



*Approval Page Routing Using an External Document
without an Adobe Sign Workflow*



Business Process Guide

Adobe Sign allows University employees to create electronic approval pages and route them for faculty signature. Please note that students may **not** initiate workflows or form routing using Adobe Sign due to software licensing constraints.



Business Process Guide

I. Creating an Approval Page

1. Navigate to <https://grad.arizona.edu/gsas/dissertations-theses/sample-pages>
2. Select the template that matches your committee configuration (e.g. Dissertation with 1 Chair, Thesis Approval with Co-Chairs, etc.).
3. Complete the template per the embedded instructions.

Before:

2

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by [Enter Student Name –remove brackets and italics after entering information], titled [Enter Dissertation Title] and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

[Committee Chair Name] Date: _____

[Committee Member Name] Date: _____

[Committee Member Name] Date: _____

[Committee Member Name] Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

[Committee Chair Name] Date: _____
Dissertation Committee Chair
[Academic Department]

Figure 1 An image of an entire doctoral dissertation approval page. Fields that require input are highlighted, including, Student Name, Dissertation Title, Committee Chair Name, Committee Members' Names and Committee Chair's Academic Department.



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After:

2

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

<u>Kristi Davenport</u>	Date: _____
<u>Christina Inocencio</u>	Date: _____
<u>Cindy Nguyen</u>	Date: _____
<u>Lauren Joiner</u>	Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

<u>Kristi Davenport</u> Dissertation Committee Chair <u>English Department</u>	Date: _____
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Figure 2 An image of an entire doctoral dissertation approval page. Fields that require input are now completed.



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4. Save the document to your computer.

I. Sending Approval Pages for Signature

1. Navigate to <https://secure.echosign.com/public/login>
2. Enter your UA Email address and hit the Tab Key.

Adobe Sign

Sign In To Your Account

Email:

Password:

☐ Remember Me

Sign In

[I forgot my password](#)

Don't have an Adobe Sign Account?
[Sign up for a free trial](#)

Adobe Sign works in the systems you already use.

[Learn more](#)

Language: English: US

[Terms](#) [Privacy](#) [Cookies](#) [Consumer Disclosure](#) [Trust](#) [AdChoices](#) © 2019 Adobe Systems Incorporated. All rights reserved.

Figure 3 An image of the Adobe Sign login page with the email field highlighted.



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3. Click the 'Enterprise ID' link.

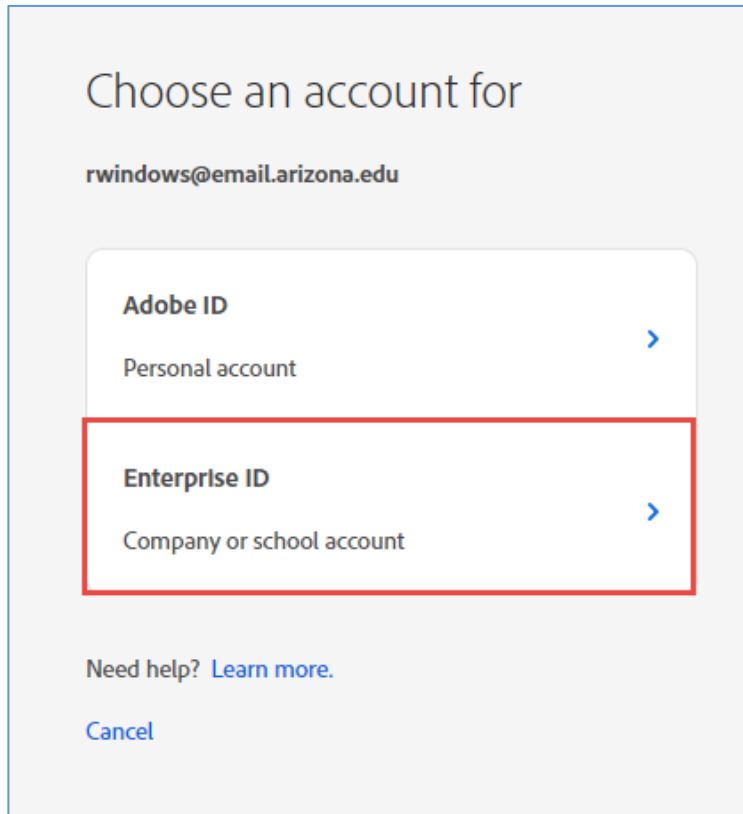


Figure 4 An image of the page that allows users to log in using an Adobe ID or an Enterprise ID with the Enterprise ID portion highlighted.

4. The Adobe Federated Auth screen will appear as you're signed in.

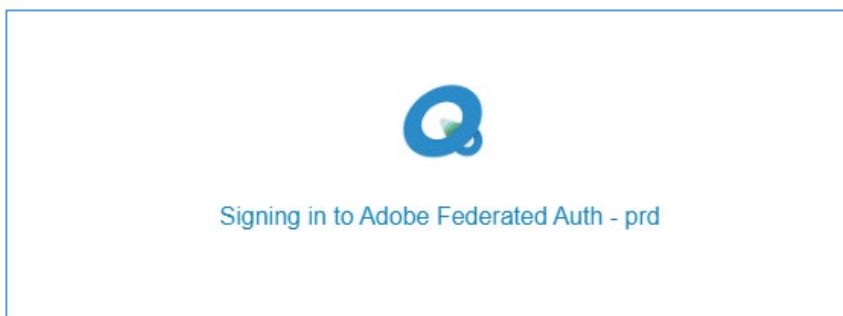


Figure 5 An image of the Adobe Federated Authorization screen. No input is required. This displays while the system logs users into their dashboard.



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5. Once authentication is complete the Adobe Sign dashboard will appear.

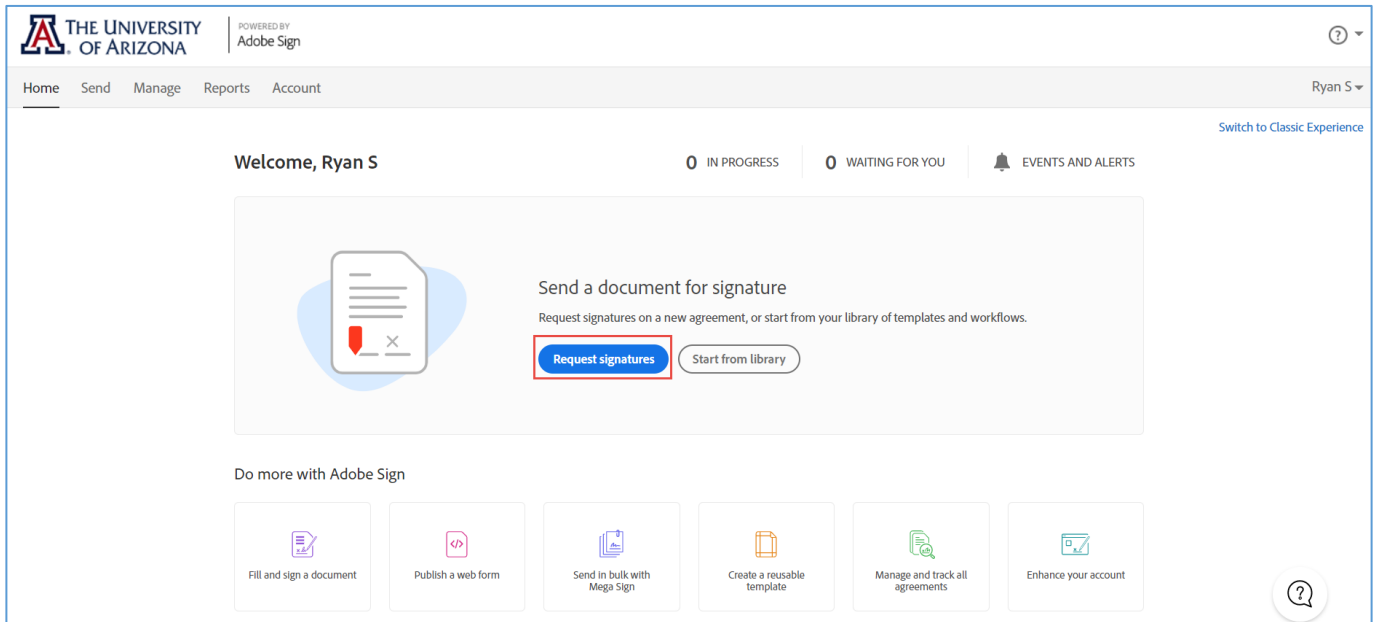


Figure 6 An image of the Adobe Sign dashboard, which contains several icons and buttons. The buttons are: Request Signatures and Start from Library. There are also icons across the bottom of the page that are not relevant to our purpose.

