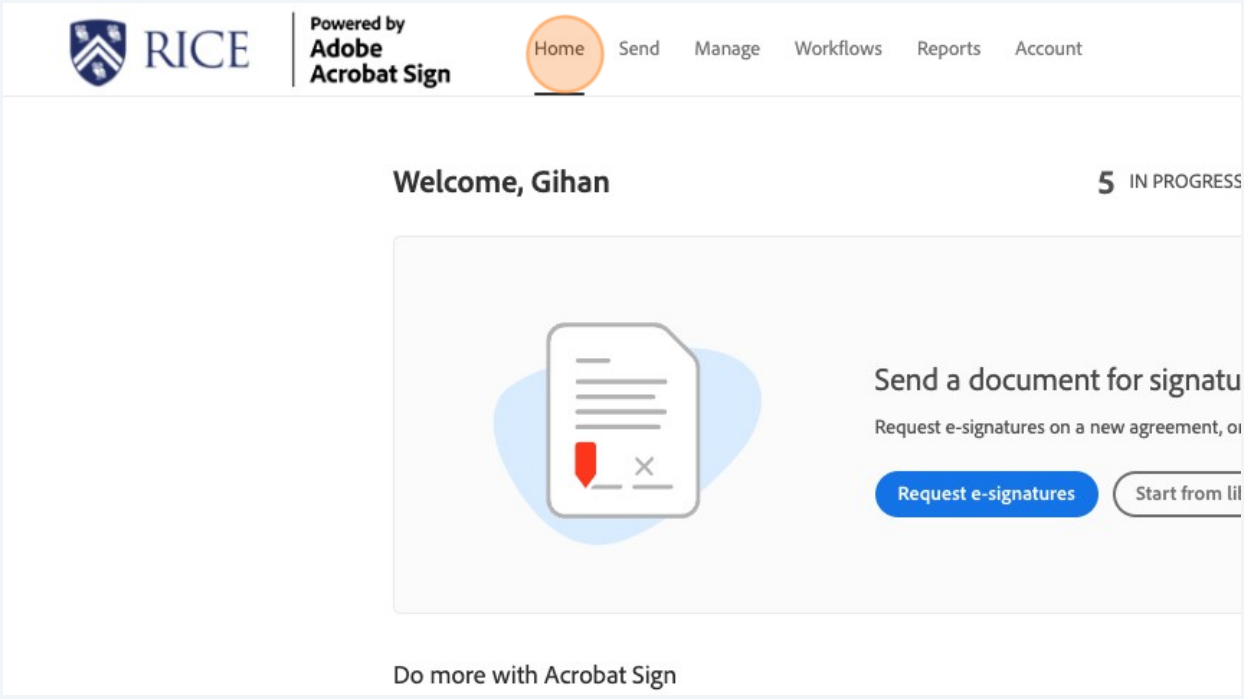
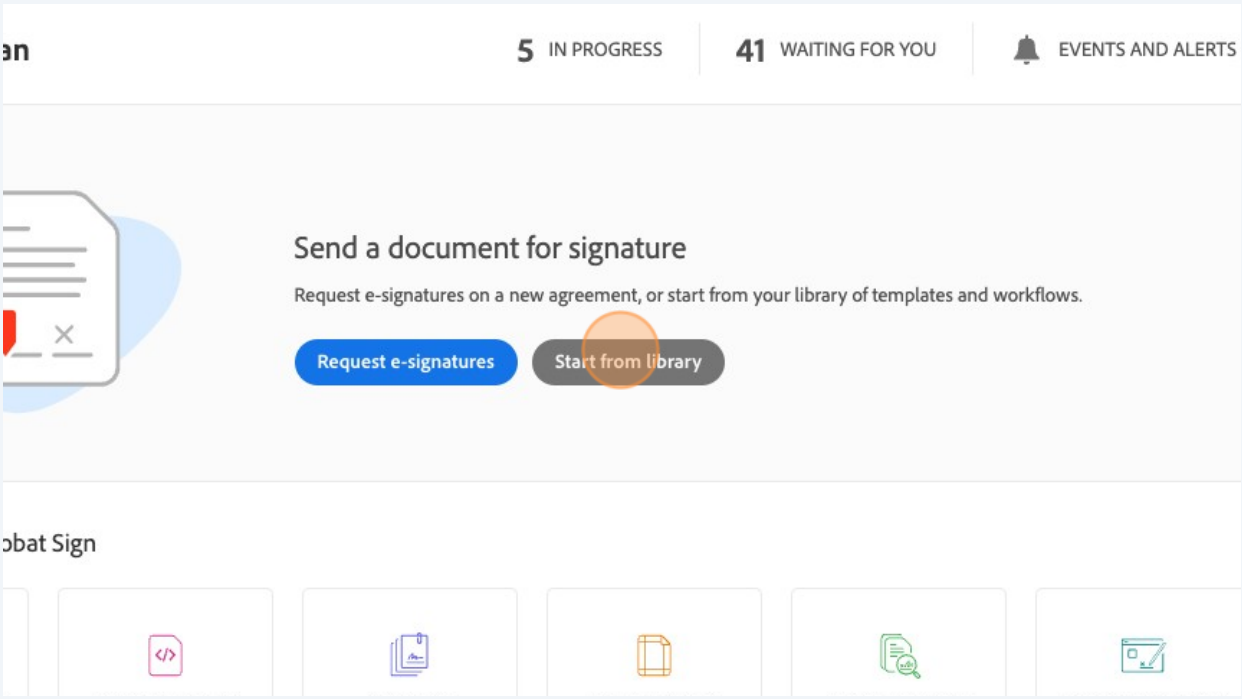
Adobe Sign Jobaid - Initiating HR Sponsorship Agreement for Permanent Residency

