

Instructions for Completing the Position Action Request Form

1. Download the form from the HR website under “Adobe Sign Forms”
2. Fill in the necessary information, stop at “Approvals”
3. Save your form
4. Login to Adobe Sign through Office 365
5. Once in Adobe Sign, click “send” on the menu bar
6. Add the file you saved earlier
7. Enter the email addresses of everyone who will sign this form in the following order:
 - Dean/Director
 - VP/Chief Area Officer
 - VP for Equity and Diversity (colemanla@easternct.edu)
 - VP for Finance and Administration (cambelljere@easternct.edu)
 - Chief Human Resources Officer (cotesh@easternct.edu)
 - President (ismailik@easternct.edu)
8. Make sure you also cc cardenm@easternct.edu
9. Preview the form, set up the signature fields, and then click “Send”
10. Everyone who signed the form will automatically receive a final copy.