



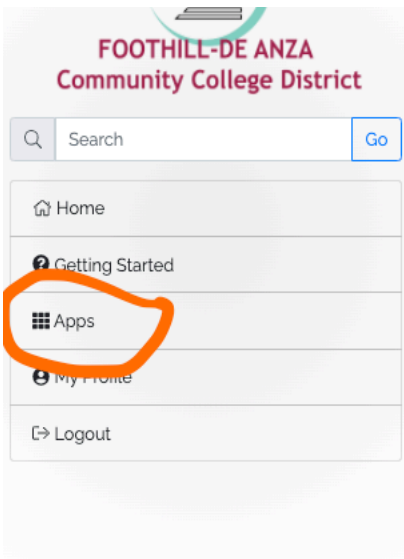
# Adobe Dashboard

How to check the status of your Dual-Enrollment Form ?



# Login to MyPortal

## Step 1. Click on APPS



FOOTHILL-DE ANZA  
Community College District

Search

- Home
- Getting Started
- Apps**
- My Profile
- Logout

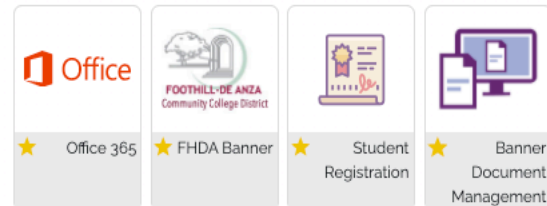
### Messages

Received	From	Subject
May 8, 2020 2:38 PM	FH Admissions and Records	<a href="#">Priority registration reminder</a>

### Tasks

No outstanding tasks found, you are caught up!

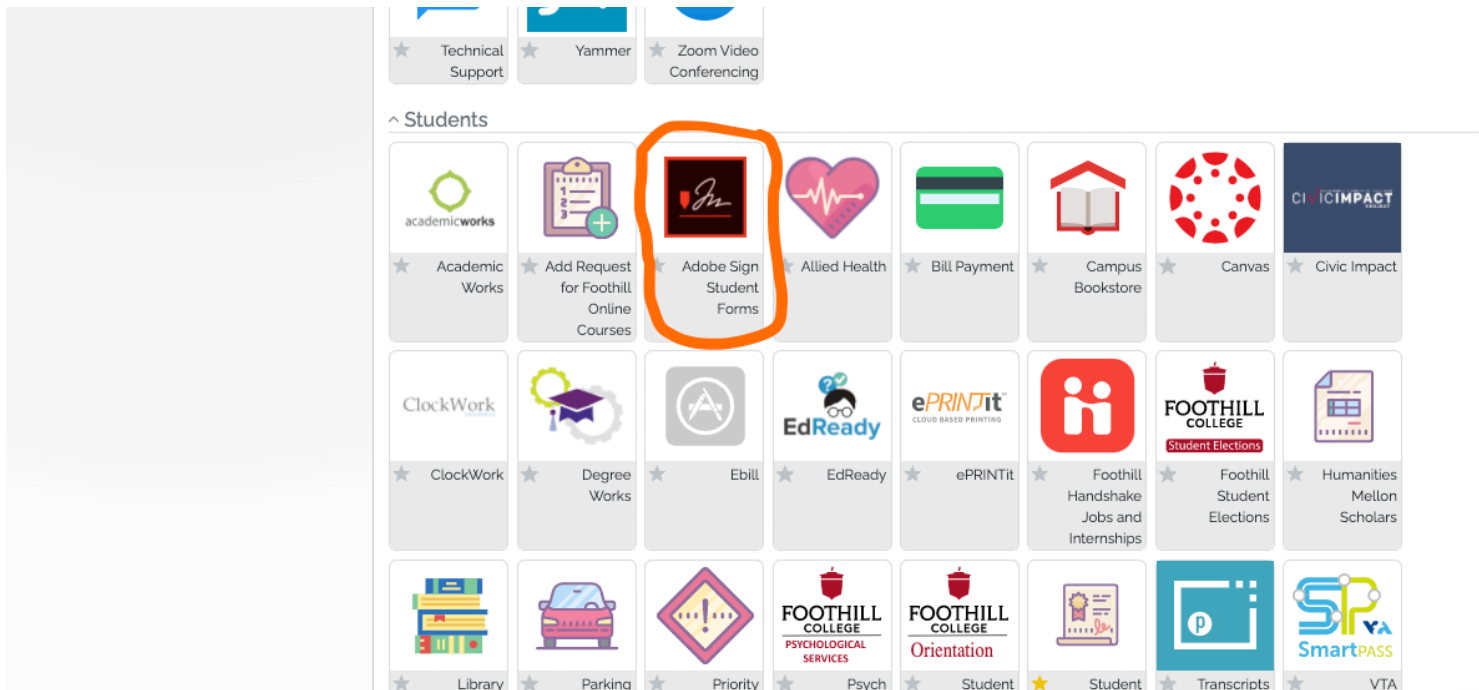
### Favorites



- Office 365
- FHDA Banner
- Student Registration
- Banner Document Management

# Adobe Sign Student Forms APPS

## Step 2. Click-open Adobe Sign Student Forms



# Adobe Sign Student Forms – Start Workflow

## Step 3. Click-open Start Workflow

The screenshot displays the Adobe Sign Student Forms interface. On the left is a navigation sidebar with a search bar and menu items: Home, Getting Started, Apps, My Profile, and Logout. The main content area is titled 'ADOBE SIGN STUDENT FORMS' and is divided into two sections: 'Student Webforms' and 'Student Workflows'.

**Student Webforms**

After the form is submitted. Please check your email to confirm your email address. Your signing process will not finish until allow up to 5 business days for processing.

