

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

CURRENT BID OPPORTUNITIES BID RESULTS CONTRACT/PSA REQUEST

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

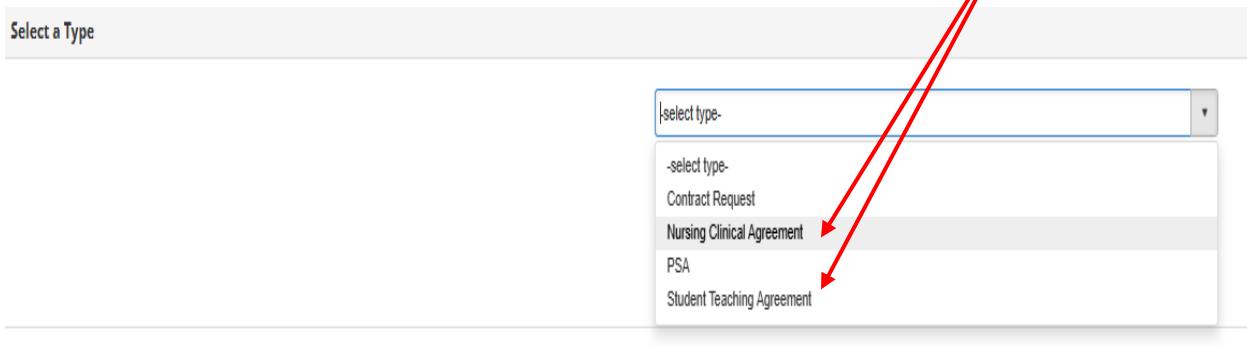
Access the Contract Request Form

- 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 12/29/2025 10:18 AM	Date Submitted 12/29/2025	*Request Type  Student Teaching Agreement
Updated By Rotella, Kate	Request ID	*Purchasing Group  Contracts Team
Entered By Rotella, Kate		
<input type="button" value="Save & Continue"/>		

Contacts for Agreement Execution:

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

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

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 12/29/2025 10:18 AM	Date Submitted 12/29/2025	*Request Type  Student Teaching Agreement
Updated By Rotella, Kate	Request ID	*Purchasing Group  Contracts Team
Entered By Rotella, Kate		
<input type="button" value="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:

Doc Type:

Access Level:

Single File Upload:

Drop Files Here

File Browser / Explorer: Root Folder [?](#)

Show All Files

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

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
<input type="button" value="View"/> <input type="button" value="Submit"/>	Please Submit Request	Kate Rotella	12/18/2025	12/19/2025	0

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**.