6. Click the 'Request signatures' button

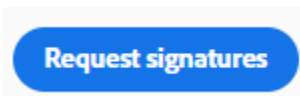


Figure 7 Displays a close up of the 'Request Signatures' button



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7. Enter the committee members' email addresses in the 'Recipients' section of the page.

Before:

The screenshot shows the Adobe Sign interface. At the top right, there is a red link that says "What's New!". The main section is titled "Recipients" and contains a toggle switch for "Complete in Order" (currently off) and "Complete in Any Order". To the right of the toggle are links for "Add Me", "Add Recipient Group", and a help icon. Below this is a list of recipients, with the first entry numbered "1" and containing a placeholder text "Enter recipient email". A "Show CC" link is located below the recipient list. The "Message" section contains a text area with the placeholder "Agreement Name" and a message body with the text "Please review and complete this document.". The "Files" section has a large area with the text "Drag & Drop Files Here" and an "Add Files" link. On the right side, there is an "Options" panel with checkboxes for "Password Protect" and "Set Reminder", and a "Recipients' Language" dropdown menu set to "English: US". At the bottom left, there is a checkbox for "Preview & Add Signature Fields" and a blue "Next" button.

Figure 8 Displays the Adobe Sign page before any information has been entered. The page has several sections including: Recipients, Message, and Files. The Recipients section is highlighted.

IMPORTANT:

- **Do not password protect documents.** Students will be unable to access them to add them to their dissertations if the document is password protected.
- **Use the email address where the faculty member actually receives email.** Verify that they don't forward their email and if they do enter the address where mail is actually delivered (e.g. For example, the faculty member has @arizona.edu forwarded to as.arizona.edu. Use as.arizona.edu).



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After:

What's New!

Recipients
Complete in Order ☐ **Complete in Any Order** ☒ [Add Me](#) | [Add Recipient Group](#) | ?

1		<input type="text" value="kdavenport@email.arizona.edu"/>	<input type="text" value="Email"/>		
2		<input type="text" value="cminocen@email.arizona.edu"/>	<input type="text" value="Email"/>		
3		<input type="text" value="cnguyen@email.arizona.edu"/>	<input type="text" value="Email"/>		
4		<input type="text" value="lmjoiner@email.arizona.edu"/>	<input type="text" value="Email"/>		
5		<input type="text" value="Enter recipient email"/>			

[Show CC](#)

Message

Files [Add Files](#)

Drag & Drop Files Here

☒ Preview & Add Signature Fields

Next

Options ?
☐ Password Protect
☐ Set Reminder
Recipients' Language

Figure 9 Displays the Adobe Sign page with the Recipients section highlighted. All of the email addresses for the students' committee members have been entered into that section.



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8. Complete the 'Message' section by replacing 'Agreement Name' with a descriptive name. In this example the student's name is Zachary Potter, so entering, "Dissertation Approval Page for Zachary Potter", would be appropriate.

Before:

The screenshot shows a light gray rectangular box with a blue border. Inside the box, the word "Message" is at the top left. Below it is a table with two rows. The first row has a cell containing the text "Agreement Name" which is highlighted with a red border, and an empty cell. The second row has a single cell containing the text "Please review and complete this document."

Figure 10 An image of the Message section of the Adobe Sign page before any data have been entered. The Agreement Name is highlighted.

After:

The screenshot shows the same light gray rectangular box with a blue border. The word "Message" is at the top left. Below it is a table with two rows. The first row has a cell containing the text "Dissertation Approval Page for Zachary Potter" which is highlighted with a red border, and an empty cell. The second row has a single cell containing the text "Please review and complete Dissertation Approval Page for Zachary Potter."

Figure 11 An image of the Message section of the Adobe Sign page after data have been entered. The Agreement Name is highlighted and has been replaced with, 'Dissertation Approval Page for Zachary Potter'.



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9. Attach the document you created in section I above. There are two options for doing this:
- Drag the file into the 'Drag & Drop Files Here' box or
 - Click 'Add Files' and browse for the file

Before:

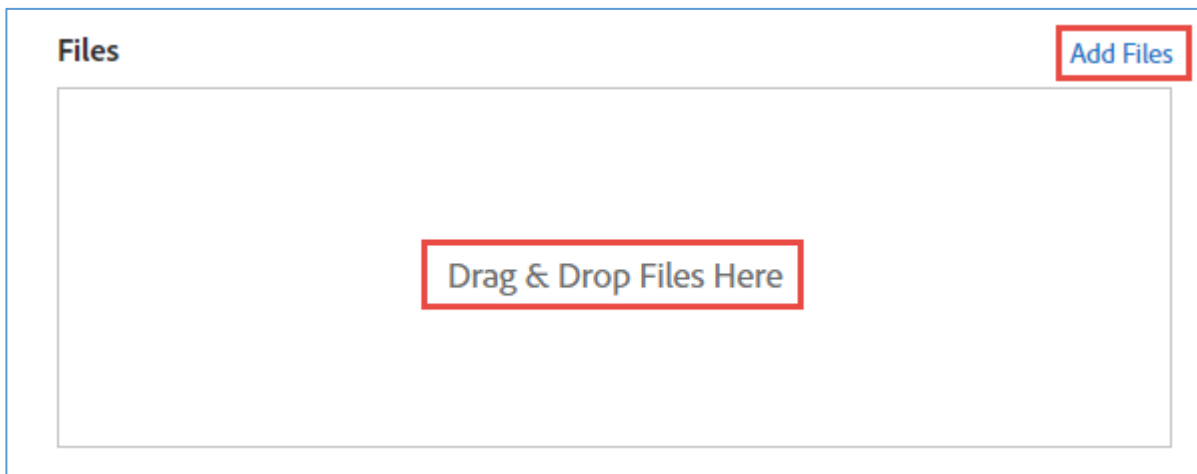


Figure 12 An image of the Files section of the Adobe Sign page with 'Drag & Drop Files Here' and 'Add Files' highlighted.



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Note: Clicking 'Add Files' will result in a pop up window that shows all possible data sources including:

- An Adobe Sign Library Document
- My Computer
- The Adobe Document Cloud
- Box
- Dropbox
- Google Drive
- OneDrive

