



Take your school paperless.

Document digitization in education with
Adobe Sign and Microsoft



Contents

- 03** Eliminate time-consuming paper processes in education
- 04** Increase efficiencies with digital document management
- 05** Adobe Sign and Microsoft education use cases
- 06** Adobe and Microsoft
- 07** Adobe Sign and Microsoft in action
- 09** About Adobe



Eliminate time-consuming paper processes in education.

For K-12 and higher-education institutions, document management can be a complex, time-consuming process. Schools are under increased pressure to go paperless and deliver mobile-friendly, digital experiences to students, faculty, parents, and alumni. They are looking at powerful digital technologies to replace costly manual paper-based processes.

Paper-based workflows require printing, signing, scanning, and emailing—repeated for every signature required. This approach makes authentication, tracking, and storage challenging and can leave schools exposed to compliance and security breaches.

At the same time, schools are controlling budgets and minimizing staff training time by embracing solutions that leverage existing technology investments in applications like Microsoft 365. While many have already adopted some digital technologies, plenty remains to be done.

Make life easier for staff and students with an **all-digital document solution** that fits the way schools, districts, and institutions work.



Increase efficiencies with digital document management.

Going paperless with Adobe Sign and Microsoft changes everything.

Adobe Sign integration with Microsoft introduces a contactless, secure, and [compliant workflow](#) experience that makes creating, tracking, and [managing forms](#) easy. Deliver a modern experience to students, faculty, parents, employees, alumni, and more—all while enjoying top security features and complying with the strictest global requirements. And for educational institutions facing ever-present budget pressures, eliminating paper saves significant time and money.

Empower faculty, staff, and parents with self-serve access to digital forms that can be signed, submitted from any device, and routed to the right people automatically. Work inside familiar Adobe and Microsoft apps to streamline collective processes with easy document sharing—and automated tracking at each review and signature step. Reduce your spend on resources that support time-consuming and costly paper-based processes. Meet requirements for FERPA, COPPA, Section 508 accessibility, and more with privacy controls, legal e-signatures, and powerful compliance tools.

Digital document processes dramatically reduce costs and turnaround time.

Forrester's Total Economic Impact Study* reveals:

Save time

28x faster to get an e-signature versus ink signature.

Save money

Save an average of **US\$6** per document on paper, shipping, and staff productivity.

* "[The Total Economic Impact of Adobe Sign](#)," a commissioned study conducted by Forrester Consulting on behalf of Adobe, September 2019.

Adobe Sign and Microsoft education use cases

Adobe Sign and Microsoft can support schools on their digital document journey in three critical areas.



Operations management

Simplify the signing process for your school's partners and suppliers and start projects more quickly.

- Vendor agreements
- Purchase orders
- Lease agreements



Faculty/staff management

Streamline time-consuming HR workflows and reduce the time spent on administrative work.

- Employee onboarding
- Leave forms
- PTO management



Student/alumni services

Help students, parents, and alumni easily access and sign forms anywhere, anytime.

- Immunization/health records
- K-12: Release and permission slips, IEP/504 sign-offs, acceptable use agreements forms
- Higher education: Course add/drop forms, financial aid and housing forms, donor agreements



Adobe and Microsoft

Making life easier for educators with modern solutions

Adobe and Microsoft have come together to provide the expertise, infrastructure, and applications necessary for educational institutions to achieve digital transformation. Our innovations will help schools deliver all-digital signing experiences. As Microsoft's preferred [e-signature solution](#), Adobe Sign is integrated across Microsoft's portfolio and comes ready to work with the applications students, faculty, administration, and alumni all rely on every day.

Save time and money, and elevate experiences by adding e-signatures to the Microsoft applications your teams are using every day.

With Adobe Sign you can sign **any document, anywhere** in Microsoft 365 or Microsoft Dynamics 365.

[Adobe and Microsoft integrations](#)

