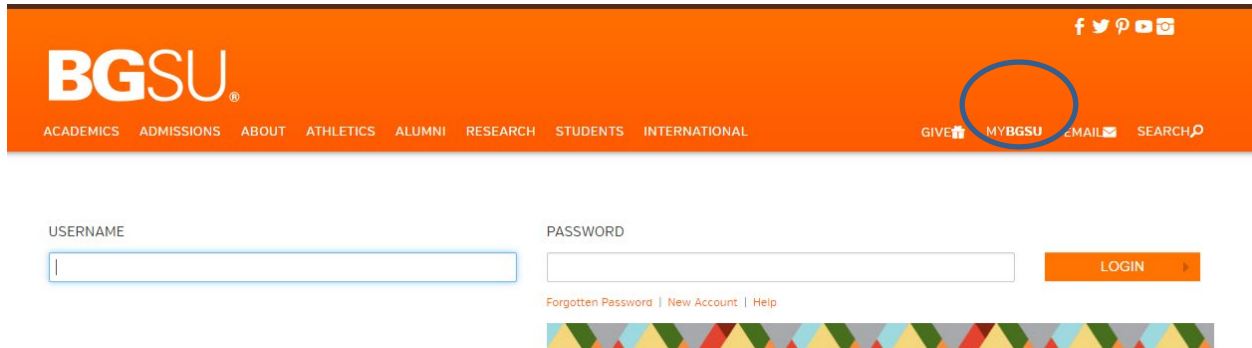


Viewing signed Graduate Assistant contracts.

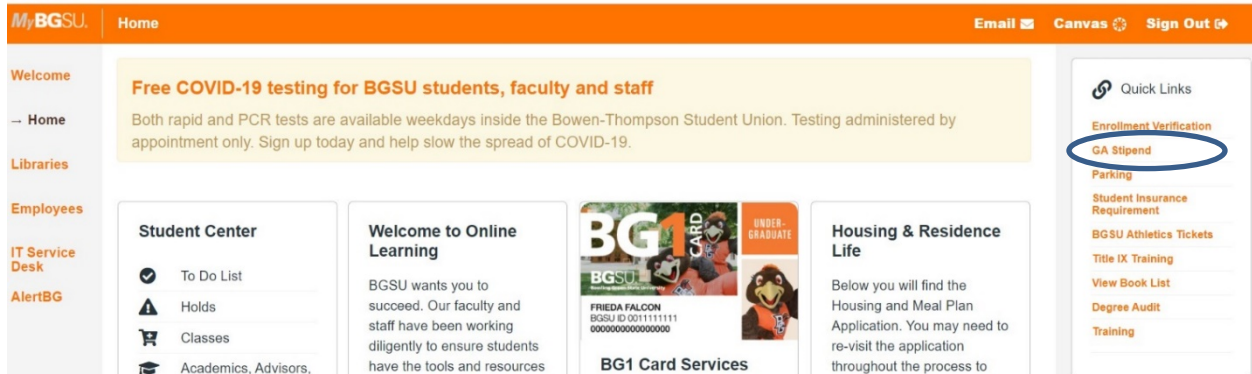
The following instructions are for contracts signed on or after October 1, 2020. For contracts signed *prior to* October 1, 2020 please contact Graduate Operations at graduateoperatns@bgsu.edu to request a copy emailed to your BGSU email account. Please provide your BGSU ID number and the term or academic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



