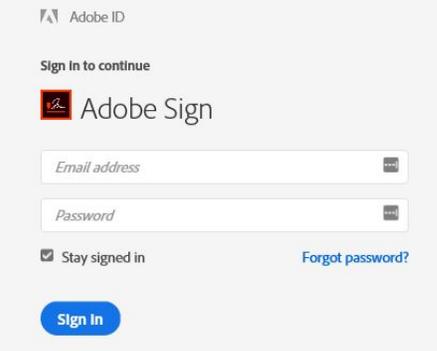


OIT is pleased to introduce a new digital Security Agreement.

In order to access the security agreement, **the person initiating the form must have an AdobeSign account**. The form initiator must complete the form entirely including **Net ID, phone number, and employee identification number (E#)**. Once completed, the form will be sent to the applicant (the person who needs access) to be signed, then to the department approver. The applicant and department approver do not need an AdobeSign account to sign the application. After the agreement has been signed by both the applicant and department approver, the application will automatically be sent to the OIT Security Agreement Team to be processed. Please allow several days for acquiring the necessary signatures and processing. The applicant will receive an email with instructions when the account is ready for use . Please follow the step-by-step instructions below:

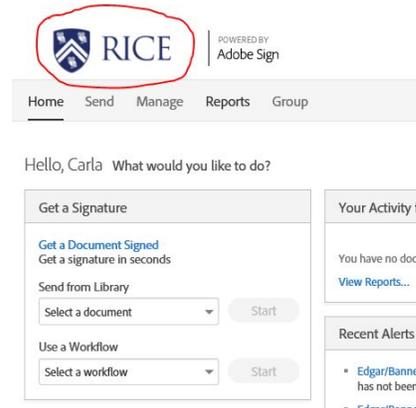
### Step-by-Step Instructions

1. Go to the AdobeSign home page: <https://riceuniversity.na1.documents.adobe.com/account/home>.



- a. In the email address section you will enter your full, Net ID Rice email address. Ex: cej1@rice.edu.
  - b. Do not enter a password.
  - c. Click on Sign In.
2. You will then see the Rice Identity Provider login.
    - a. Enter your Net ID and Net ID Password.

- b. Click Login.
- c. You should see the following page, with the Rice logo on top. (**Note:** If you do not have the Rice logo on the AdobeSign page, please send an email to [help@rice.edu](mailto:help@rice.edu) to request access to AdobeSign.).



3. In the middle of the page, under the “Use a Workflow” menu, select the workflow "OIT – Security Agreement - Edgar/Banner” from the dropdown, then click Start. (If you do not see the "workflow drop down", please email [help@rice.edu](mailto:help@rice.edu) to request AdobeSign access.).
4. Enter the applicant and department approver Net ID Rice e-mail addresses. (**Note:** The department approver must have Signature Authority for the access that is being requested.).
5. Update the document name to read “Edgar/Banner Security Agreement – FIRST LAST YYMMDD” (**Note:** First and Last should be the first and last name of the applicant.).
6. Click Send.
7. This will bring you to the application. Please make sure to complete every field with a red asterisk along with any security access being requested. Once the form is completed, click the submit button in the bottom black bar. (**Note:** Incomplete or inaccurate forms will require additional time to process.).
8. After you click Submit, the application will be sent to the applicant's email. The applicant must read the Code of Responsibility and initial in three locations, and then sign to agree that they have read and understood.

9. Once the applicant has completed the form, it will be sent to the department approver's email you listed initially. When they have signed the application it will be automatically sent to the OIT Security Agreement Team.

If any questions regarding the process above, please email [help@rice.edu](mailto:help@rice.edu).