

How to Enter a Student Agreement Request in Cobblestone Contract Management

Log in to Cobblestone

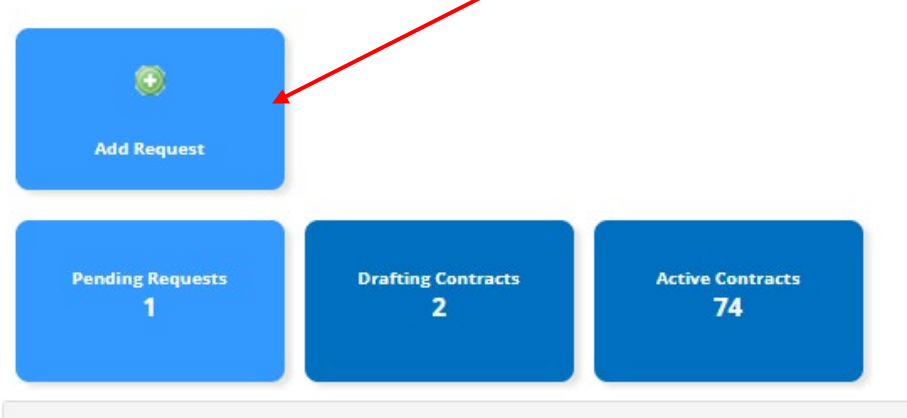
- Go Eastern CT website; select Faculty Staff; Select Campus Resources, Select Purchasing
- Select Contract/PSA Request – The Cobblestone Template Should Open



- Sign in using your Eastern credentials if prompted
- This will bring up a screen: My Dashboard

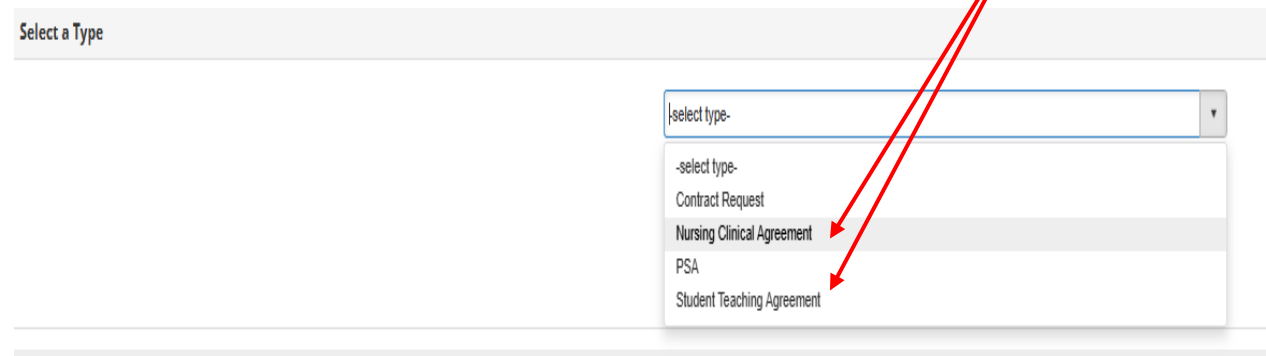
Access the Contract Request Form

- From the **Main Menu**, select **Add Request** →



- You'll be taken to the **Add New Request Record**.

Select the type of Request you are making- from the drop-down menu:



Contract, PSA, Student or Nursing Agreement **Select student or nursing agreement**

Next Screen

Details		
*Contract Requestor Rotella, Kate	*Department Contracts Administration	*Status Request Pending
*Vendor/Facility/Company Name -- Select One --	*ECSU Program Name 	*Brief Contract Description
Facility Location (if different from address) 	Brief Details of Program Experience 	Immunizations and Physicals -- Select One --
Instruction and Supervision -- Select One --	Instructor Ratio 	Student Ratio
Required In Services -- Select One --	Program Evaluation Number of Consultations per year 	Additional Information or requirements requested by the Facility

Under Details Section

Contract Requestor: **Your name**—if your name is not there you may add it manually

Department: **Select your department**

Status: prepopulated

Facility Name: **Identify the name of the site the student will be located**

If the vendor is not in the list—select **“New Vendor Not in List”**

Two new boxes will open where you can enter the new vendor’s name

Facility address: **fill this in**

Brief Program description: **student nursing clinical training or Student teaching in classroom etc.**

Immunizations and Physicals: **Drop Down answer**

Instruction and Supervision: **Drop Down Answer**

Instructor Ratio/Student Ratio: **example 1-8 Student**

Required In Services: **Drop down Answer**

Program Evaluation Number of Consultations per year **please enter the number of times you would want to review with the facility**

Additional Information or requirements: **Fill in if any**

Contacts for Agreement Execution		
Facility Contact Name	Facility Contact Title	Facility Contact Email
Facility Contact Phone	Campus Contact Name	Campus Contact Title
Campus Contact Phone	Campus Contact Email	Vendor/Facility/Company Signatory Name
Vendor/Facility/Company Signatory Title	Vendor/Facility/Company Signatory Email	

Dates		
*Effective Date	*Expiration Date	Program Effective Date
Program End Date		

Record Info		
Date Entered	Date Submitted	*Request Type
Updated By	Request ID	*Purchasing Group
Entered By		

Save & Continue

Contacts for Agreement Execution:

Please complete the name title and email for the facility contact.

Please complete the campus contact Fill in name and email of whomever is managing the program for ECSU

Fill in Name Title and Email for Facility Signer

Complete the **effective date (Start date)** and **Expiration Date** of this agreement

Fill in Program Dates also if different

Record Information Section: Prepopulates

Hit Save and Continue

Record Info		
Date Entered	Date Submitted	*Request Type
Updated By	Request ID	*Purchasing Group
Entered By		

Save & Continue

At the next screen navigate to Tab 2:

Tab 2: Files and Submit request

Instructions

Please attach any documents in section 1 for review & submit request in section 2.

Section 1: Files / Attachments

Upload File(s) Info

File Notes:

File Category:

-- Select Category --

Doc Type:

Access Level:

Internal

Single File Upload:

Browse

Add Web Document

Import From Cloud

Drop Files Here

Bulk Download

Compare Documents

Gateway Download History

File Browser / Explorer: Root Folder

Show All Files

Root Folder

Drag a column header and drop it here to group by that column

Actions	View File	Notes	Doc Type	Category	Entry Date	Entered By	Collaboration Type	Checked Out To	Last Viewed By	Last View Date	Ver.

No records to display.

Request Attach relevant documentation:

Submit Request

Section 2: Submit Request

Add Task

Drag a column header and drop it here to group by that column

Task Actions	Task Name	Employee	Start Date	End/Due Date	Days To Complete	
Task Action	View	Please Submit Request	Kate Rotella	12/18/2025	12/19/2025	0

Submit

Cancel

Go to task Action and from Drop down Submit

Track Your Request

- From your dashboard, select **My Requests** to:
 - View status (Pending, In Review, Approved, Executed)
 - Open the record for details or comments
 - Download the fully executed contract once complete

After Execution

- A fully executed PDF will be uploaded to the Cobblestone record.
- Requestors and signers will receive a copy via email.
- Department users can view the agreement anytime through **My Contracts**.