DocuSign to Adobe Sign Memo

To: Fresno State Faculty and Staff (no students)
From: Technology Services
Send Date: Friday, Jan. 21, 2022
Subject/Title: DocuSign to Adobe Sign - Completion date extended to April 2022

Greetings Colleagues,

In the fall of 2021, Technology Services notified the campus community of our plan to transition from DocuSign to Adobe Sign by the end of January 2022. The transition is still in motion, but the completion date has been extended to April 2022, allowing time for users to convert their DocuSign templates to Adobe Sign.

Templates in DocuSign will not automatically convert to Adobe Sign in the transition process. ***DocuSign users will need to notify Technology Services of specific templates to be converted by March 1, 2022***. Here's how:

- Login to DocuSign and click on the "Templates" tab to identify those items you wish to have converted (list them by name)

- Submit an online service request to Technology Services by March 1 (include template names)

Start training now:
We recommend you begin reviewing the training tutorials and videos to learn more about Adobe Sign. https://helpx.adobe.com/sign/tutorials.html

Need help?
The Technology Services team is available for support and assistance.

- Submit an online TDX Service Request

- Contact the Service Desk at 559.278.5000

Why Adobe Sign?
Many campuses within the CSU have already implemented Adobe Sign to replace manual, paper-based transactions, and processes. Transitioning to Adobe Sign will bring Fresno State into better alignment with our CSU colleagues.

In addition, we expect to reduce costs, lower administrative overhead, streamline processes, improve the customer experience, and expand integration with our Adobe Cloud product offerings.

Other Information:
Information about the transition, training, and support will be posted on our website: https://technology.fresnostate.edu/workingremotely/adobesign.html

Thank you for helping us achieve a seamless transition.

Technology Services Division