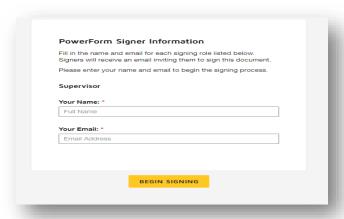Saving and naming your attachments: To ensure each submitted document will be indexed correctly, please use the following naming conventions.

- Employment Transaction Form (ETF)
- Signed ITS Appropriate Use Agreement Student Assistants
- FERPA Certification

Instructions

Step 1: Supervisor will enter the Name and Email and click Begin Signing

Step 2: Supervisor will complete the form and attach all documents in the required column.
Note: Supervisor can attach as many documents required in the attachment field.

Step 3: Submit the forms after all required fields are completed. When done, click finish and keep a copy for your records.