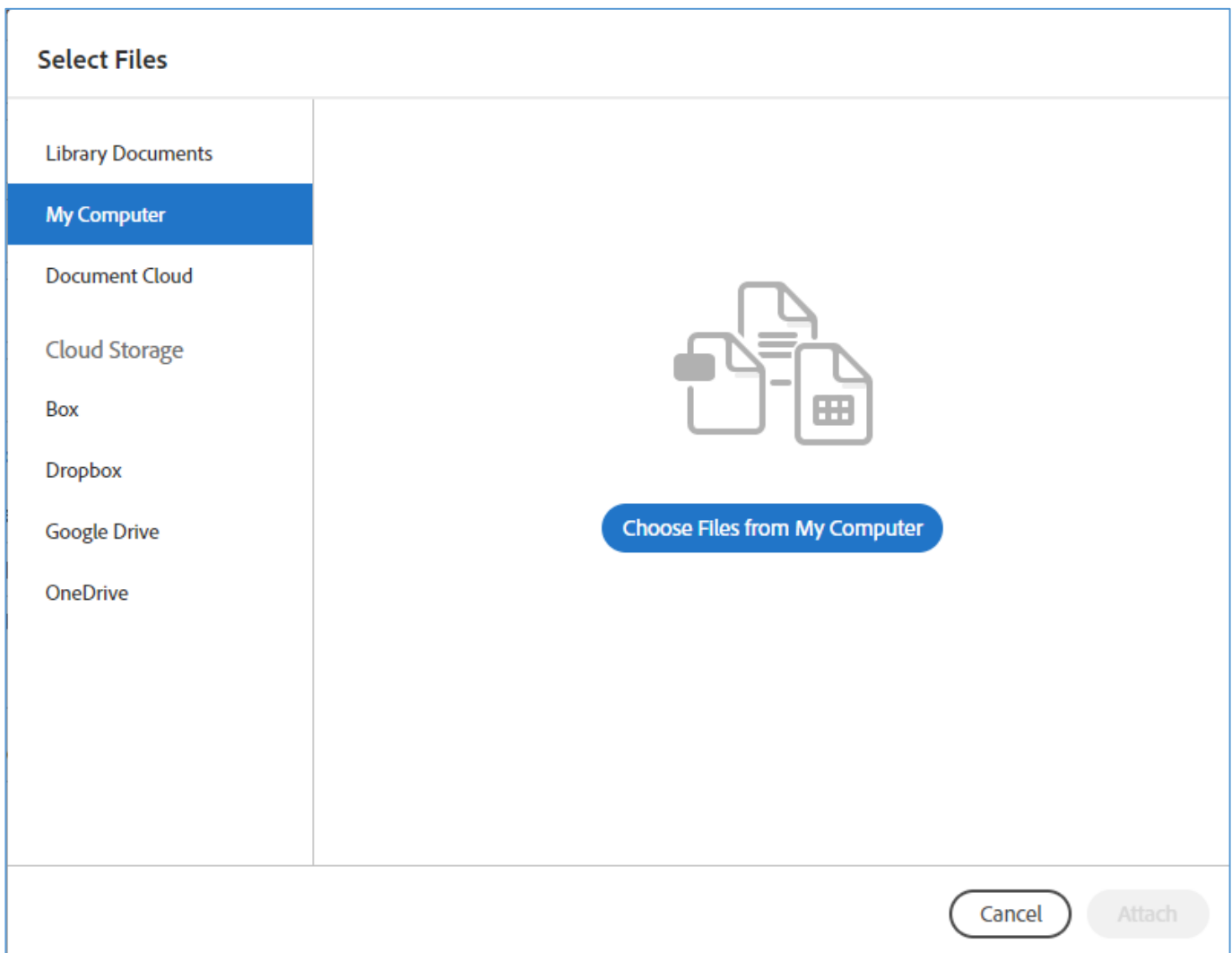


Figure 13 An image of the Select Files pop up window displaying all of the possible file sources.



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After:

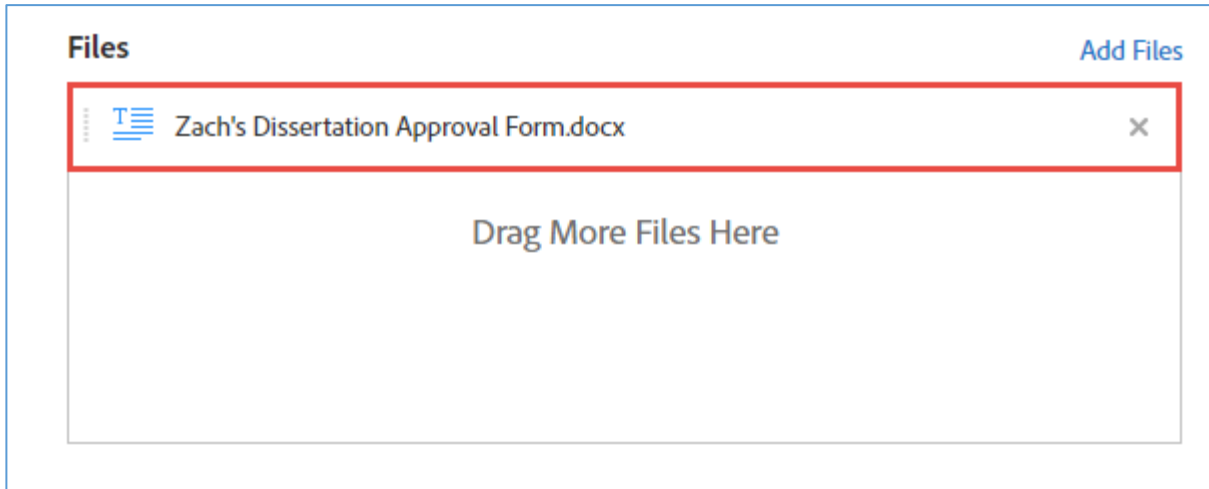


Figure 14 An image of the File section of the Adobe Sign page showing that Zach's Dissertation Approval Form has been added.



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10. After the file has been attached:

- Ensure that the 'Preview & Add Signature Fields' check box is checked.
- Click the 'Next' button.

Recipients What's New!

Complete in Order ☐ Complete in Any Order ☒ [Add Me](#) | [Add Recipient Group](#) ?

1		kdavenport@email.arizona.edu	Email		
2		cminocen@email.arizona.edu	Email		
3		cnguyen@email.arizona.edu	Email		
4		lmjoiner@email.arizona.edu	Email		
5		Enter recipient email			

[Show CC](#)

Message

Dissertation Approval Page for Zachary Potter

Please review and complete Dissertation Approval Page for Zachary Potter.

Files [Add Files](#)

Zach's Dissertation Approval Form.docx

Drag More Files Here

Options ?

☐ Password Protect

☐ Set Reminder

Recipients' Language

English: US

☒ Preview & Add Signature Fields

[Next](#)

Figure 15 An image of the completed Adobe Sign page with the Preview & Add Signature Fields check box highlighted. The Next button is also highlighted.



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11. The approval page originator will be taken to a page where the document template is displayed. Signature fields need to be added. Adobe Sign can auto detect fields and place blank fields in the document where it thinks they should be. The approval page originator should click "Form fields were detected in this document. Click this button to place them".

Before:

The screenshot shows the Adobe Sign interface. At the top, there's a header with "THE UNIVERSITY OF ARIZONA" and "POWERED BY Adobe Sign". Below this is a navigation bar with "Dashboard", "Send", "Manage", "Reports", and "Account". The user's name "Ryan S" is in the top right. A toolbar with various icons is visible. A blue notification box in the upper left corner says "Form fields were detected in this document. Click this button to place them." The main area displays a document template for "THE UNIVERSITY OF ARIZONA GRADUATE COLLEGE". The document text includes a certification statement from the Dissertation Committee and a section for signatures with lines for "Kristi Davenport", "Christina Inocencio", "Cindy Nguyen", and "Lauren Joiner", each followed by a "Date:" field. At the bottom, there's a section for "Final approval and acceptance" and a signature line for "Kristi Davenport, Dissertation Committee Chair, English Department". The right sidebar contains sections for "RECIPIENTS" (listing Kristi R Davenport), "Signature Fields" (with options for Signature, Initials, Signature Block, and Stamp), "Signer Info Fields", "Data Fields", "More Fields", and "Transaction Fields". At the bottom right, there's a "Send" button and a "Reset Fields" link.

Figure 16 An image of Adobe Sign showing a preview of the file that was uploaded for signature. The button to automatically place fields is highlighted in the upper left corner of the page and the document field options appear down the left side of the screen.