Microsoft 365

SharePoint

Dynamics 365 Sales

Dynamics 365 Customer Service and Field Service

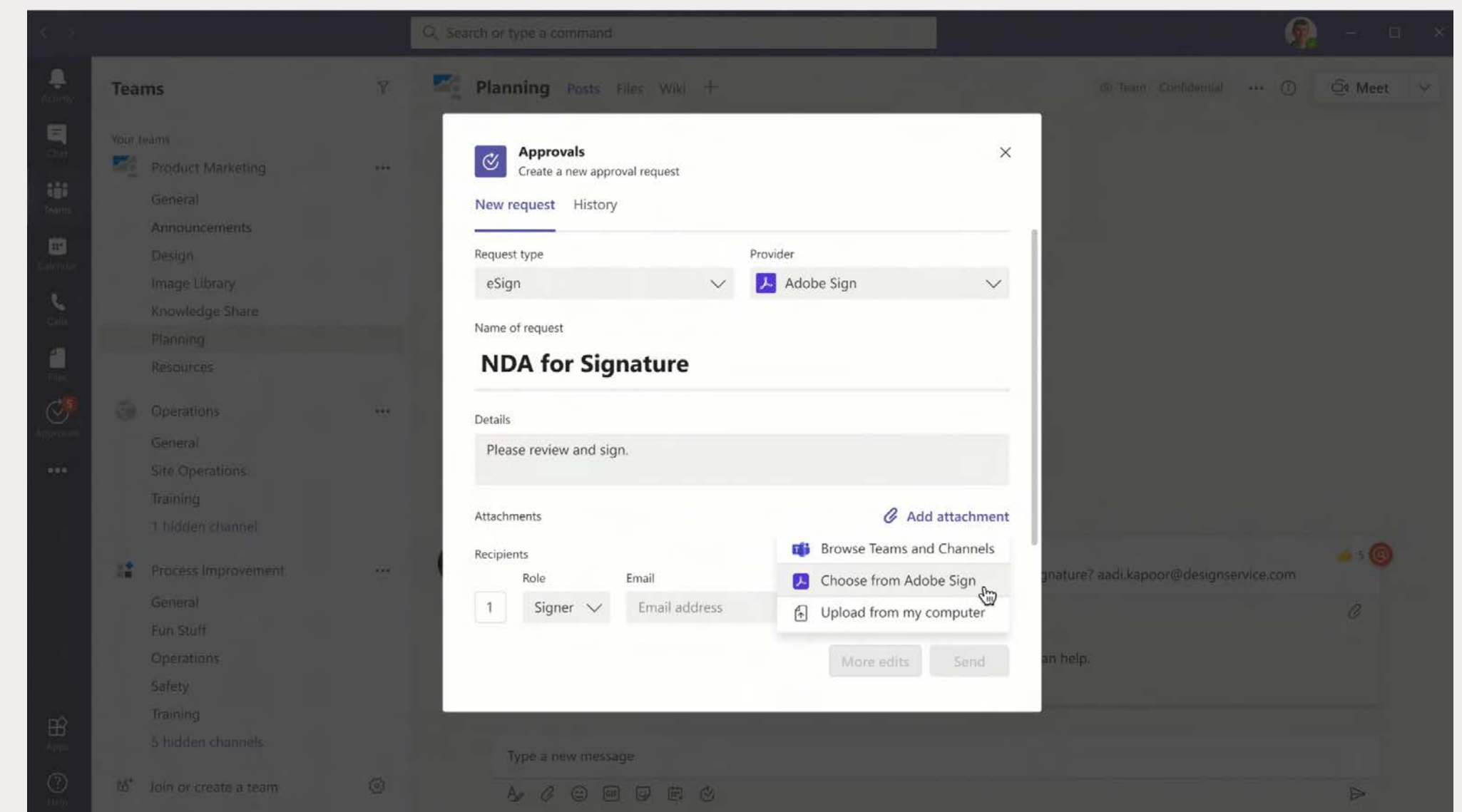
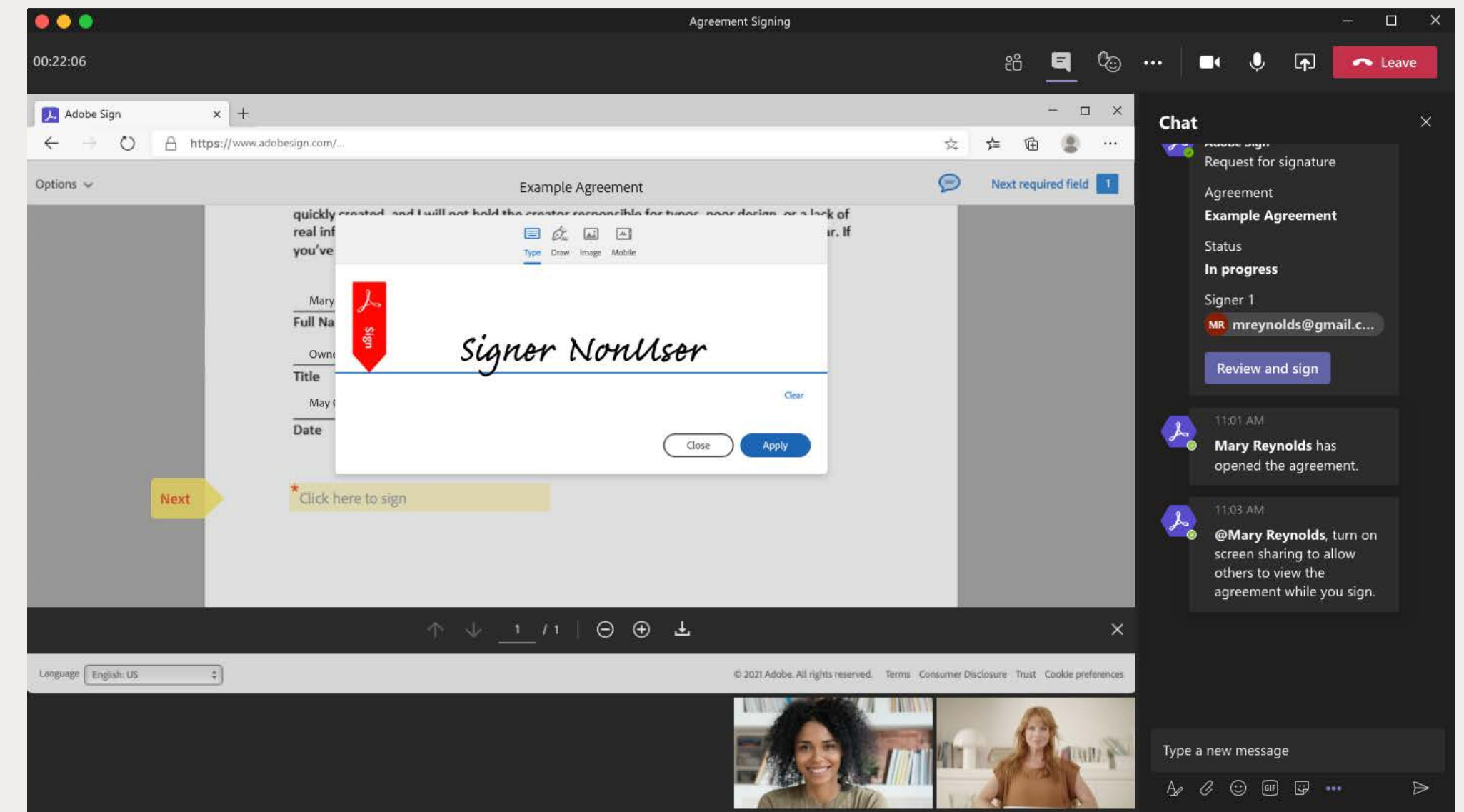
OneDrive

