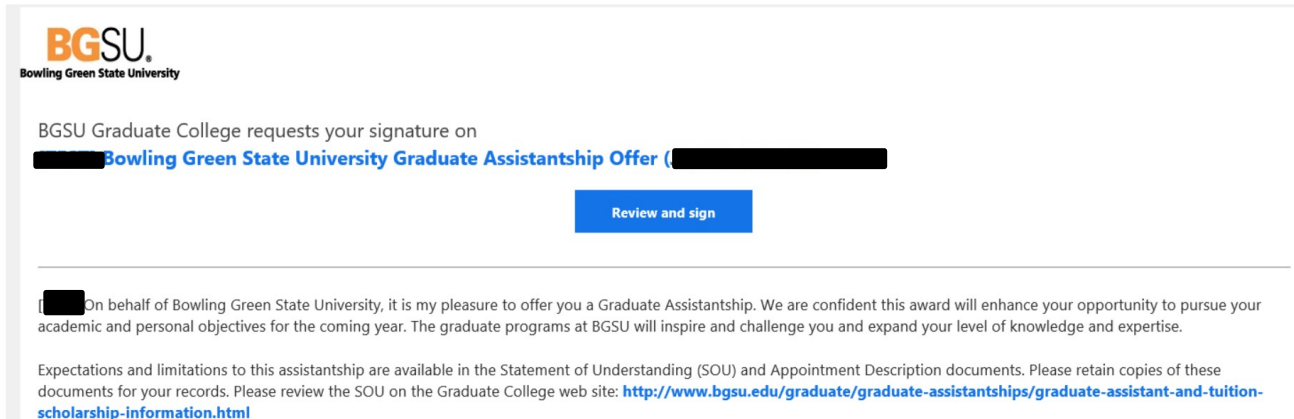


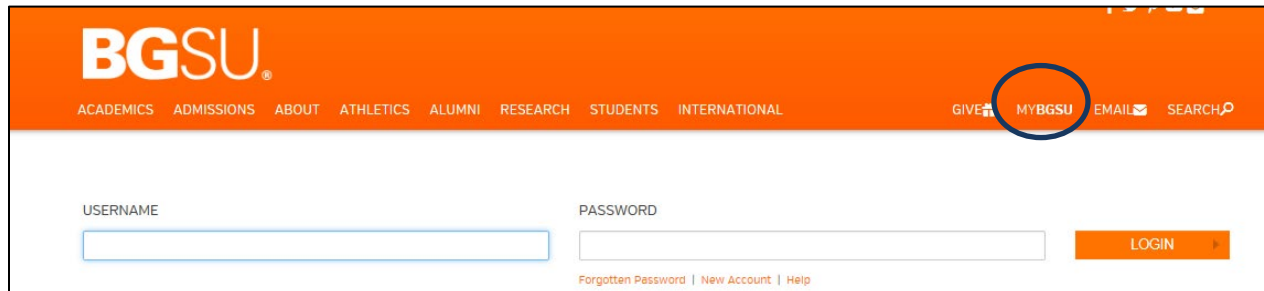
## Accepting a Graduate Assistantship contract

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)