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After:

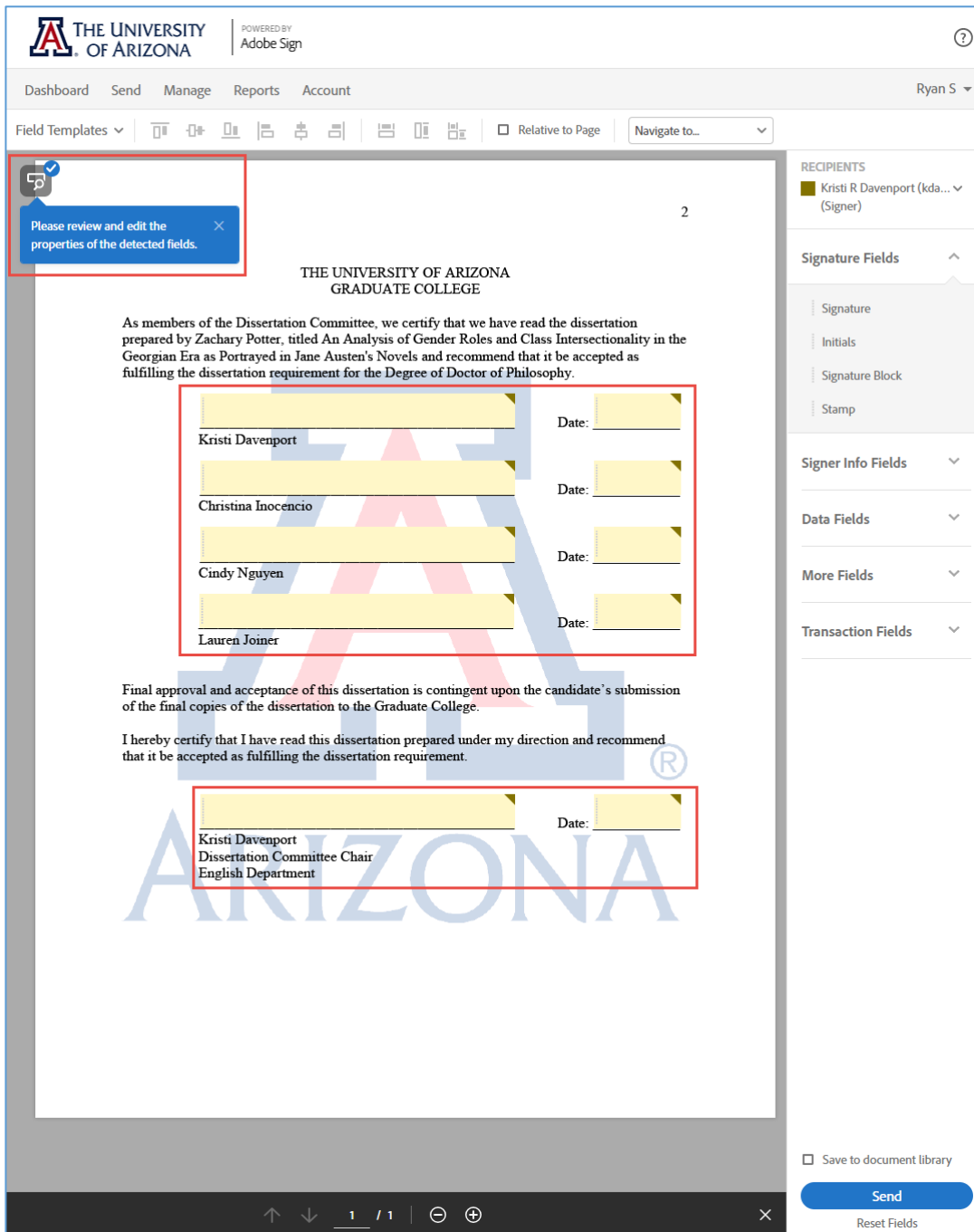


Figure 17 An image of Adobe Sign showing a preview of the file that was uploaded for signature. The button that automatically placed fields is highlighted in the upper left corner of the page and the document field options appear down the left side of the screen. The preview now contains fields that are ready for configuration.

12. Right click each signature field and complete the following actions:



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- a. Click 'Edit'
- b. Ensure the 'Assigned To' field matches the name beneath the signature field.
- c. Change the 'Field Type' to 'Signature.'
 - i. This will change the field properties window and make the field required.
 - ii. Click the OK button.

Before:

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

Kristi Davenport

Christina Inocencio

Cindy Nguyen

Lauren Joiner

Final approval and acceptance of this dissertation is contingent upon the final approval and acceptance of this dissertation is contingent upon the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and that it be accepted as fulfilling the dissertation requirement.

Kristi Davenport
Dissertation Committee Chair
English Department

Custom Field 2

Assigned To: Kristi R Davenport (kdavenport)

Field Type: Text Input

Value Type: Entered Value

☐ Required ☐ Read Only

☐ Mask field data ☐ Multi-line data entry

Default Value:

Tooltip:

Validation: None

Conditions:

Appearance:

Tools:

Delete Field Cancel OK

Figure 18 An image of the dissertation approval page with the field properties window displayed. An arrow points from the Assigned To drop down in the field properties window to the name under the first signature field on the approval page, indicating a match. The Field Type drop down in the field properties window is highlighted.

After:



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THE UNIVERSITY OF ARIZONA GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

The screenshot shows a dissertation approval form for The University of Arizona Graduate College. It lists five committee members with signature fields: Kristi Davenport, Christina Inocencio, Cindy Nguyen, and Lauren Joiner. A 'Field Properties' window for 'Custom Field 2' is open on the right. In this window, the 'Assigned To' dropdown is set to 'Kristi R Davenport (kdavenport)' and the 'Field Type' dropdown is set to 'Signature'. A red arrow points from the 'Assigned To' dropdown to the name 'Kristi Davenport' in the list of signatories. The 'OK' button at the bottom right of the window is highlighted with a red box.

Final approval and acceptance of this dissertation is contingent upon
of the final copies of the dissertation to the Graduate College.

Figure 19 An image of the dissertation approval page with the field properties window displayed. An arrow points from the Assigned To drop down in the field properties window to the name under the first signature field on the approval page, indicating a match. The Field Type drop down in the field properties window is highlighted and has now been changed to Signature, which removes many configuration options for the field. The OK button is highlighted.



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NOTE: If the 'Assigned To' field does not match, you can change it by clicking the 'Assigned To' drop down in the field properties window and selecting the correct user.

The screenshot shows a dissertation approval page with several signature fields. The first signature field is for Kristi Davenport. Below it is a field for Christina Inocencio, which is highlighted with a red box. A red arrow points from the 'Assigned To' dropdown in the 'Custom Field 4' properties window to this field. The 'Assigned To' dropdown is open, showing a list of users. The user 'Christina M Inocencio (cminocen@email.arizona.edu) (Signer)' is highlighted in blue. The properties window also shows other fields like 'Date', 'Stamp', 'Signer Info Fields', and 'Data Fields'. The 'Assigned To' field is currently set to 'Kristi R Davenport (kdavenport@...)'. Other users in the list include 'Ryan S Windows (me) (Prefill)', 'Kristi R Davenport (kdavenport@email.arizona.edu) (Signer)', 'Cindy T Nguyen (cnguyen@email.arizona.edu) (Signer)', 'Lauren Michelle Joiner (lmjoiner@email.arizona.edu) (Signer)', and 'Anyone'. The 'Value Type' is set to 'None'. The 'Default Value' is empty. The 'Tooltip' is empty. The 'Validation' is set to 'None'. The 'Conditions', 'Appearance', and 'Tools' sections are collapsed. The 'Delete Field' button is visible at the bottom left of the properties window. The 'Cancel' and 'OK' buttons are at the bottom right.

Figure 20 An image of the dissertation approval page with the field properties window displayed. An arrow points from the Assigned To drop down in the field properties window to the name under the first signature field on the approval page, indicating a mismatch. The Assigned To drop down in the field properties window is displayed with the correct user highlighted.



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13. Once all of the signature fields are configured, right click on each of the Date fields
 - a. Ensure that the Date field is 'Assigned To' the correct user. For example, the Date next to Kristi Davenport's signature should be assigned to Kristi Davenport, so it will auto populate when she signs the approval page.
 - i. When 'Date' in the 'Field Type' is selected the field properties window will change to display the 'Date Format' field.
 1. Select US.
 - ii. Click OK

Before:

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

Signature
Kristi Davenport

Signature
Christina In

Signature
Cindy Nguy

Signature
Lauren Join

Final approval and acceptance of the final copies of the dissertation submission

I hereby certify that I have read the dissertation and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

Signature
Kristi Davenport
Dissertation Committee
English Department

Field Properties Window:

- Custom Field 1
- Assigned To: Kristi R Davenport (kdavenport)
- Field Type: Text Input
- Value Type: Signature Fields
 - Signature
 - Initials
 - Signature Block
 - Signer Info Fields
 - Title
 - Company
 - Name
 - Email
 - Date
 - Data Fields
 - Text Input
- Required: ☐
- Mask field data: ☐
- Default Value:
- Tooltip:
- Validation:
- Conditions:
- Appearance:
- Tools:
- Delete Field
- Cancel
- OK

Figure 21 An image of the dissertation approval page with the field properties window displayed. An arrow points from the Assigned To drop down in the field properties window to the name under the first signature field on the approval page, indicating a match. The Field Type in the field properties window is set to Date.