1 Navigate to https://riceuniversity.na1.documents.adobe.com/account/homeJS

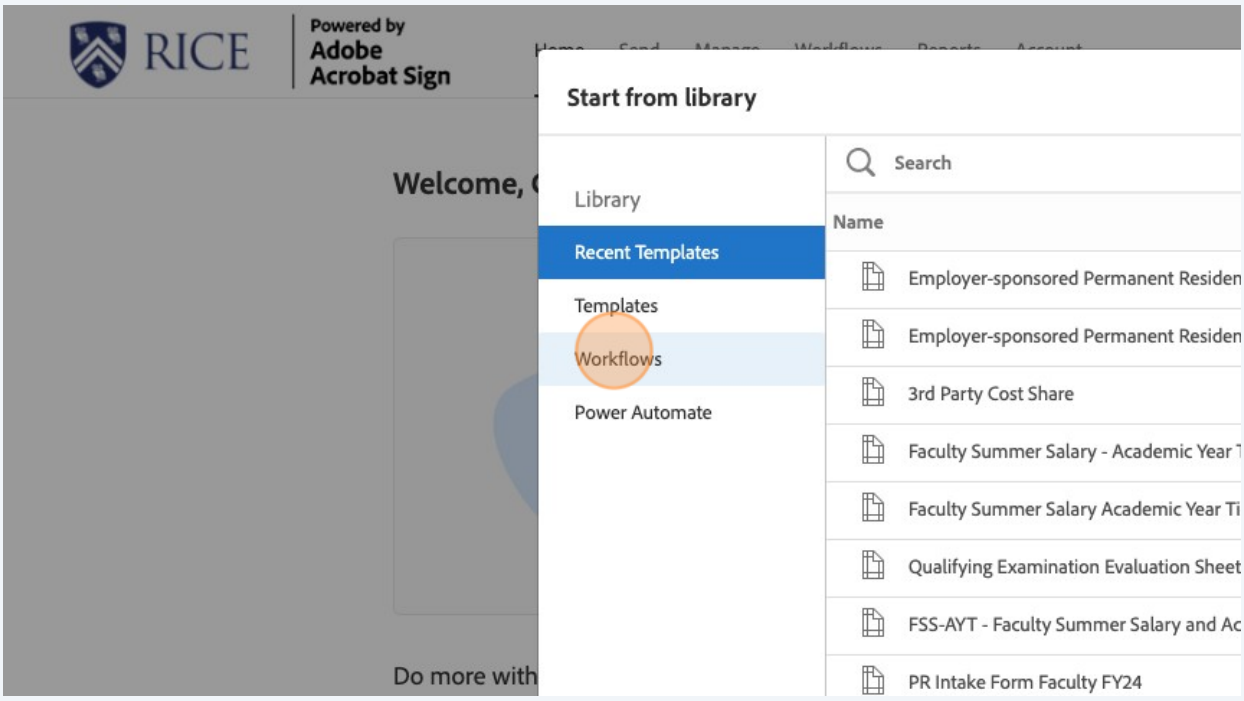
2 Click "Home"



