New hire documents for a new student employee
(to be completed and signed via Adobe Sign)

1. Login to Peralta Portal and navigate to Adobe Sign application

   1.2 Click "Home" and "Start from library"

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2. Shared Workflows

    2.1 Click "Workflows"

    2.2 Select "New hire packet for Student Employment" under <u>Account Workflows folder</u>

    2.3 Click "Start" to continue

Start from library

🔍 Search

Library

Recent

Templates

Workflows

Name	Last Modified
▾ 🗔 Account Workflows	
品 New Hire Packet for Student Employment	07/21/2020

Cancel   Start

New hire documents for a new student employee
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3. Enter email address for signer (new student employee)

    3.1 Enter your Peralta email address in the box for recipient

    3.2 Enter a new document name or leave as default

    3.3 Enter a custom message to signer or leave as default and click "Send"

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4. Sender to prefill before sending

    4.1 Click start to populate PCCD information into designated prefill fields

    4.2 Click send to submit new hire packet for signer to complete