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After:

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

Signature	Field Type	Date
* Kristi Davenport	Custom Field 1	
* Christina In...	Assigned To: Kristi R Davenport (kdavenport) ▼	
* Cindy Nguy...	Field Type: Date ▼	
* Lauren Join...	Date Format: US (Apr 3, 2019) ▼	
	Conditions ▼	
	Appearance ▼	
	Tools ▼	

Final approval and acceptance of the final copies of the dissertation.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

Cancel OK

Figure 22 An image of the dissertation approval page with the field properties window displayed. Date has been selected in the Field Type drop down in the field properties window and the Date Format is set to US in the Date Format drop down. The OK button is highlighted.



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14. Verify that all signature and date fields are correctly configured.
 - a. Each participant has a color code and each field associated with that participant gets a small tab with that user's color in the upper right corner of the field. It's easy to scan the document and ensure every signature field and date field pair is associated with the correct participant.
 - b. Once all signature fields and date fields have been configured, click the Send button. NOTE: Do **NOT** check the 'Save to document library' checkbox. If you do accidentally click this box, please contact your Graduate Student Academic Services Degree Counselor and request that they ask Graduate IT to remove the form from the library.

Figure 23 An image of the entire approval page with all of the signature fields and all of the date fields configured. The color-coded tabs are highlighted as is the Send button.



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15. The approval page originator will be taken to a confirmation page. Their portion of the process is now complete.

The screenshot shows the Adobe Sign interface. At the top, it says 'THE UNIVERSITY OF ARIZONA' and 'POWERED BY Adobe Sign'. There's a navigation bar with 'Dashboard', 'Send', 'Manage', 'Reports', and 'Account'. The user 'Ryan S' is logged in. The main content area shows a confirmation message: '"Dissertation Approval Page for Zachary Potter" has been successfully sent for signature'. Below this, it states: 'A copy has also been sent to you at rwindows@email.arizona.edu for your records. "Dissertation Approval Page for Zachary Potter" was sent for signature to Kristi R Davenport (kdavenport@email.arizona.edu), Christina M Inocencio (cminocen@email.arizona.edu), Cindy T Nguyen (cnguyen@email.arizona.edu), and Lauren Michelle Joiner (lmjoiner@email.arizona.edu). They will complete "Dissertation Approval Page for Zachary Potter" in order, one after the other. As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.' There's a 'Reminders' section stating 'There are no reminders set for this document.' and a 'You will be alerted if:' section with two bullet points: 'The document you sent has not been viewed by Apr 4 at 1:03 AM.' and 'The document you sent has not been signed by Apr 4 at 5:03 PM.' Below this is a 'What's next?' section with links: 'Send Another Document', 'Go to the "Manage" page', and 'Modify Agreement'. At the bottom, it says 'All agreements that are not completed within 365 days will be automatically expired.'

Figure 24 An image of the confirmation page the approval page originator receives after pressing the Send button.



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16. The approval page originator will receive an email indicating the approval page has been sent for signature.

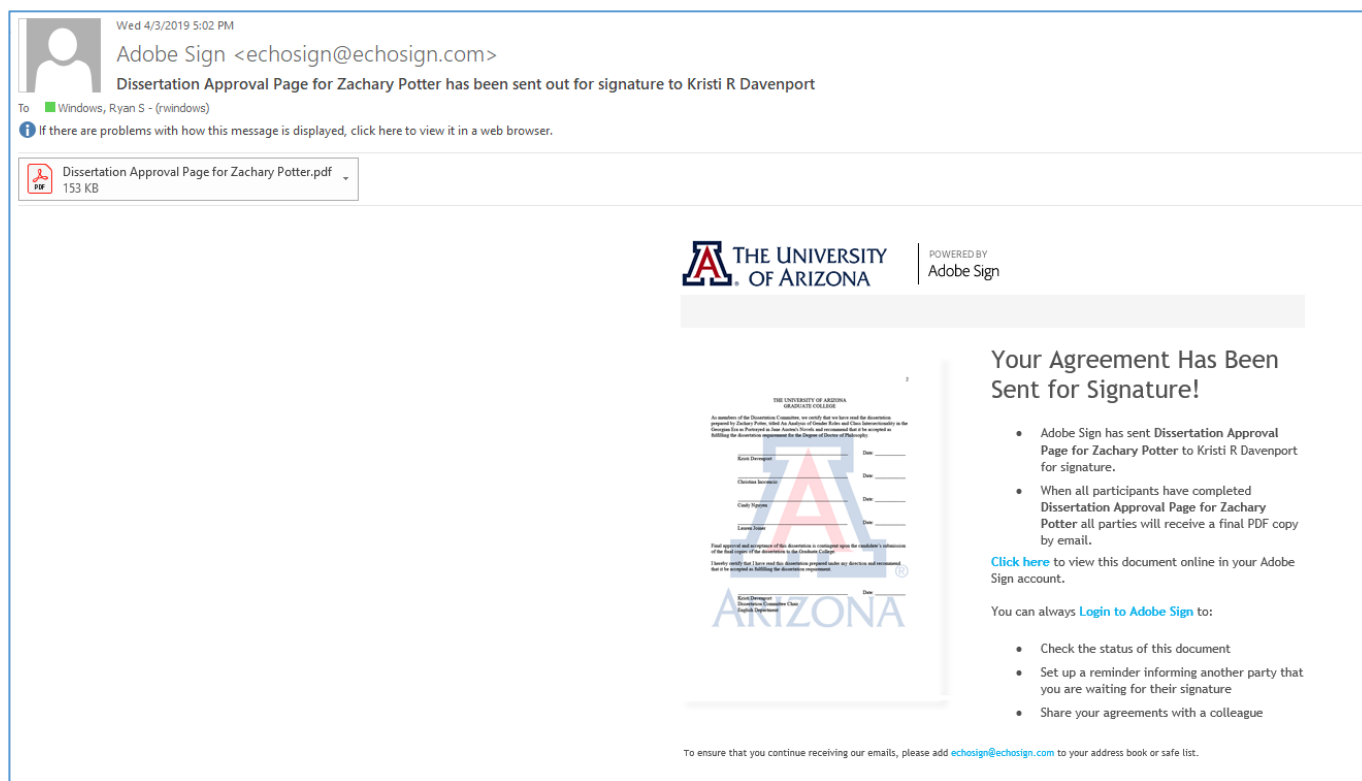


Figure 25 An image of the approval page originator's confirmation e-mail from Adobe Sign.



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17. The committee chair/co-chairs will get an email requesting that they sign the approval page.