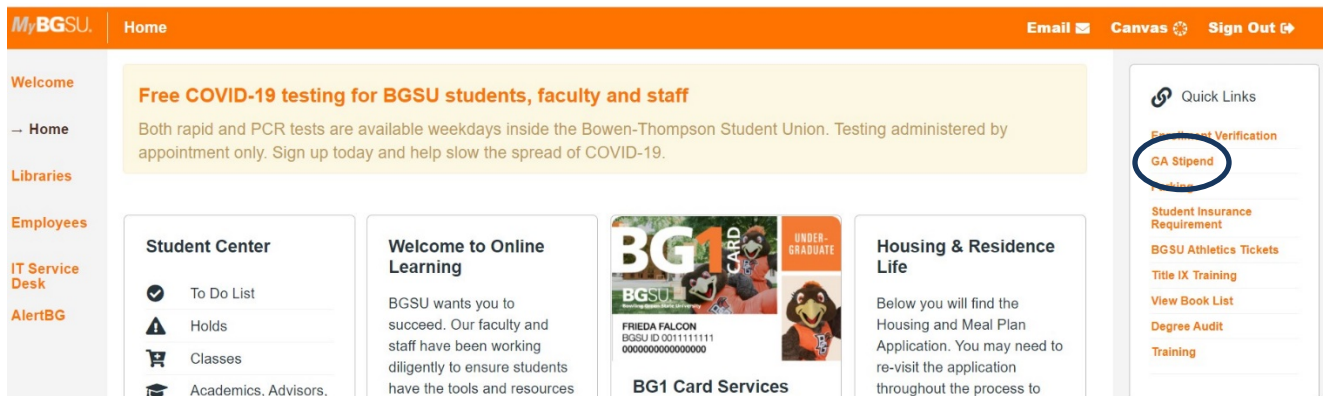
The email template features the BGSU logo at the top left. Below it, the text reads: "BGSU Graduate College requests your signature on [redacted] Bowling Green State University Graduate Assistantship Offer ([redacted])". A blue button labeled "Review and sign" is centered below the text. Further down, a paragraph states: "On behalf of Bowling Green State University, it is my pleasure to offer you a Graduate Assistantship. We are confident this award will enhance your opportunity to pursue your academic and personal objectives for the coming year. The graduate programs at BGSU will inspire and challenge you and expand your level of knowledge and expertise." Another paragraph follows: "Expectations and limitations to this assistantship are available in the Statement of Understanding (SOU) and Appointment Description documents. Please retain copies of these documents for your records. Please review the SOU on the Graduate College web site: <http://www.bgsu.edu/graduate/graduate-assistantships/graduate-assistant-and-tuition-scholarship-information.html>".

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



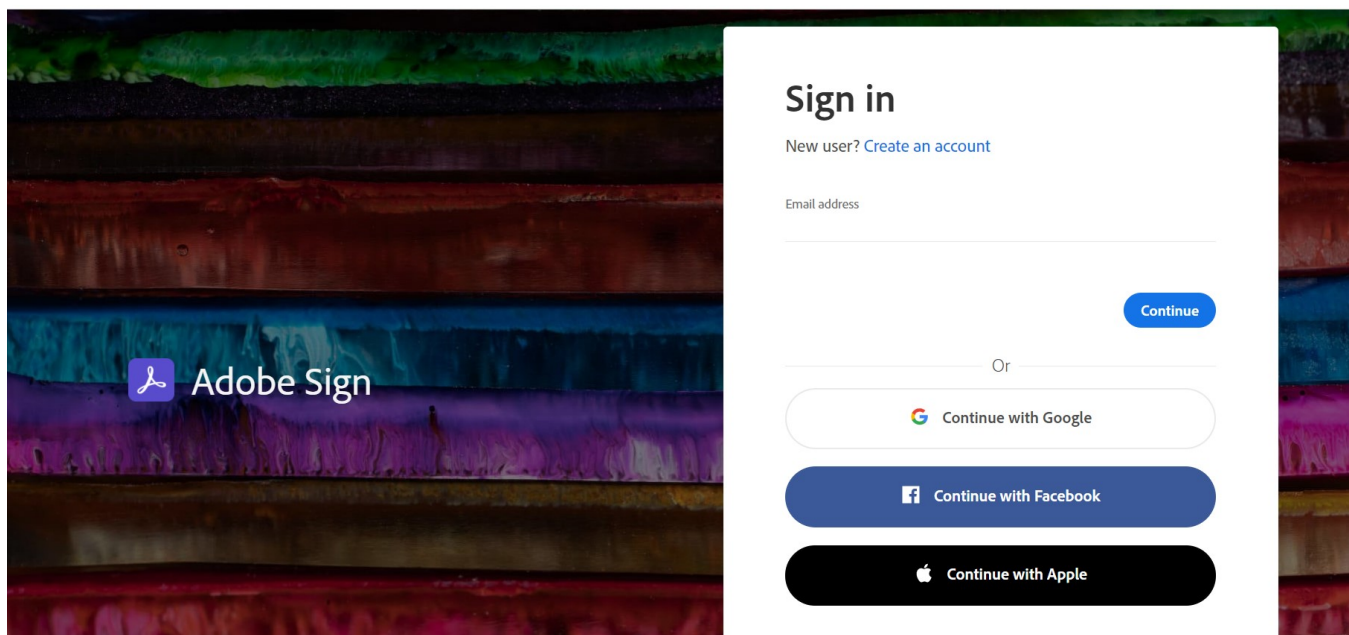
The login page has an orange header with the BGSU logo and navigation links: ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENTS, INTERNATIONAL, GIVE, MYBGSU (circled in blue), EMAIL, and SEARCH. Below the header are input fields for USERNAME and PASSWORD, and a blue LOGIN button. At the bottom, there are links for "Forgotten Password", "New Account", and "Help".