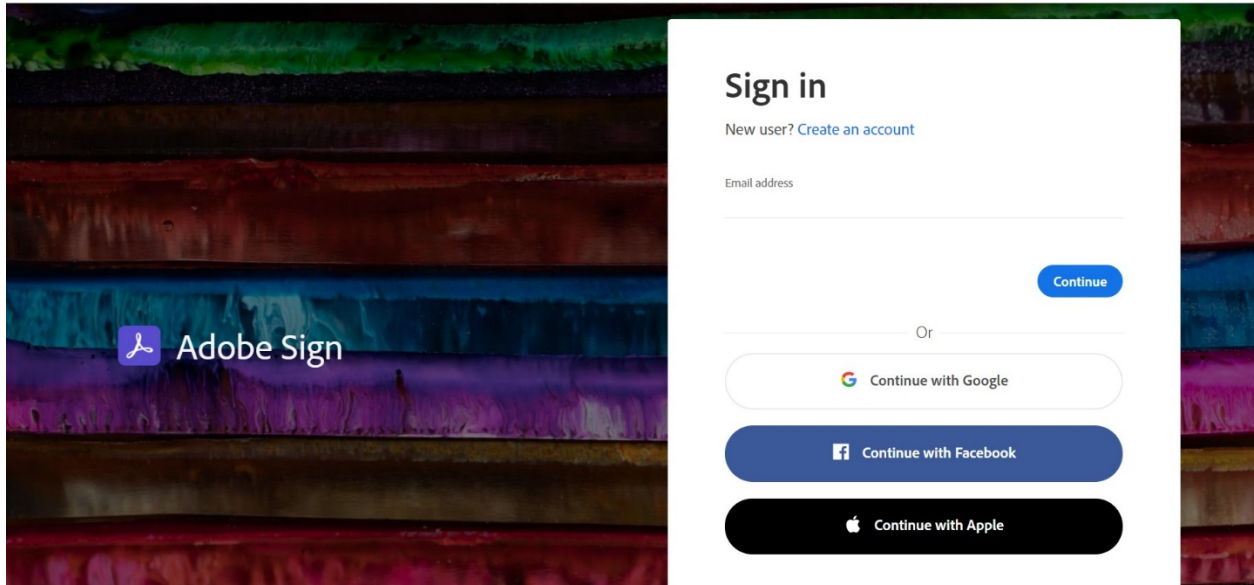
The screenshot shows the top navigation bar of the BGSU website. The BGSU logo is on the left. The navigation menu includes: ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENTS, INTERNATIONAL, GIVE, MYBGSU (circled in blue), EMAIL, and SEARCH. Below the navigation bar is a login form with fields for USERNAME and PASSWORD, and a LOGIN button. There are also links for 'Forgotten Password', 'New Account', and 'Help'.