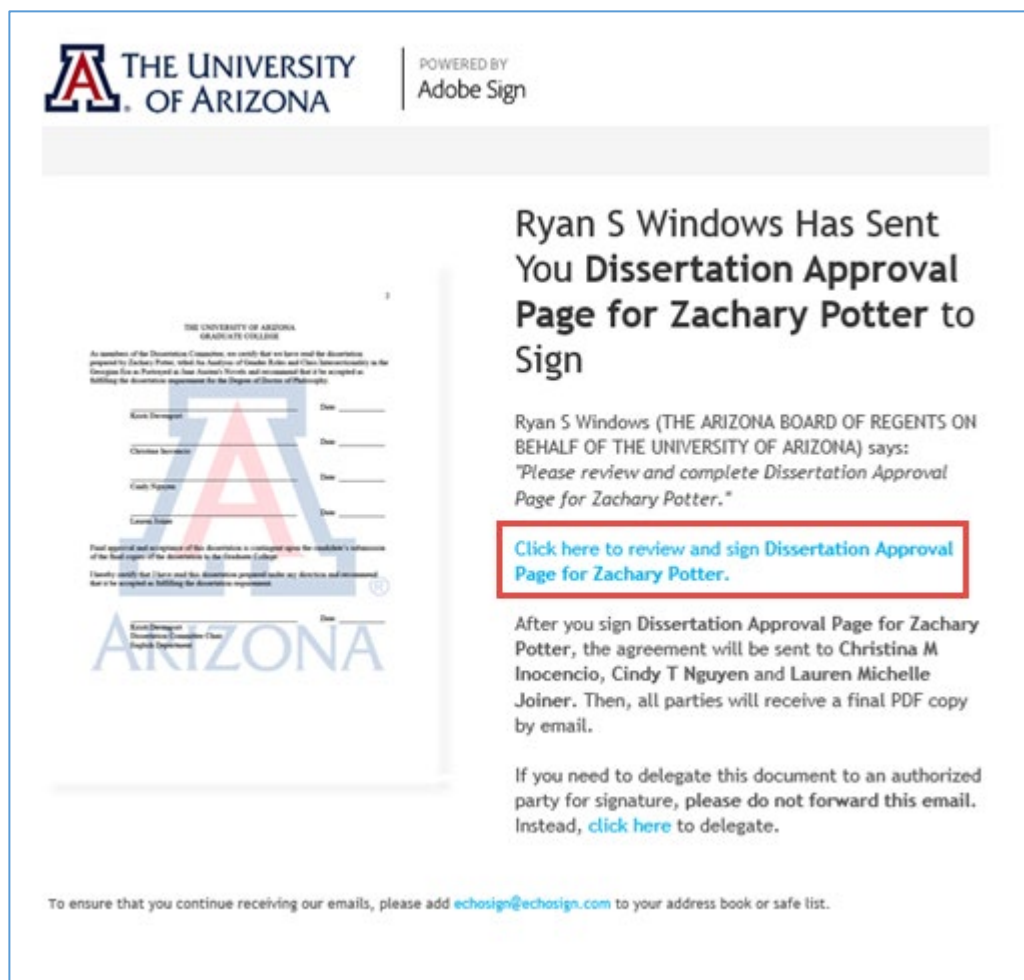


Figure 26 An image of the Adobe Sign email to the committee chair/co-chairs with the link to access the approval page highlighted.



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22. The chair/co-chairs will need to sign the document twice. They can do so by clicking in each of the highlighted areas and selecting a method to sign the document. If co-chairs exist, they will all use the same process to sign the approval page.

Dissertation Approval Page for Zachary Potter

2

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

Start

* Click here to sign

Kristi Davenport

Date: Apr 4, 2019

Christina Inocencio

Date: _____

Cindy Nguyen

Date: _____

Lauren Joiner

Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

* Click here to sign

Kristi Davenport
Dissertation Committee Chair
English Department

Date: Apr 4, 2019

1 / 1

Figure 27 An image of the approval page with fields the chair/co-chair is required to complete highlighted.



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18. When the chair/co-chair clicks in the signature field next to the 'Start' tab, a signature box will appear with multiple methods for signing the document. Select a method and click 'Apply'.

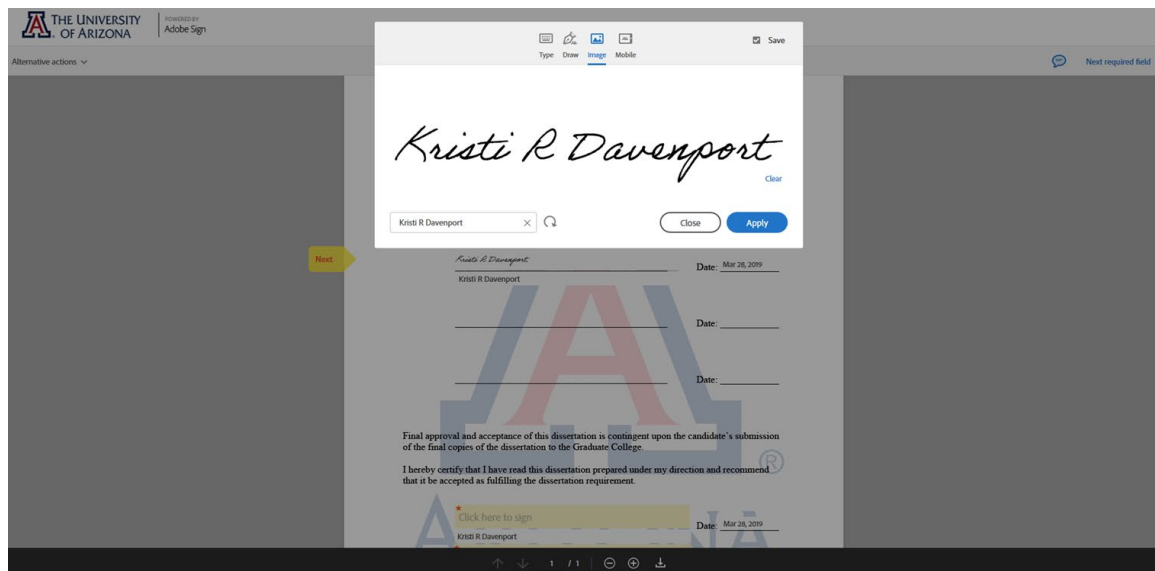






Figure 28 An image of the approval page with the signature box displayed, showing all of the methods for signing the approval page.

 Type	Allows the user to type their signature. The name field in the lower left-hand corner of the signature box is auto populated as the user types.
 Draw	Allows the user to use their mouse, touchpad, drawing tablet, etc. to draw their signature. The user must type their name into the name field in the lower left-hand corner of the signature box when using this option.
 Image	Allows the user to select a signature they've stored as an image, usually a written signature that has been scanned. The user must type their name into the name field in the lower left-hand corner of the signature box when using this option.
 Mobile	Allows the user to create a signature on their mobile device, save it to the Adobe Creative Cloud and sign the document. For details on this method, please search 'adobe sign mobile option' in your search engine of choice.



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19. Clicking the 'Next' tab and then clicking within the second signature field will auto fill that field.

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

Next

<i>Kristi R Davenport</i>	Date: <u>Apr 4, 2019</u>
Kristi Davenport	
Christina Inocencio	Date: _____
Cindy Nguyen	Date: _____
Lauren Joiner	Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

Click here to sign

Date: Apr 4, 2019

Kristi Davenport

Figure 29 An image of the approval page showing the 'Next' tab. The first signature field is complete and the chair/co-chair is being prompted to enter their signature at the bottom of the page.



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After the second signature field is completed, the 'Click to Sign' button will be enabled. The committee chair/co-chair should click the 'Click to Sign' button.

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

<i>Kristi R. Davenport</i> _____ Kristi Davenport	Date: <u>Apr 4, 2019</u>
_____ Christina Inocencio	Date: _____
_____ Cindy Nguyen	Date: _____
_____ Lauren Joiner	Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

<i>Kristi R. Davenport</i> _____ Kristi Davenport Dissertation Committee Chair English Department	Date: <u>Apr 4, 2019</u>
---	--------------------------

I agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

Figure 30 An image of the entire approval page with the Click to Sign button visible in the lower right corner of the screen. An arrow points to the highlighted button.



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20. The chair/co-chairs will be taken to a confirmation page. Their portion of the process is now complete.

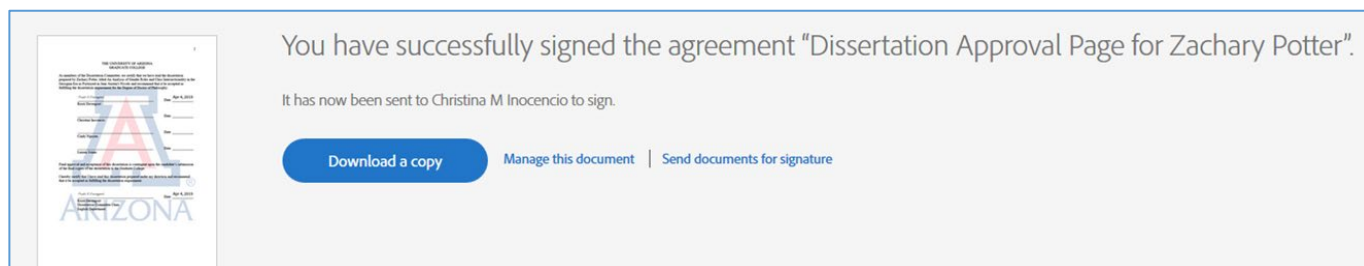


Figure 31 An image of the chair/co-chair's confirmation page.

