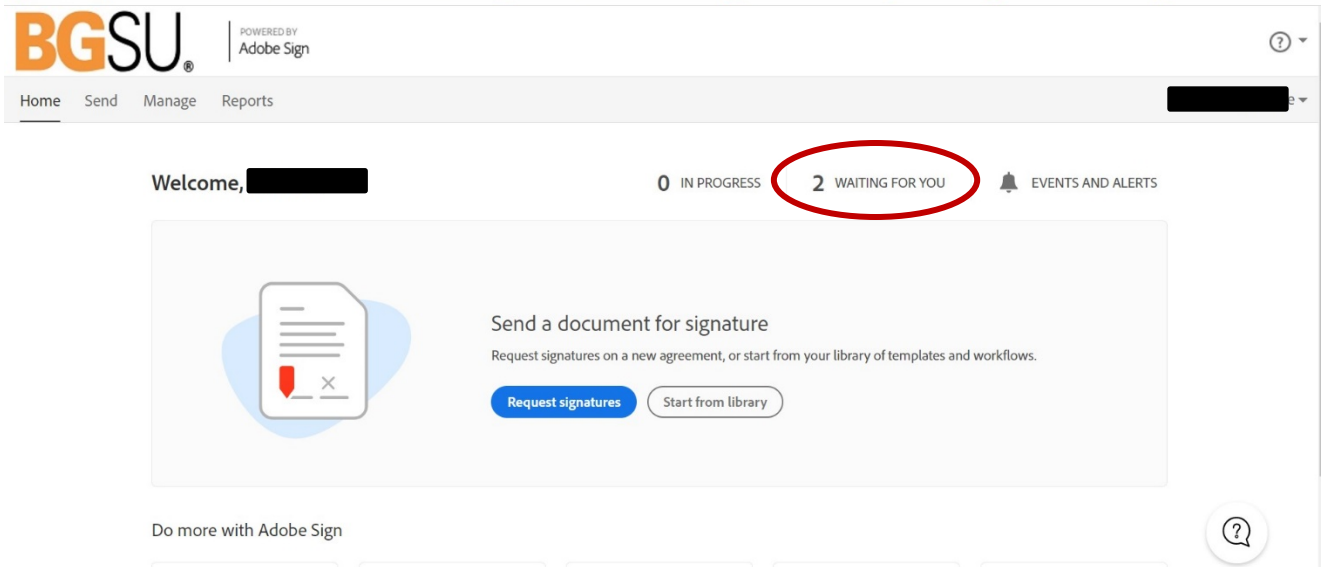
3. Select "Company or School Account"



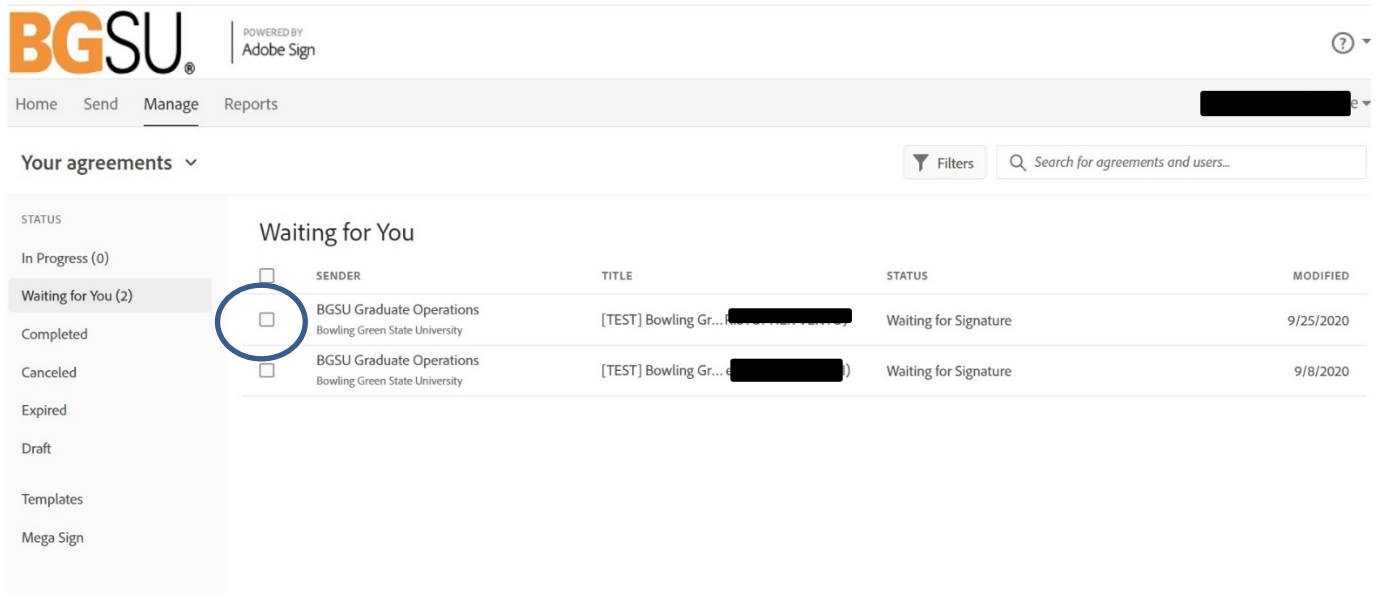
4. You will then be directed to log in to BGSU's Single Sign On page. After entering your BGSU UserID and Password (same as bgsu.edu email), Click LOGIN:



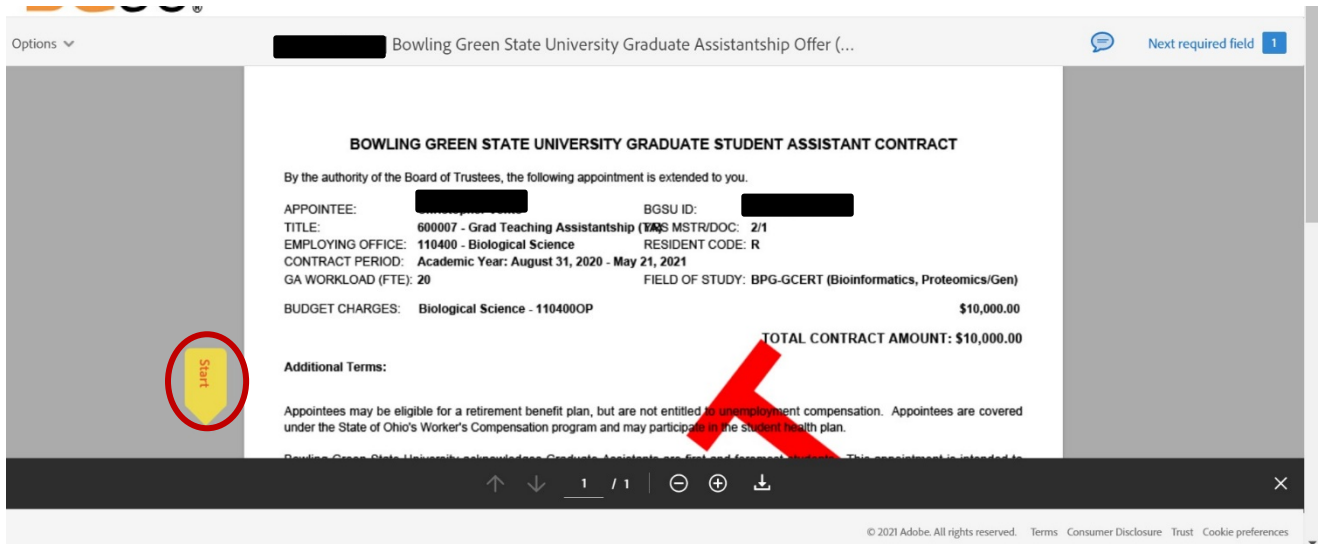
5. Once sign on is successful, your personalized AdobeSign home page displays. The number of GA contracts awaiting signature will be included in the “Waiting for you” count displayed. Click on that icon.



6. You will be taken to the document selection screen. You may select the desired document in multiple ways:
- Select the check box of the document you wish to sign; and click “View & Sign” in the right margin.
 - Hover over the line of the desired document. The line will become shaded and click either “Open” or “Sign” icon.