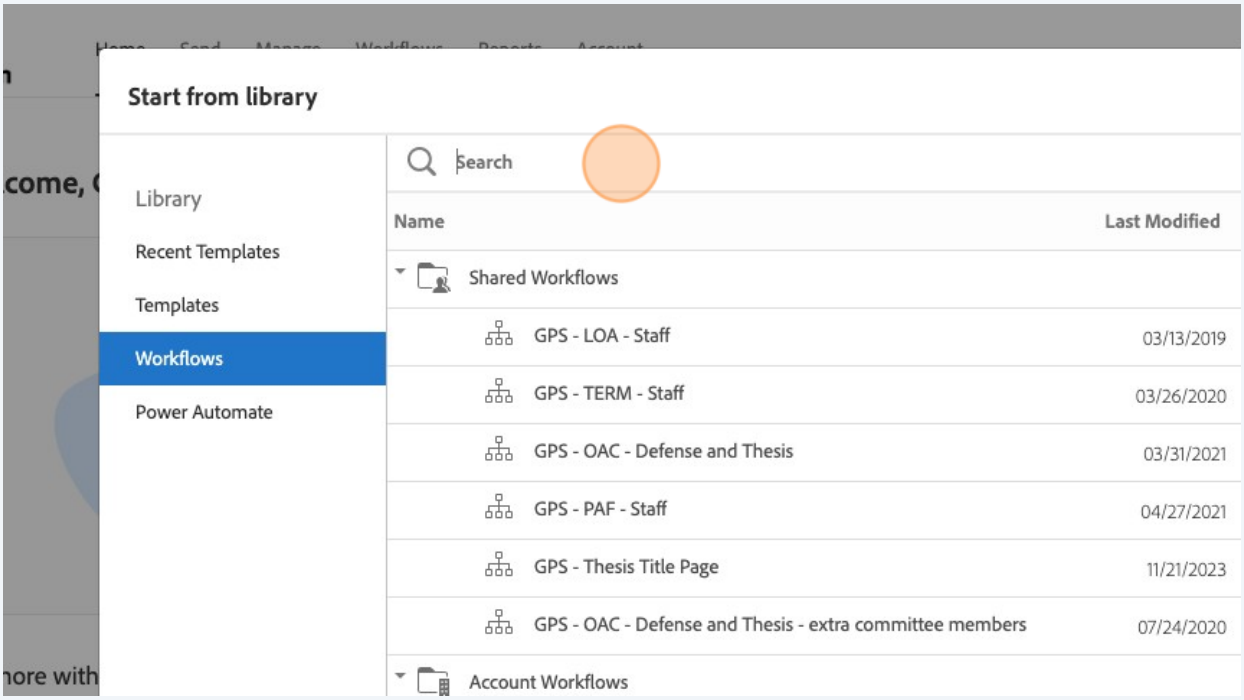
3 Click "Start from library"



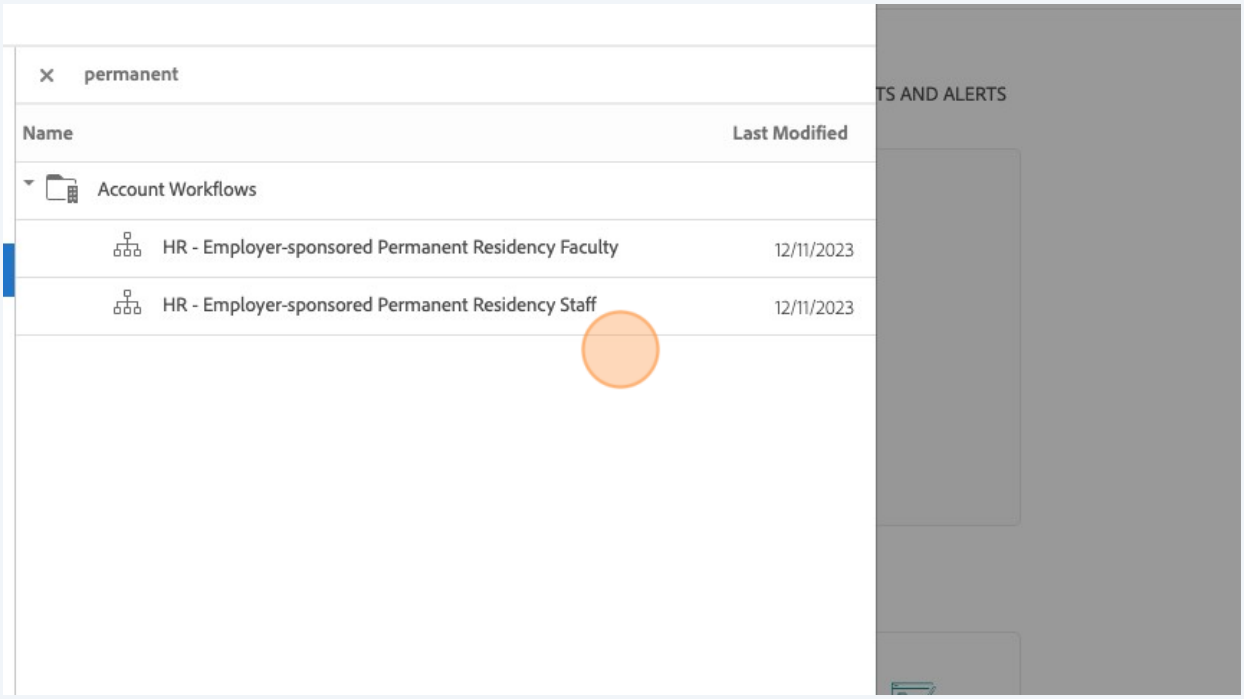
4 Click "Workflows"