21. Once all chairs/co-chairs have signed the approval page, committee members will be notified that their approval is needed. All committee members will use the same process to sign the approval page. They will receive an email and should click the link to access the approval page.

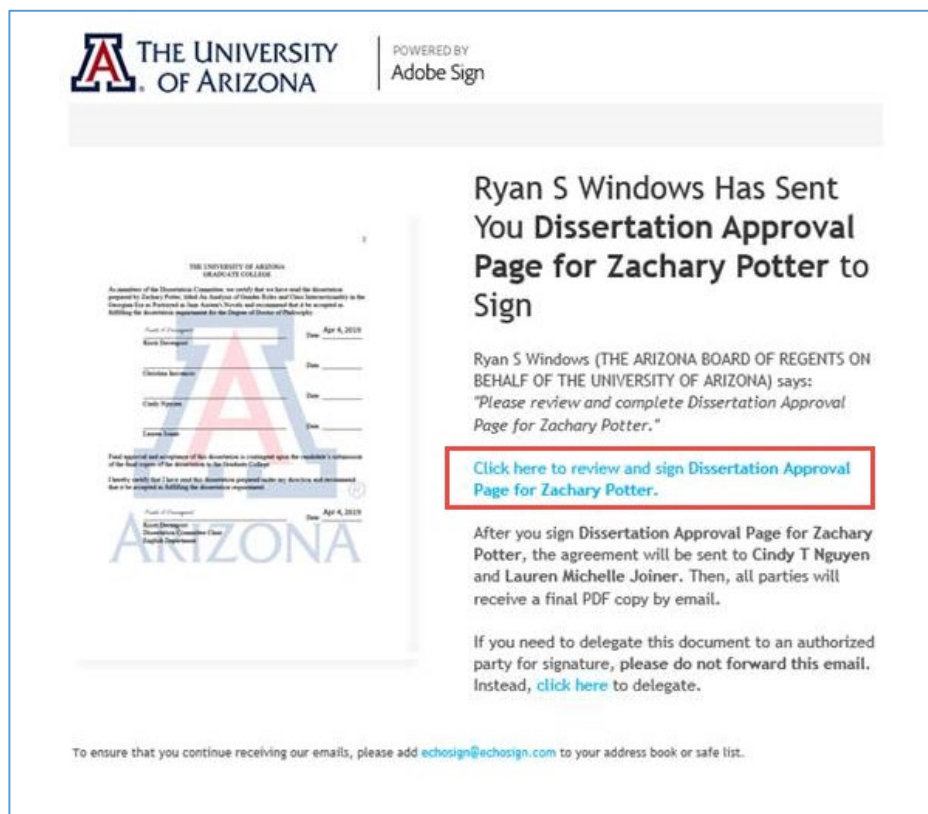


Figure 32 An image of the email asking committee members to review and sign the approval page. The link to access the approval page is highlighted.



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22. The committee member's signature field will be highlighted and have a 'Start' tab next to it. The committee member should click in the signature field.

Dissertation Approval Page for Zachary Potter

GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

<i>Kristi R Davenport</i>	Date: Apr 4, 2019
Kristi Davenport	
<i>* Click here to sign</i>	Date: Apr 4, 2019
Christina Inocencio	
Cindy Nguyen	Date: _____
Lauren Joiner	Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

Kristi R Davenport Date: Apr 4, 2019

Kristi Davenport
Dissertation Committee Chair
English Department

ARIZONA

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Figure 33 An image of the approval page with the committee member's signature field highlighted.



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23. The committee member will be presented with the signature box containing options for signing the document.

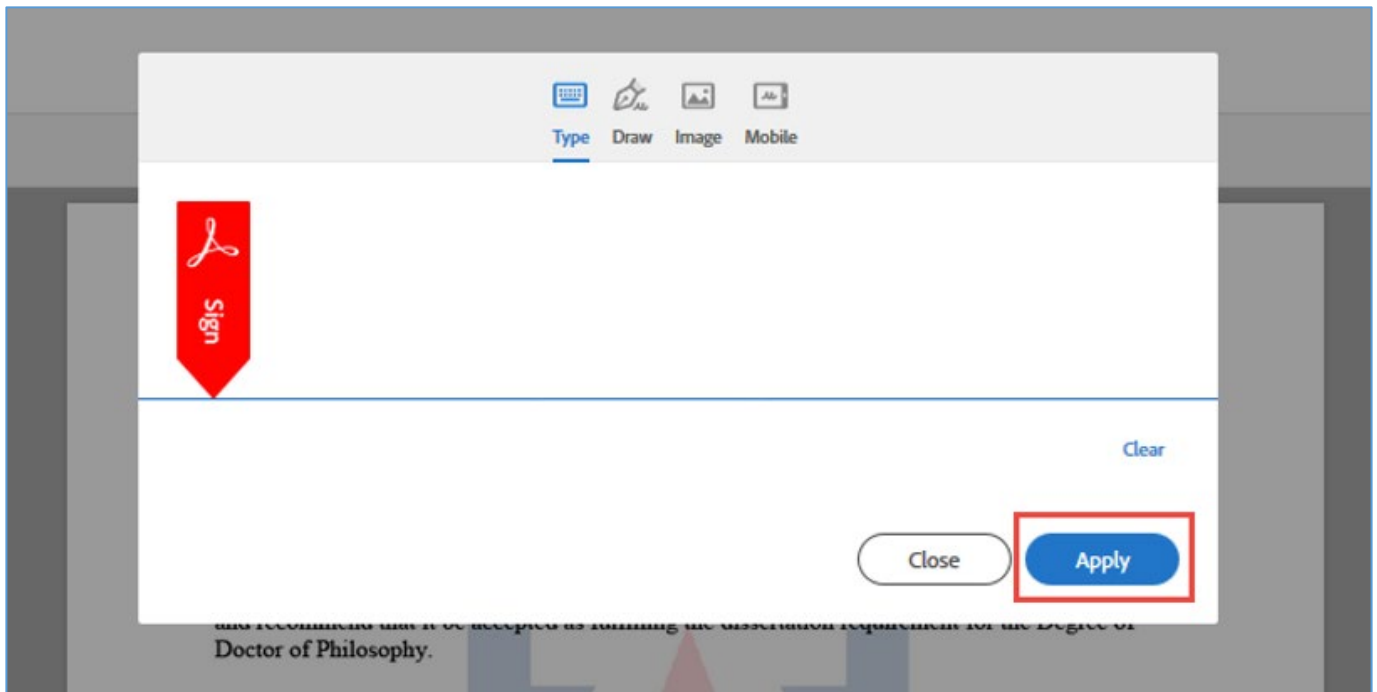






Figure 34 An image of the approval page with the signature box displayed. The box contains options for signing the approval page.



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 Type	Allows the user to type their signature. The name field in the lower left-hand corner of the signature box is auto populated as the user types.
 Draw	Allows the user to use their mouse, touchpad, drawing tablet, etc. to draw their signature. The user must type their name into the name field in the lower left-hand corner of the signature box when using this option.
 Image	Allows the user to select a signature they've stored as an image, usually a written signature that has been scanned. The user must type their name into the name field in the lower left-hand corner of the signature box when using this option.
 Mobile	Allows the user to create a signature on their mobile device, save it to the Adobe Creative Cloud and sign the document. For details on this method, please search 'adobe sign mobile option' in your search engine of choice.

