

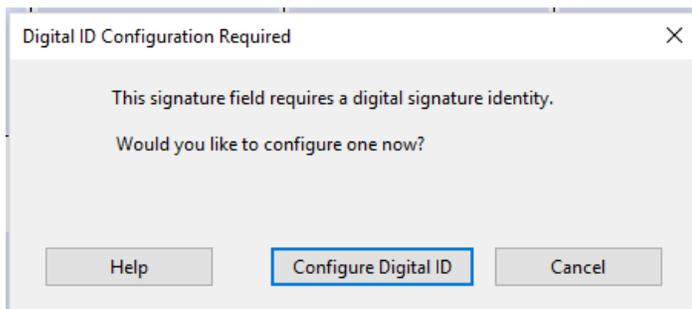
Change in Appointment/Status Form INSTRUCTIONS

- 1) Open the form in Adobe or Adobe Reader
- 2) The form is fillable, click each section and complete the required information.
- 3) SIGN

To sign the document you will need to configure a signature if you haven't done so previously. Follow these instructions:

A screenshot of a form with two signature lines. The first line is labeled "Department Head" and the second is labeled "Divisional Budget Manager (if appropriate)". Each line has a "Date" field to its right. The signature lines are highlighted with a red border.

- Select your signature line



- Click "Configure Digital ID"



- Select "Create a New Digital ID" and click **Continue**

- On the following page select where to save your Digital ID, Computer file or Certificate Store.

- Fill out the required information on the following screen.
- Click **Continue** on the following page.

- The final page will show your digital signature. Click **Sign** to finalize (You will automatically be prompted to save the document).

4) Once the form has been completed, *e-mail the form to the next required approver:*

- Department head
 - Divisional Budget Manager (if appropriate)
 - Dean/Division Head
 - Chief Human Resources Officer
 - VP for Finance and Administration

5) The form will be considered complete once all signatures are received.