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

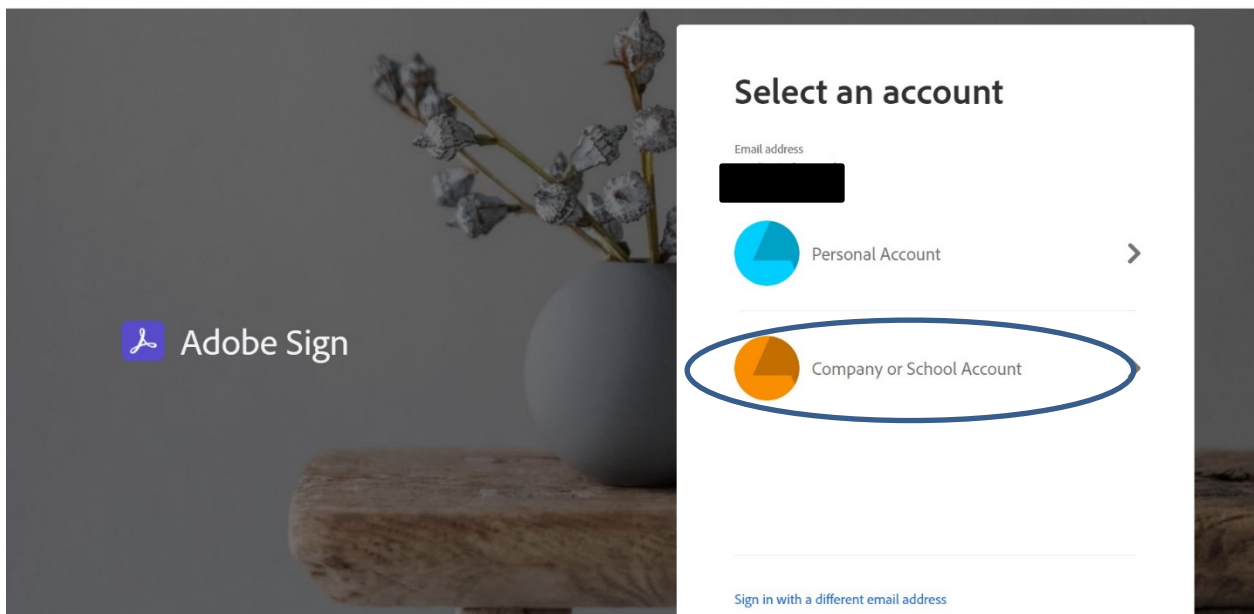


The screenshot shows the MyBGSU portal homepage. The top navigation bar includes 'MyBGSU', 'Home', 'Email', 'Canvas', and 'Sign Out'. The main content area features a 'Free COVID-19 testing for BGSU students, faculty and staff' announcement. Below this are sections for 'Student Center', 'Welcome to Online Learning', 'BG1 Card Services', and 'Housing & Residence Life'. On the right side, there is a 'Quick Links' sidebar with a list of links: Enrollment Verification, GA Stipend (circled in blue), Parking, Student Insurance Requirement, BGSU Athletics Tickets, Title IX Training, View Book List, Degree Audit, and Training.

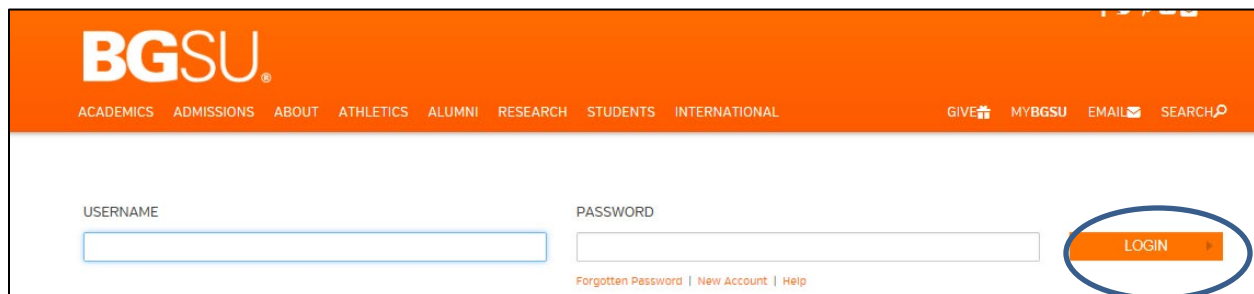
You will be taken to the AdobeSign login page. Begin the sign in process using your BGSU email address, and click CONTINUE.



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:

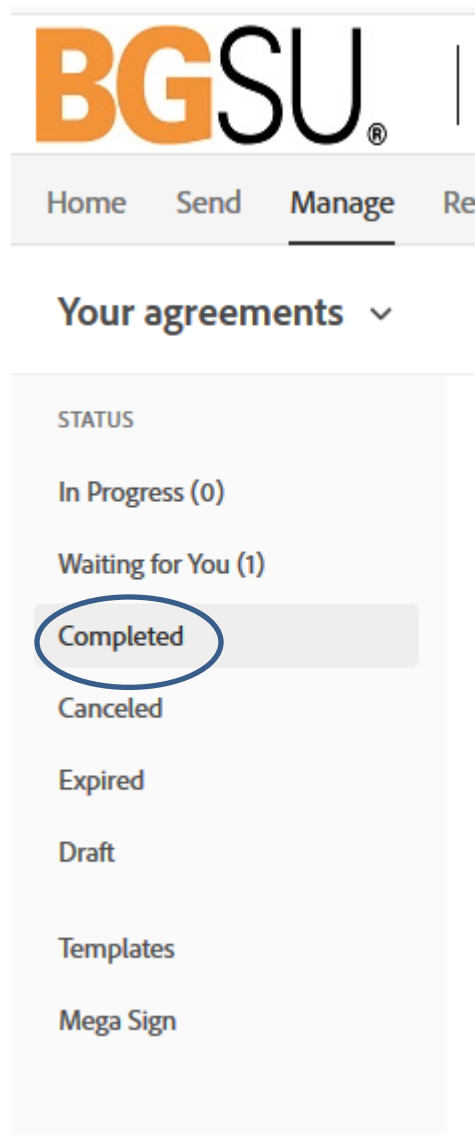


Once sign on is successful, your personalized AdobeSign home page displays. Click on the Manage icon.



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', with 'Manage' circled in blue. The main content area is titled 'Your agreements' and shows a list of agreements under the 'Waiting for You' status. A dropdown menu is open next to the user's name, with 'My Profile' and 'Sign Out' options highlighted in a red box.

BGSU | POWERED BY Adobe Sign

Home Send **Manage** Reports

Your agreements Filters

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

Please close the browser completely.