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

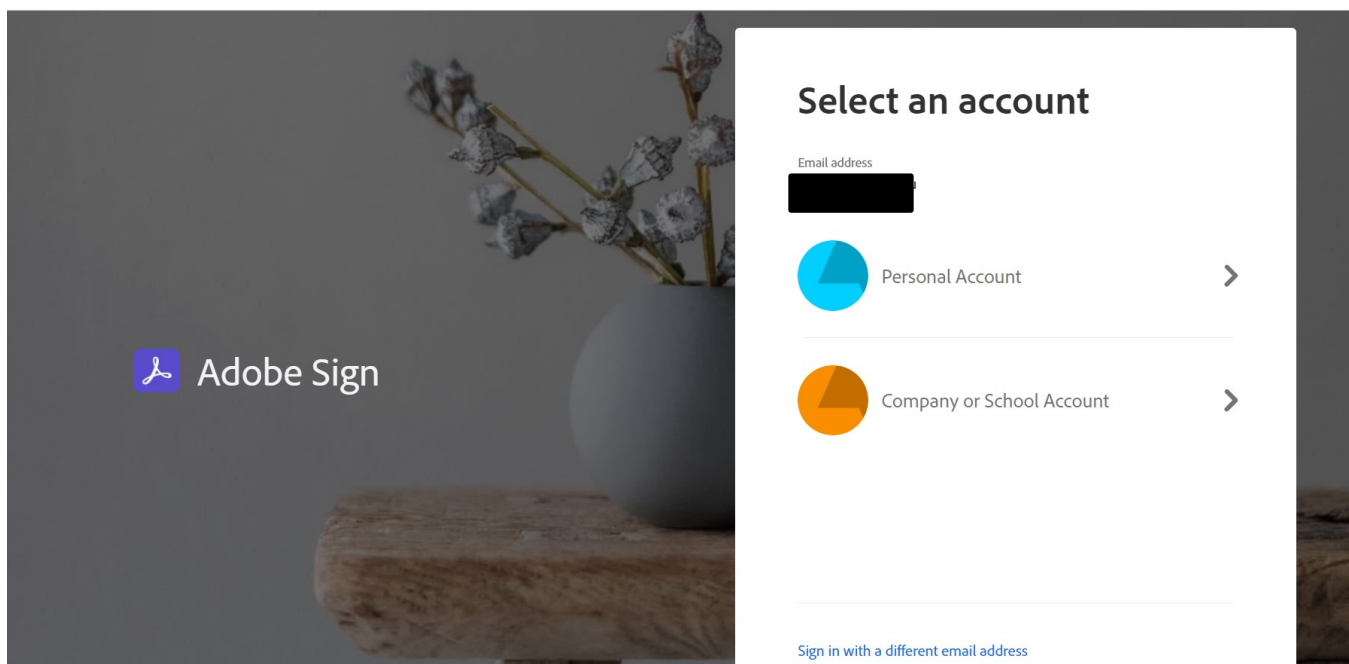


The homepage features a blue header with "MyBGSU" and "Home" links, and navigation links for Email, Canvas, and Sign Out. A left sidebar lists "Welcome", "Home", "Libraries", "Employees", "IT Service Desk", and "AlertBG". The main content area includes a yellow banner for "Free COVID-19 testing for BGSU students, faculty and staff", a "Student Center" section with links to "To Do List", "Holds", "Classes", and "Academics, Advisors, ...", a "Welcome to Online Learning" section, a "BG1 Card Services" section, and a "Housing & Residence Life" section. A right sidebar titled "Quick Links" contains links for "Request Verification", "GA Stipend" (circled in blue), "Student Insurance Requirement", "BGSU Athletics Tickets", "Title IX Training", "View Book List", "Degree Audit", and "Training".

