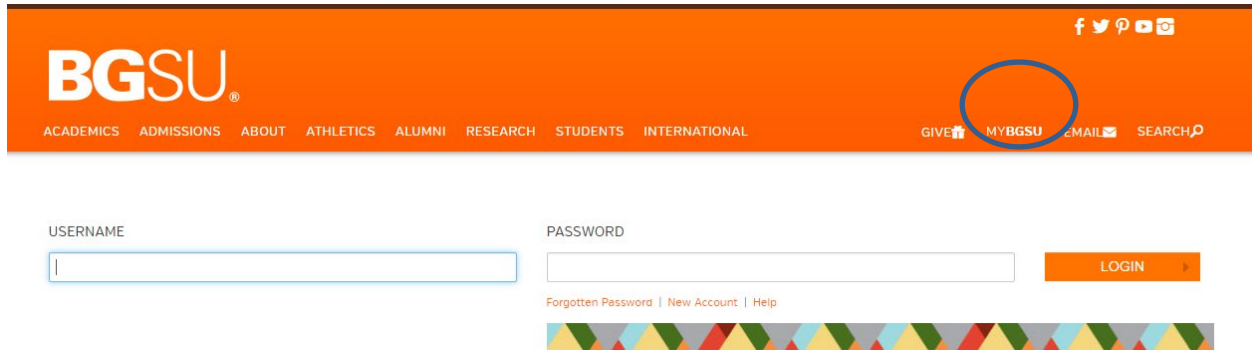


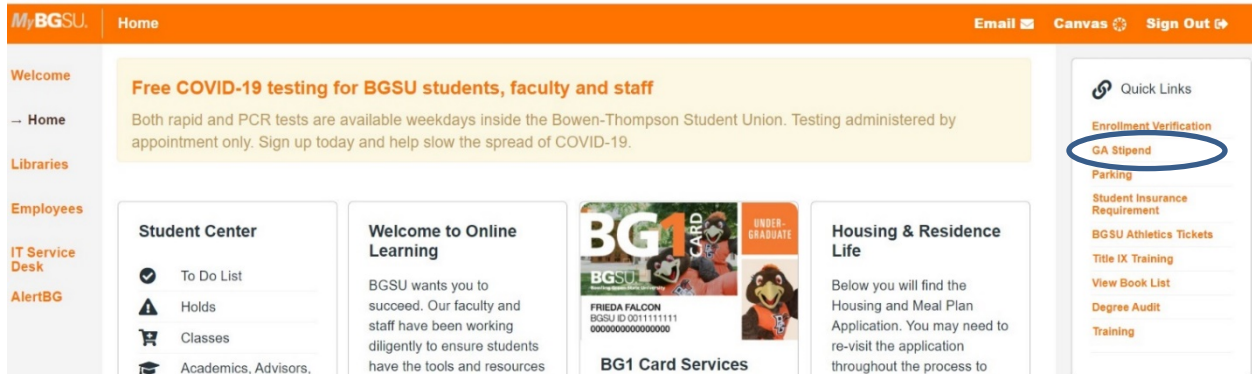
Viewing signed Graduate Assistant contracts.

The following instructions are for contracts signed on or after October 1, 2020. For contracts signed *prior to* October 1, 2020 please contact Graduate Operations at graduateoperatns@bgsu.edu to request a copy emailed to your BGSU email account. Please provide your BGSU ID number and the term or academic year of the assistantship contract in the email.