5 Click the "Search" field and type "permanent"

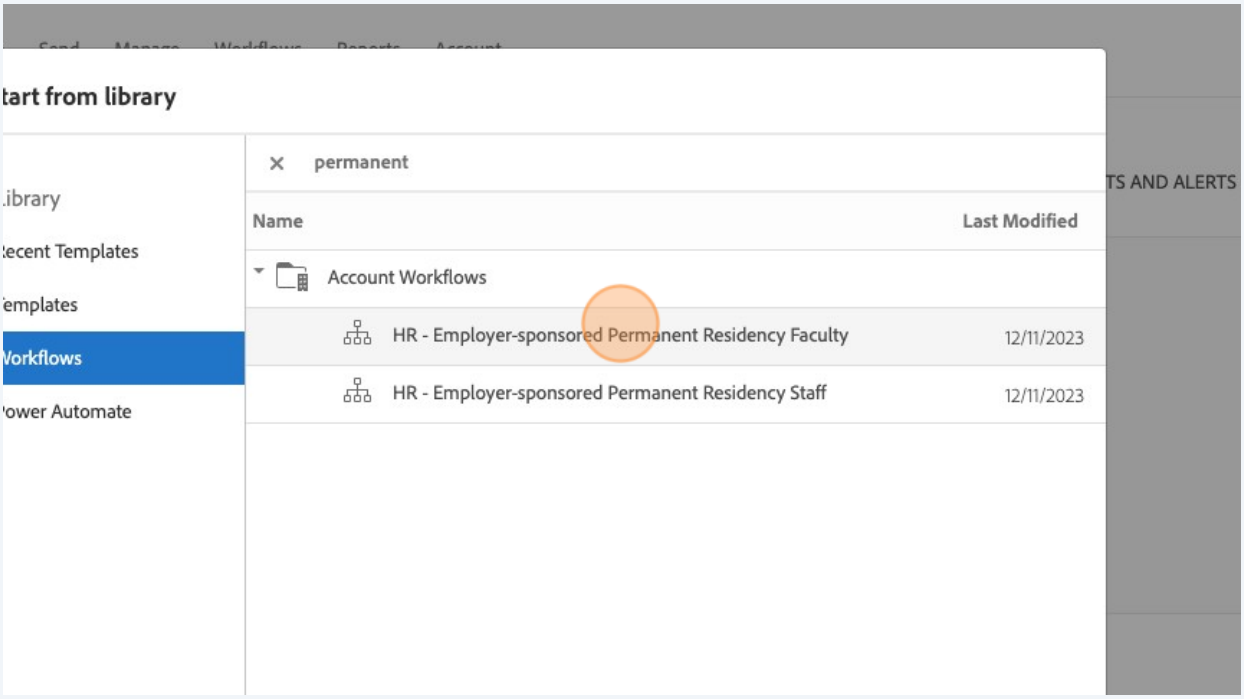


6 Click on the form needed, either faculty or staff.

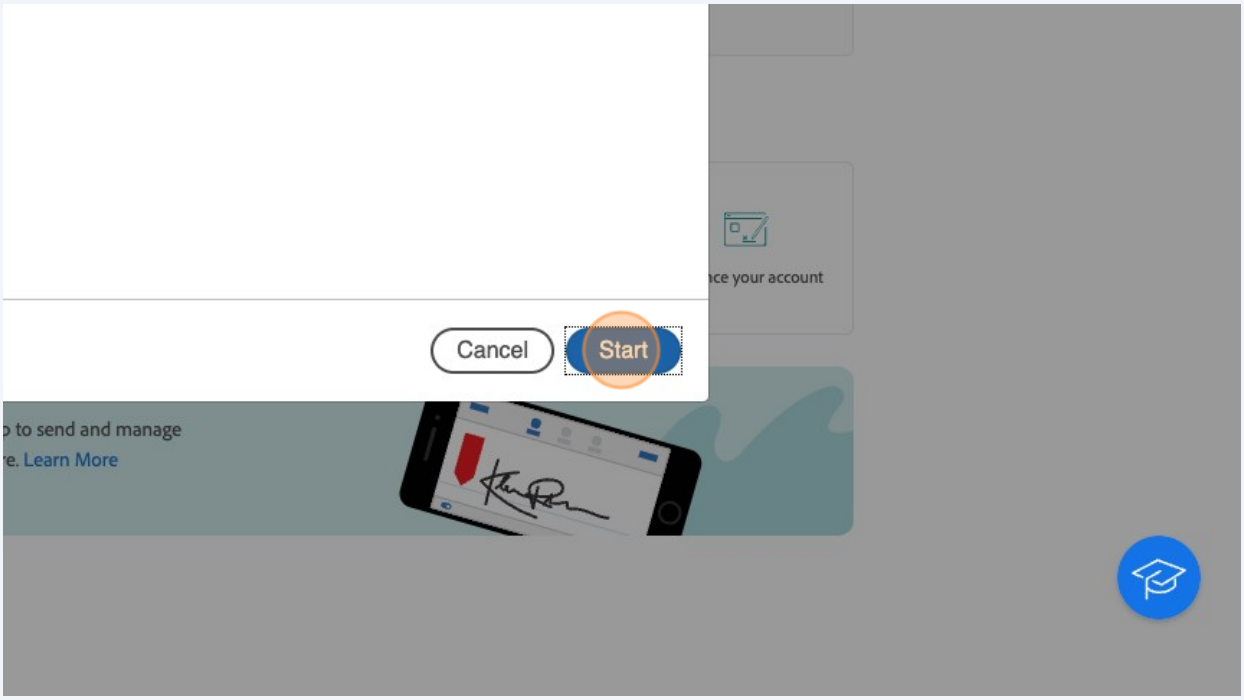