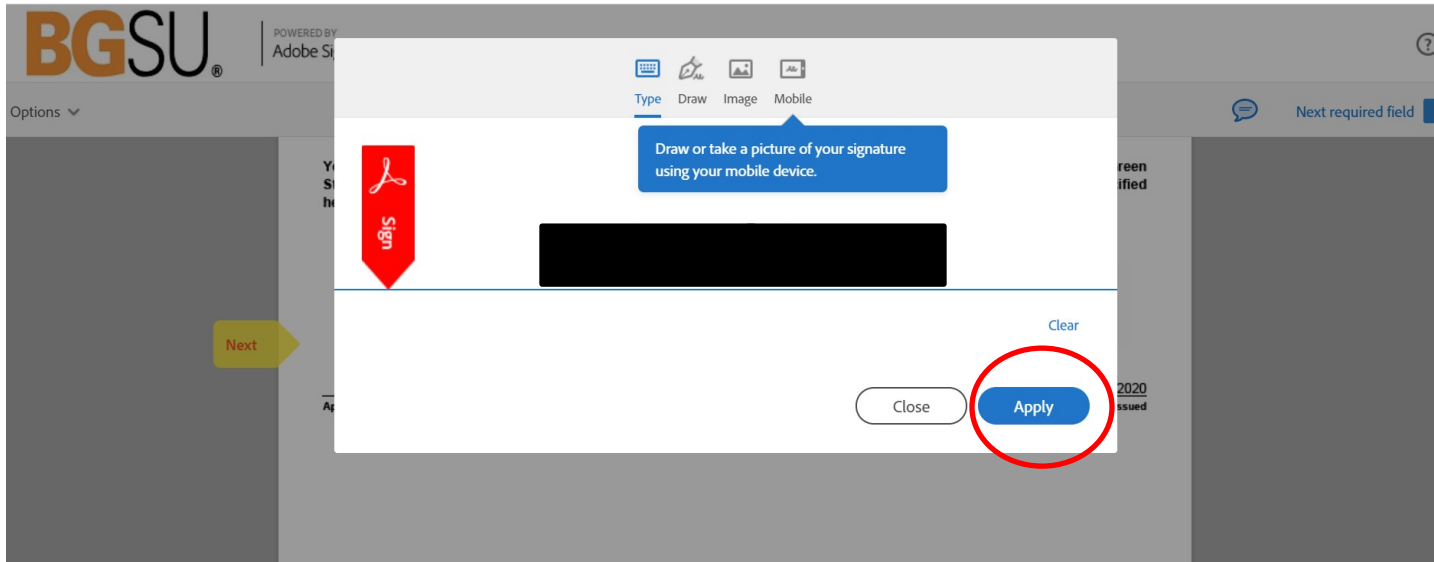
7. You will be taken to the contract for viewing/approval. Click START to proceed with reading and signing to accept the GA Contract.



8. Following the Next indicator, click on the shaded box



9. Create your AdobeSign signature if this is the first document to sign or to proceed with a previously created signature if you have participated in AdobeSign before. Click APPLY.



10. Confirm the contract signature by clicking the CLICK TO SIGN icon:

Your signature indicates that you have carefully reviewed and accepted the provisions of this appointment, the Bowling Green State University Graduate College Statement of Understanding, the description of the appointment, and conditions specified herein.

[Click to change](#)


Signature: [Redacted] _____
Email: [Redacted] _____

Appointee _____ Date Signed _____ Dean, College of Arts & Sciences Date Issued 9/25/2020

[Click to Sign](#)

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

11. A confirmation page will display. Click the Manage icon.

 **You're all set**

You finished signing "[TEST] Bowling Green State University Graduate Assistantship Offer [Redacted]"

You signed on behalf of this entire group:

- [Redacted]

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Manage your Adobe Sign agreements

[Manage](#)

12. Return to the Manage Documents page, please sign out using the option in the drop down menu beside your name.

Your agreements ▾

Filters

Search for agreements and use...

[Redacted]
My Profile
Sign Out

STATUS

In Progress (0)

Waiting for You (1)

Completed

Canceled

Expired

Draft

Templates

Mega Sign

Waiting for You

<input type="checkbox"/>	SENDER	TITLE	STATUS	MODIFIED
<input type="checkbox"/>	BGSU Graduate Operations Bowling Green State University	[TEST] Bowling Gr... [Redacted]	Waiting for Signature	9/8/2020

13. Please close the browser completely.