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



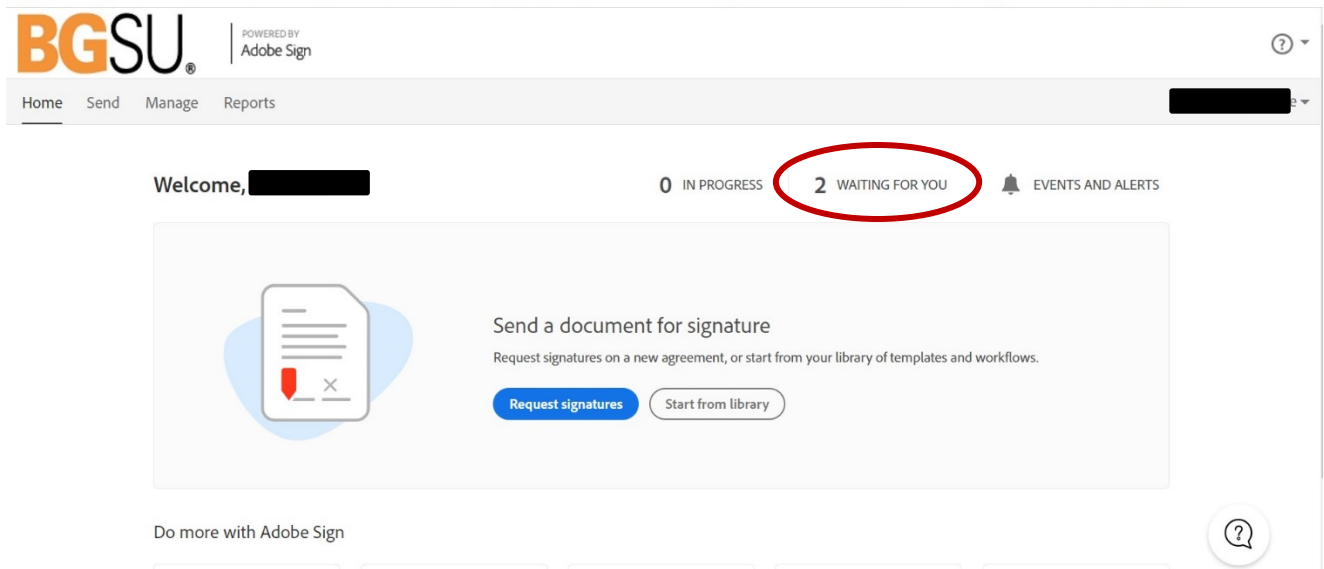
3. Select "Company or School Account"



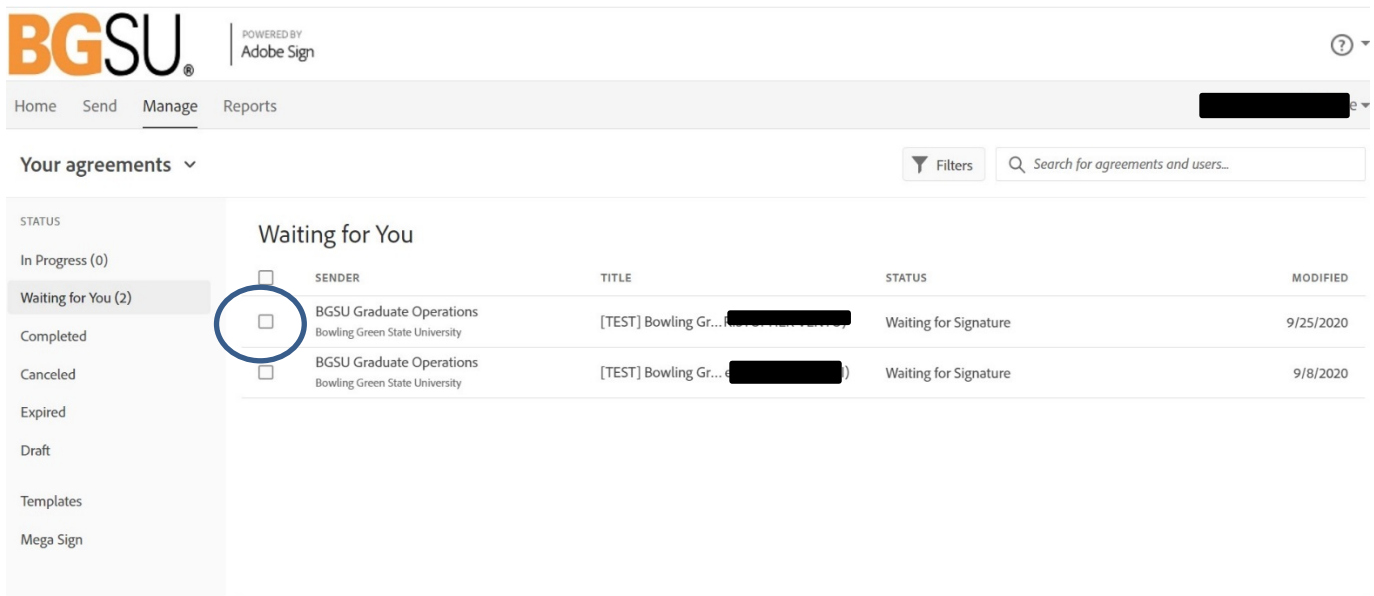
4. You will then be directed to log in to BGSU's Single Sign On page. After entering your BGSU UserID and Password (same as bgsu.edu email), Click LOGIN:

This is a screenshot of the BGSU Single Sign On page. The top of the page features an orange header with the BGSU logo on the left and a series of navigation links: ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENTS, INTERNATIONAL, GIVE, MYBGSU, EMAIL, and SEARCH. Below the header is a white login form. It contains two input fields: one for 'USERNAME' and one for 'PASSWORD'. To the right of the password field is an orange 'LOGIN' button. Below the login fields are three links: 'Forgotten Password', 'New Account', and 'Help'.

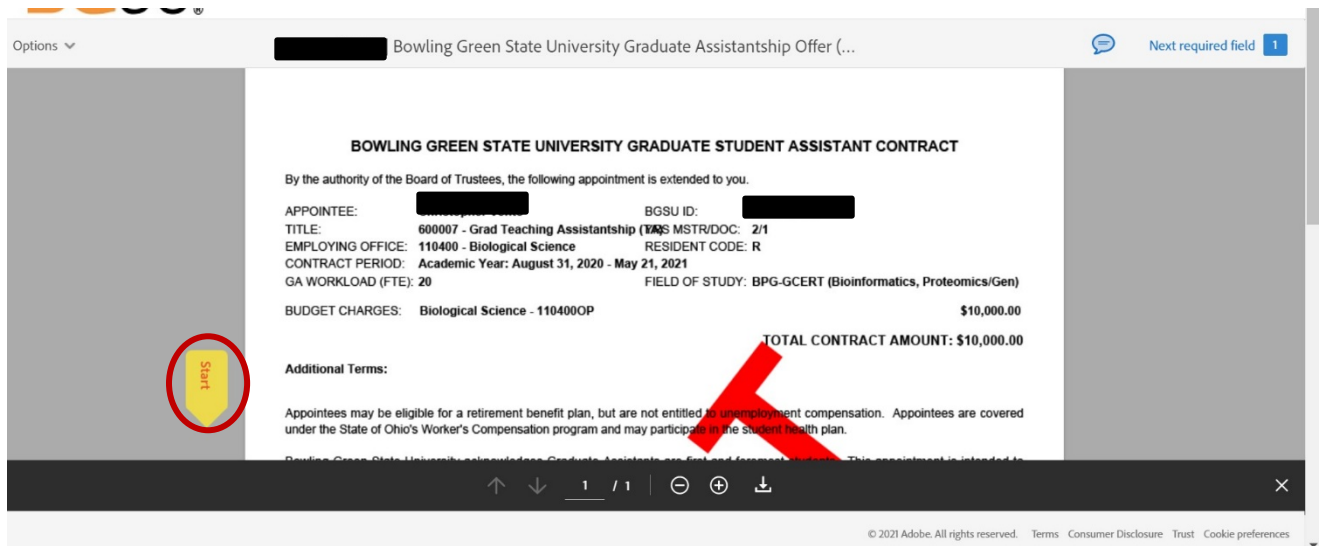
5. Once sign on is successful, your personalized AdobeSign home page displays. The number of GA contracts awaiting signature will be included in the “Waiting for you” count displayed. Click on that icon.