⚠ Alert! For this example, the faculty form will be used.

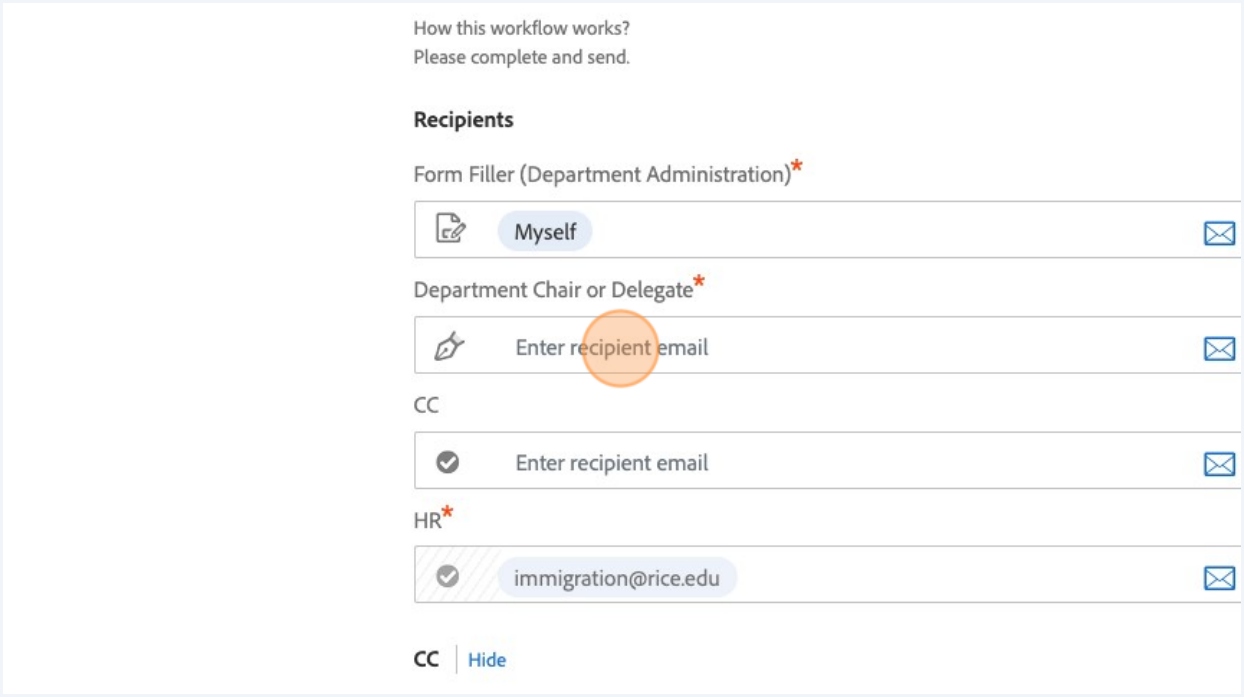
7 Click "HR - Employer-sponsored Permanent Residency Faculty"