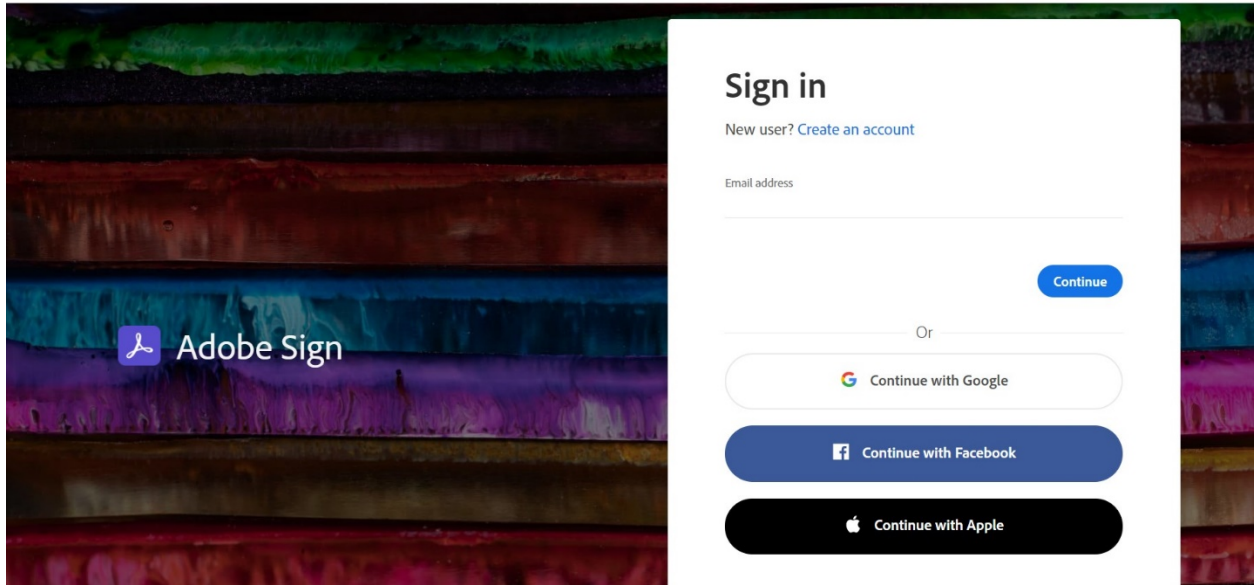
For Graduate Assistantship contracts signed via AdobeSign after 10-1-20, navigate a browser to: www.bgsu.edu and select MyBGSU. Log in using your BGSU username & password:



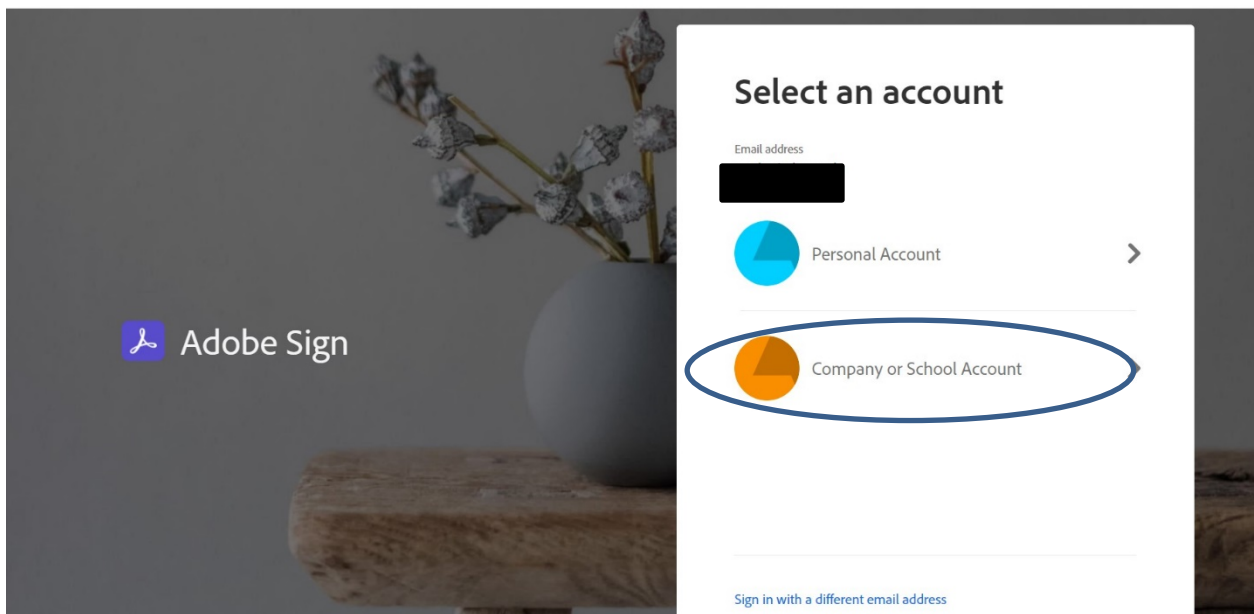
Select the GA Stipend icon in the right navigation pane on the portal homepage:



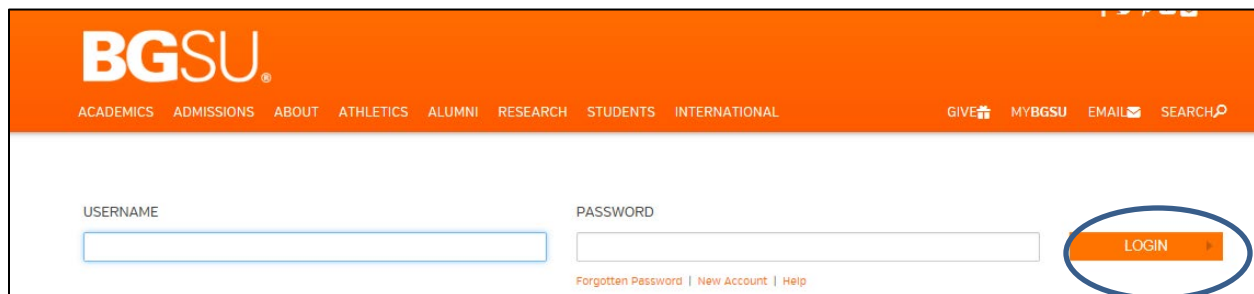
You will be taken to the AdobeSign login page. Begin the sign in process using your BGSU email address, and click CONTINUE.



Select "Company or School Account"



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:

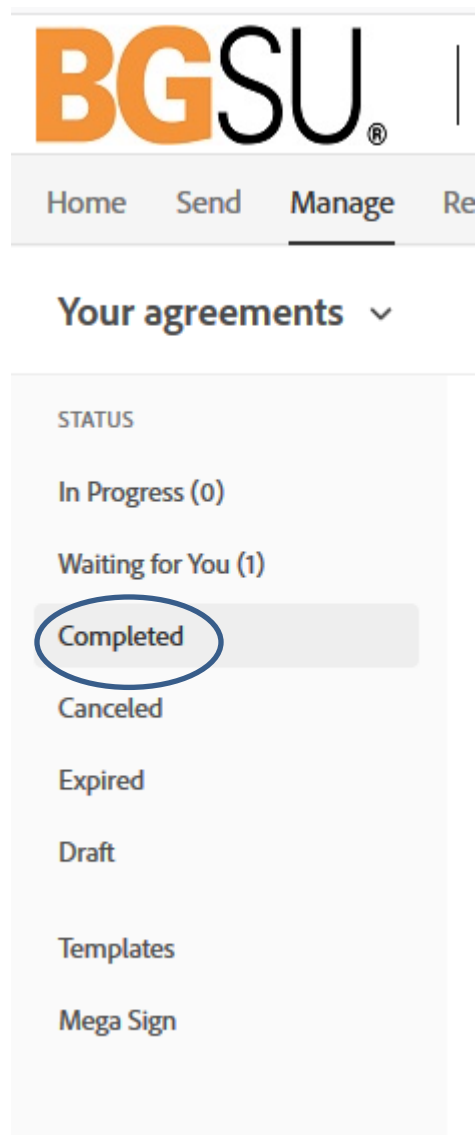


Once sign on is successful, your personalized AdobeSign home page displays. Click on the Manage icon.



Your agreements ▾

In the left navigation pane, click on Completed.



A list of documents completed within AdobeSign will display. Hover on the desired contract. The line will become shaded and options to Open or Download will appear on the right.

Completed

<input type="checkbox"/>	RECIPIENTS	SENDER	TITLE	MODIFIED
<input type="checkbox"/>	[REDACTED] Bowling Green State University	BGSU Graduate Operations Bowling Green State University	[TEST] Bowling Green St... ffer [REDACTED]	Open Download PDF

Choose your preferred action. Once completed, return to the Manage page and sign out using the option in the drop down menu beside your name.

The screenshot shows the Adobe Sign interface for BGSU. The top navigation bar includes 'Home', 'Send', 'Manage', and 'Reports'. The 'Manage' tab is selected and circled in blue. Below the navigation bar, there is a search bar and a 'Filters' button. On the right side, a user profile dropdown menu is open, showing 'My Profile' and 'Sign Out' options, which are highlighted with a red box. The main content area is titled 'Waiting for You' and displays a table of agreements.

<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

Please close the browser completely.