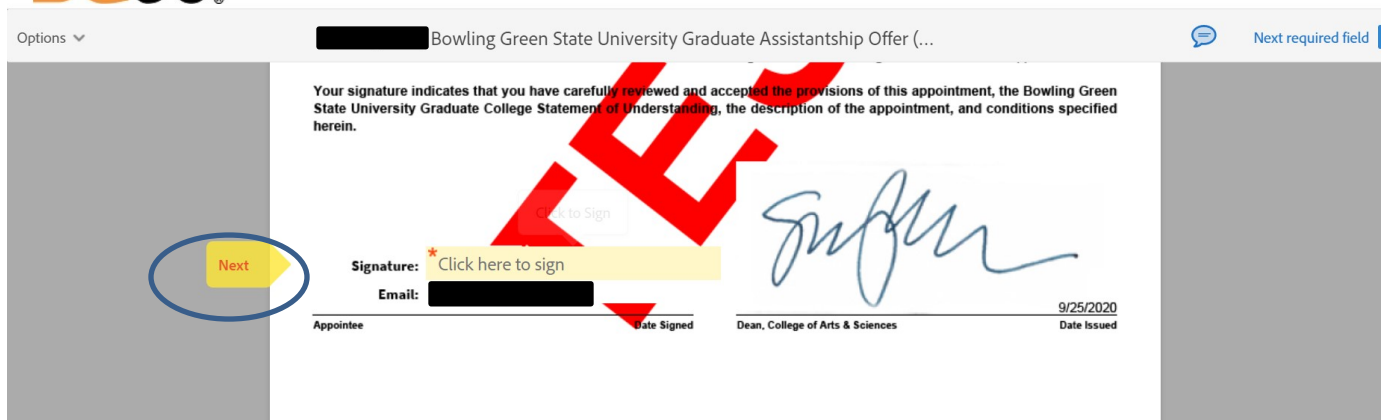
6. You will be taken to the document selection screen. You may select the desired document in multiple ways:
- Select the check box of the document you wish to sign; and click “View & Sign” in the right margin.
  - Hover over the line of the desired document. The line will become shaded and click either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



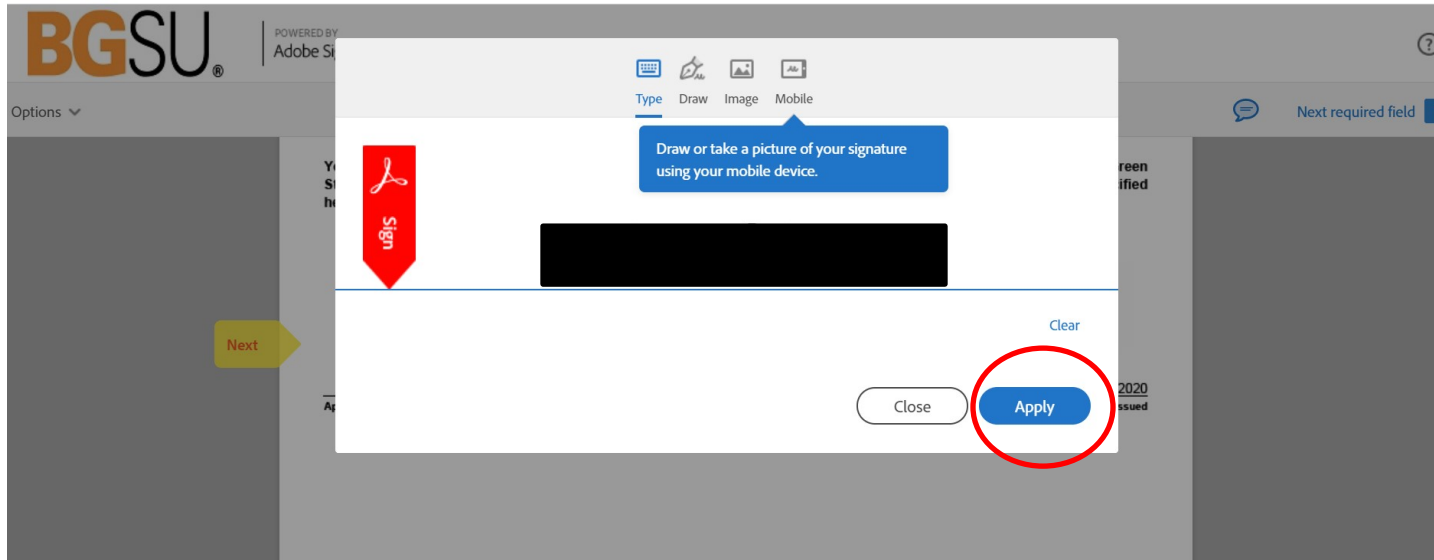
7. You will be taken to the contract for viewing/approval. Click START to proceed with reading and signing to accept the GA Contract.



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 &amp; Sciences

9/25/2020  
Date Issued

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](#).

[Click to Sign](#)

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.

BGSU

POWERED BY  
Adobe Sign

HomeSendManageReports

Your agreements

Filters

Search for agreements and use...

My Profile

Sign Out

STATUS

In Progress (0)

Waiting for You (1)

Completed

Canceled

Expired

Draft

Templates

Mega Sign

Waiting for You

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

13. Please close the browser completely.