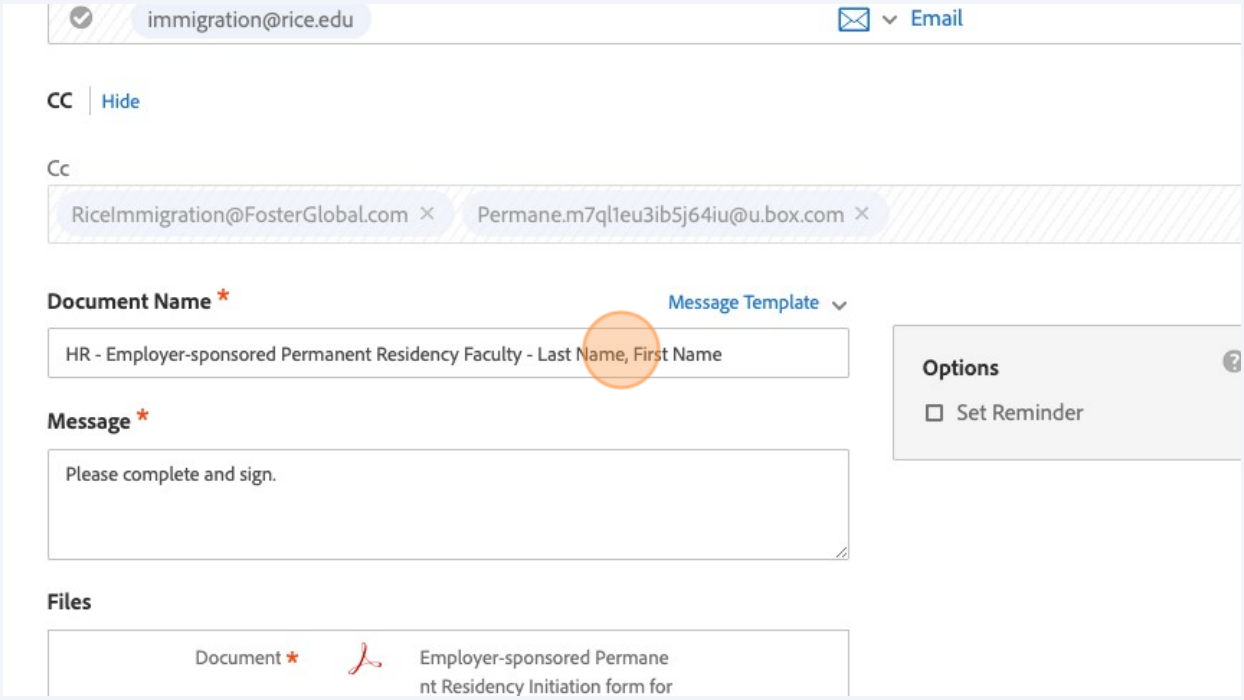
8 Click "Start"



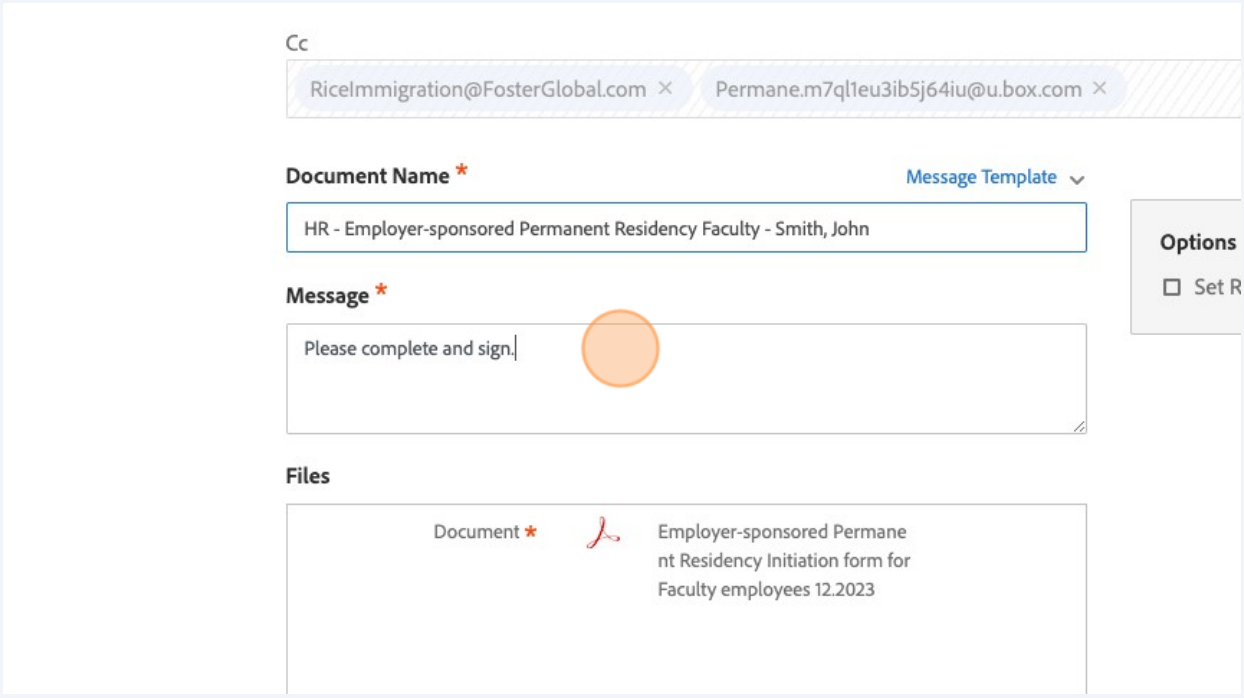
9 Click the "Enter recipient email" field and enter the department chair email.