- De Anza 3rd/Last Attempt Form
- De Anza AB540 Non-Resident
- De Anza Add/Drop
- De Anza College History Change
- De Anza Pass/No Pass
- De Anza Record Change Form
- Foothill AB540 Non-Resident
- Foothill Add/Drop
- Foothill College History Change
- Foothill Enrollment Verification
- Foothill Pass/No Pass
- Foothill Petition for Exceptions (Registration Policies)
- Foothill Record Change Form

**Student Workflows**

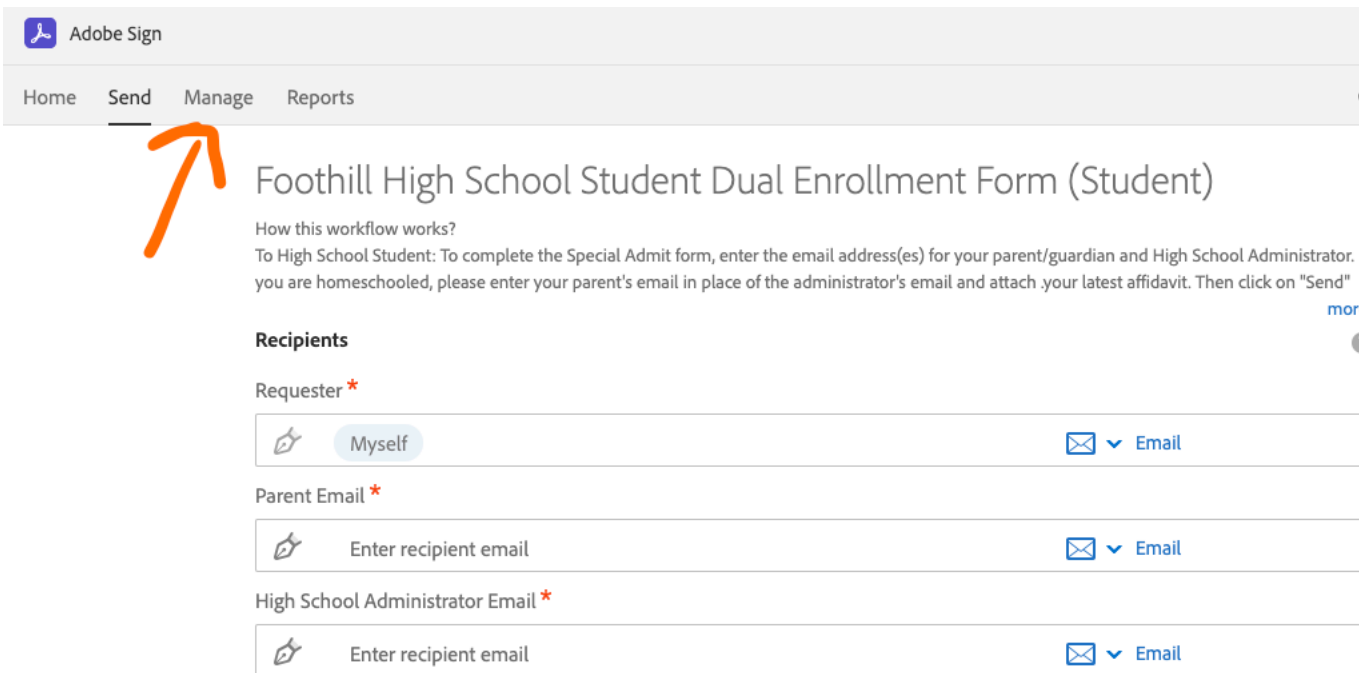
For more information, please refer to Step by Step Instructions on How to Use a Student Workflow.

De Anza Course Audit Request (Student)	<a href="#">Start Workflow</a>
De Anza High School Permission Form (Student)	<a href="#">Start Workflow</a>
De Anza Petition for Academic Renewal (Student)	<a href="#">Start Workflow</a>
De Anza Petition to Replace a Substandard Grade (Student)	<a href="#">Start Workflow</a>
Foothill Course Audit Request (Student)	<a href="#">Start Workflow</a>
Foothill High School Student Dual Enrollment Form (Student)	<a href="#">Start Workflow</a>
Foothill Outreach CCAP and MOU Partnership Form (Student)	<a href="#">Start Workflow</a>
Foothill Petition For Exception of Academic Policies (Student)	<a href="#">Start Workflow</a>

At the bottom of the page, there is a link: [Login to Your Email Account](#).

# Adobe Sign – Manage Tab

**Step 4. Click Manage Tab to open menu**



Adobe Sign

Home Send **Manage** Reports

## Foothill High School Student Dual Enrollment Form (Student)

How this workflow works?  
To High School Student: To complete the Special Admit form, enter the email address(es) for your parent/guardian and High School Administrator. If you are homeschooled, please enter your parent's email in place of the administrator's email and attach your latest affidavit. Then click on "Send" [more](#)

**Recipients**

Requester \*

Parent Email \*

High School Administrator Email \*

# Manage – Status

**Step 5. Click-open menu folders to check status of workflow.**

Home Send Manage Reports ██████████@fhda.edu ▾

**Your agreements** Filters

**STATUS**

- In Progress (1)**
- Waiting for You (0)
- Completed
- Canceled
- Expired
- Draft
- Templates
- Web Forms

**In Progress**

RECIPIENTS	TITLE	STATUS	MODIFIED
██████████@gmail.com 1 of 4 completed	Foothill High Sch... ent Form (Student)	Out for Signature	<span>Open</span> <span>Remind</span>

# Questions?



***Foothill College Admissions and Records***

**[Admissions@foothill.edu](mailto:Admissions@foothill.edu)**

**650-949-7325**