24. Once the committee member makes their selection they should click the 'Apply' button.

25. The 'Click to Sign' button will be enabled. The committee member should click the 'Click to Sign' button.

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Dissertation Approval Page for Zachary Potter

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Zachary Potter, titled *An Analysis of Gender Roles and Class Intersectionality in the Georgian Era as Portrayed in Jane Austen's Novels* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

<u>Kristi R Davenport</u> Kristi Davenport	Date: <u>Apr 4, 2019</u>
<u>Christina M Inocencio</u> Christina Inocencio	Date: <u>Apr 4, 2019</u>
<u>Cindy Nguyen</u>	Date: _____
<u>Lauren Joiner</u>	Date: _____

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

<u>Kristi R Davenport</u> Kristi Davenport Dissertation Committee Chair English Department	Date: <u>Apr 4, 2019</u>
---	--------------------------

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

Figure 354 An image of the entire approval page with the committee member's signature present in the signature field. The 'Click to Sign' button is enabled and has an arrow highlighting its location in the lower right corner of the page.



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26. The committee member will be taken to a confirmation page. Their portion of the process is now complete.

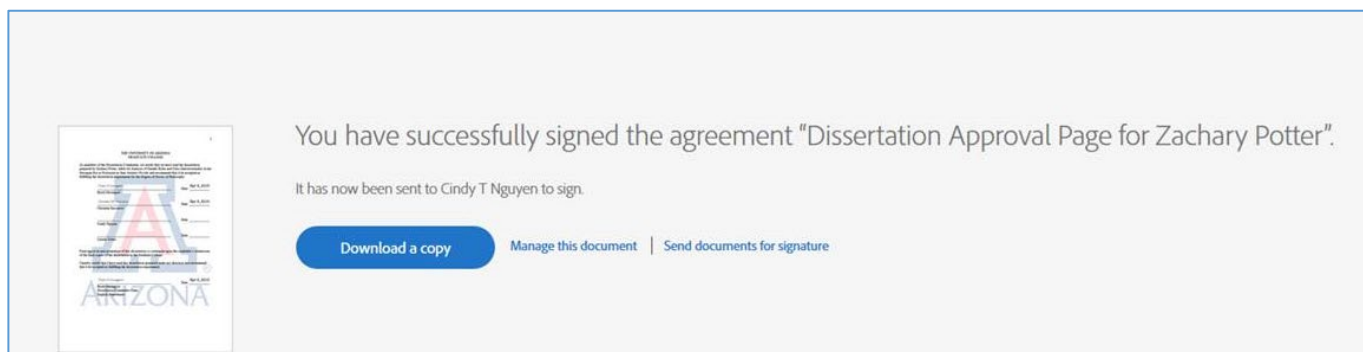


Figure 36 An image of the committee member's confirmation page indicating that the approval page will now be sent to the next signer or approver.

27. Once all committee members have signed the page, the approval page originator will receive an e-mail with the completed approval page attached. The approval page originator should send a copy to the student and a copy to the Graduate Student Academic Services (GSAS) Degree Counselor.

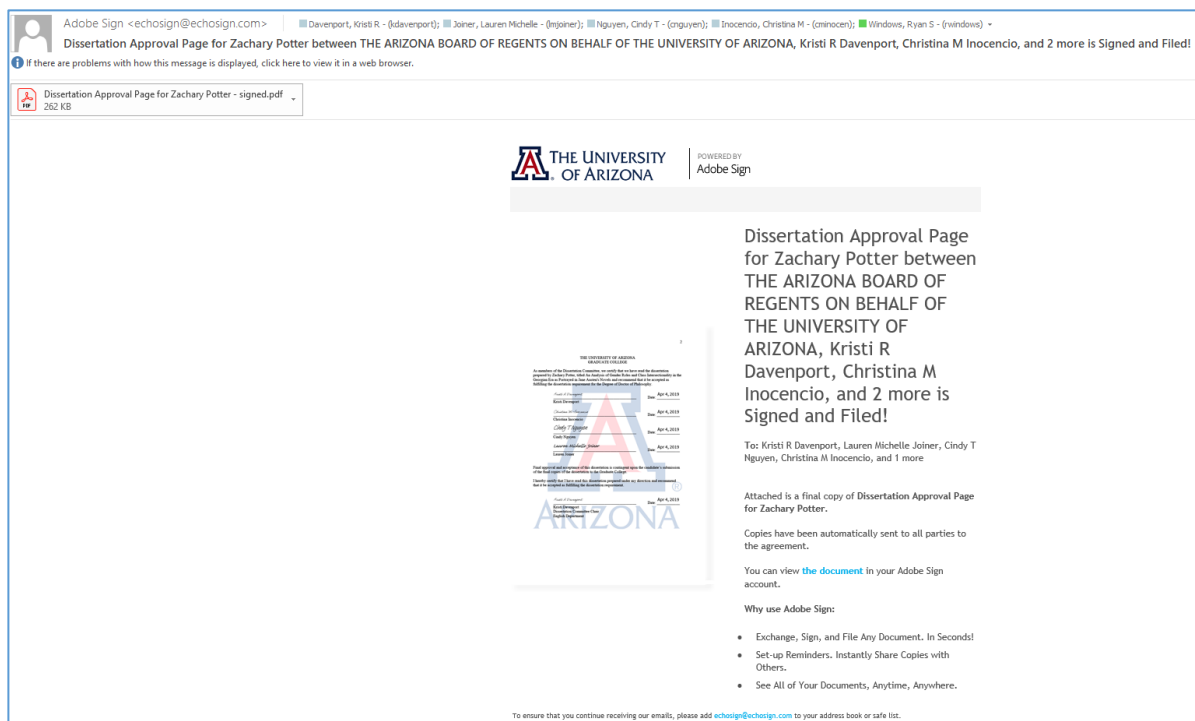


Figure 37 An image of the approval page originator's email with the completed approval page attached.



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II. Declining to Accept or Sign Approval Pages

1. Whenever someone is asked to sign or accept an approval page, they also have the option to decline. Select the appropriate action from the 'Alternative Actions' drop down in the upper left corner of the screen.

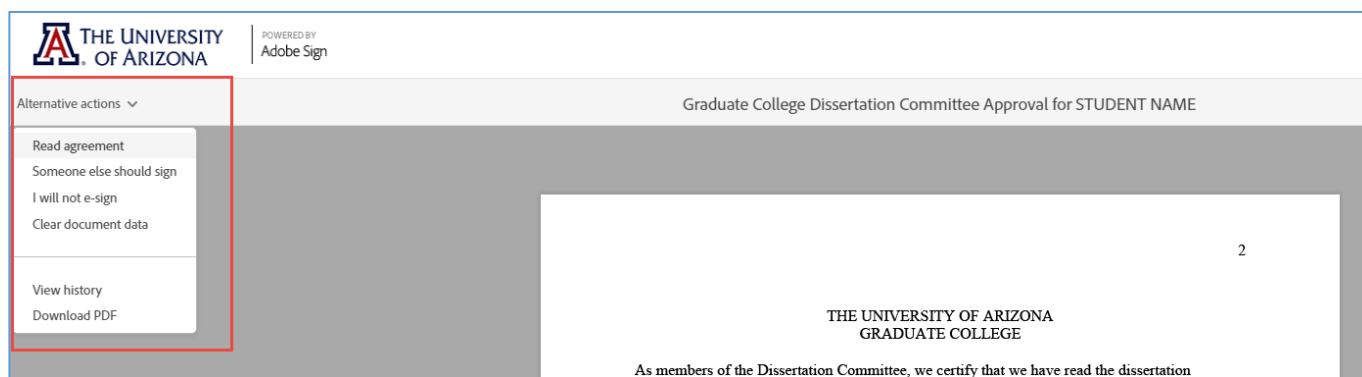


Figure 38 An image showing the top of the approval page with the 'Alternative actions' menu expanded.

Read Agreement	Opens the document in a separate PDF so the user can review it before signing.
Someone else should sign	Allows the user to select a delegate to sign the approval page. If the user is not the correct person to sign the approval page, they should NOT use this option. Instead, they should use the 'I will not e-sign' option and explain they're not the appropriate person to sign. They should state why and who they believe the correct user to be.
I will not e-sign	Allows the user to refuse to sign and requires that they provide a reason. The approval page originator will be notified.
Clear document data	Allows the user to clear all of the data they have entered. This does not clear data entered by other users.



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2. The originator will receive notification that the document has been declined/cancelled.



Figure 39 An image of the cancellation email received when one of the signatories or acceptors refuses to sign/accept the page.

End of Process