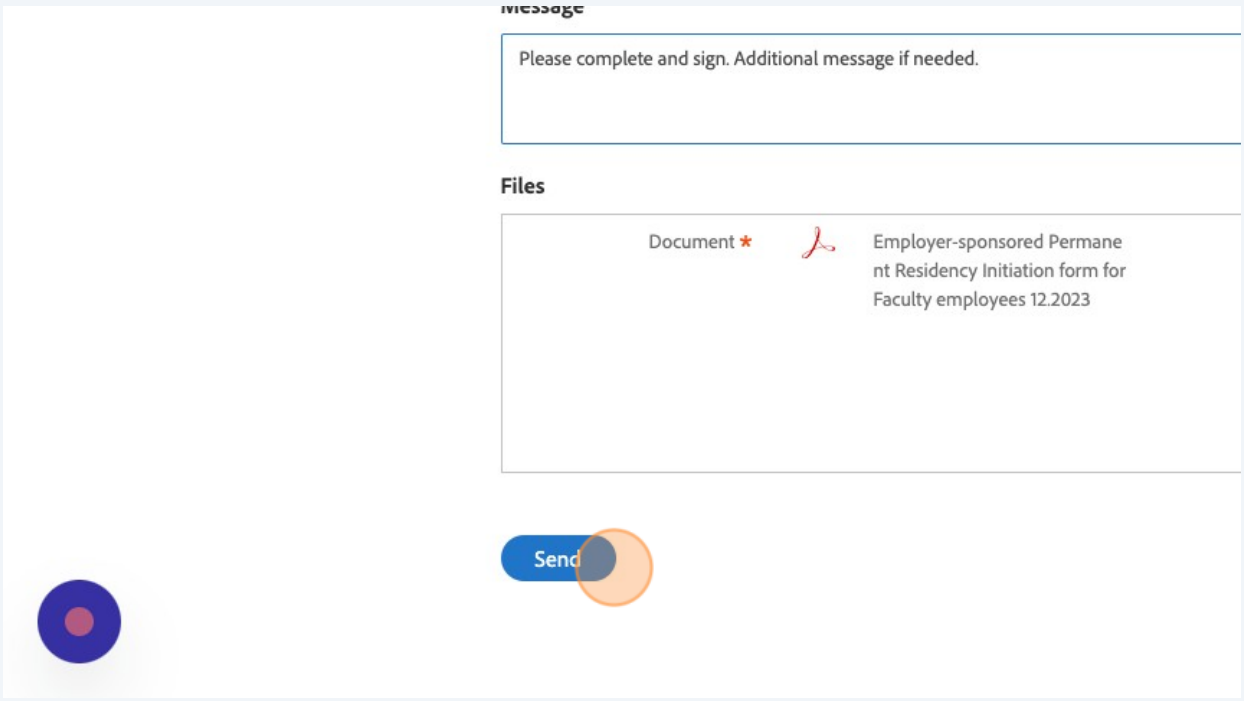
10 Click the "Document Name" field and enter last and first name of faculty.



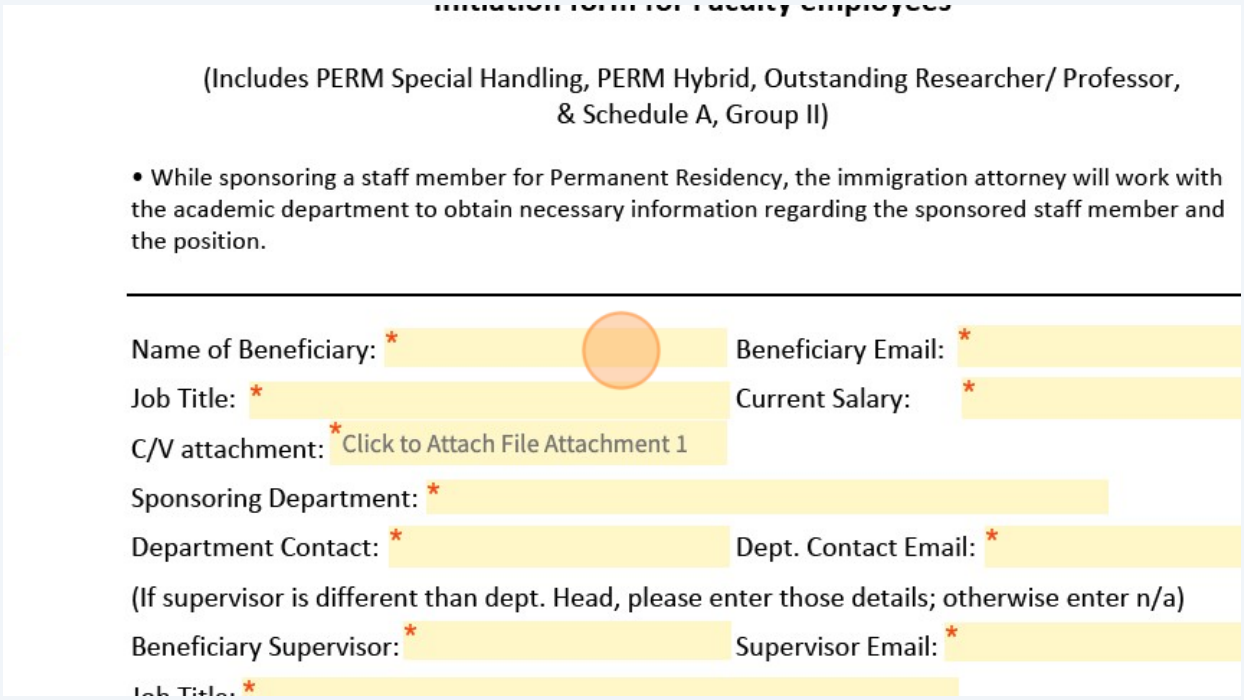
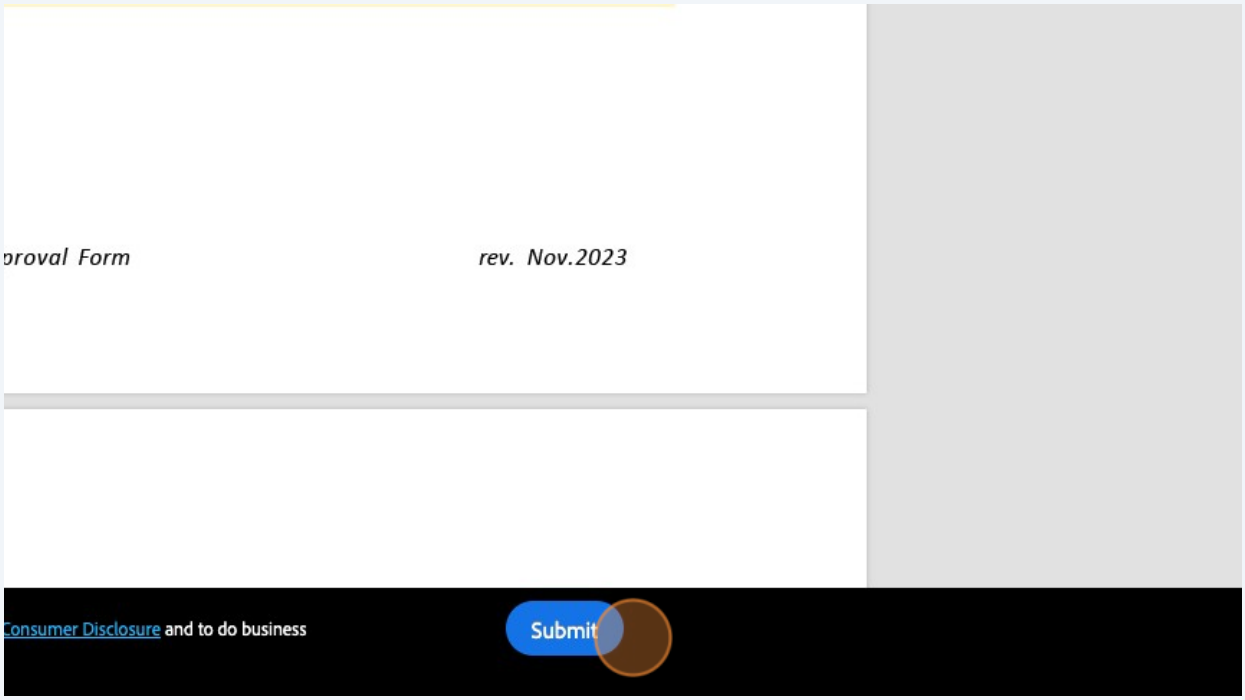
11 Click the "Message" field if needed and enter any additional messages.



12 Click "Send"



13 Click the text fields that are highlighted and complete. Any field with an asterisk is required.



14 Once all fields and attachments are complete, click submit.