Microsoft Teams

Microsoft Power Apps and Microsoft Power Automate

Microsoft Intune

Microsoft Information Protection



Adobe Sign and Microsoft in action

Iowa State University Foundation

Funding innovators of the future

The Iowa State University Foundation raises funds that support students, faculty, buildings, and programs at Iowa State University (ISU). “We work with donors and the university to make sure that donors’ generous gifts are used in a way that is meaningful to them,” said Dave Thalacker, PhD, former senior director of IT Operations and Network Security.

The key to developing and ensuring meaningful gifts is clear communication with donors, ISU, and other stakeholders. As a result, each donation involves a lot of unique paperwork. Before Adobe Sign, compliance documents and approvals were printed on paper and individually mailed to each stakeholder. The average turnaround time for approval was 81 days.

“ Adobe Sign was the only solution we found that had a strong vision of integration into existing Microsoft workflows. We’re using familiar tools to do more and work faster. ”

Dave Thalacker

PhD, former Senior Director of IT Operations and Network Security, Iowa State University Foundation



Adobe Sign and Microsoft in action

Iowa State University Foundation

Streamlining the process with Adobe and Microsoft

The foundation decided to implement an e-signature solution to modernize this workflow. Adobe Sign quickly fit into existing workflows, improved turnaround time and compliance, and reduced waste.

With Adobe Sign and Microsoft 365, the donor compliance team now sends electronic copies of agreements directly to a stakeholder's email inbox. Signers can view and sign agreements in minutes, without downloading more apps or setting up a special account. Agreements can be sent to multiple signers simultaneously, reducing turnaround times if one signer is delayed.

Signers can view and sign agreements **in minutes**, without downloading more apps or setting up a special account.

Results

- Puts funds in the hands of recipients faster by shortening approvals by **13 days**
- Leverages Microsoft integration to reduce errors and manual administrative tasks
- **30%** reduction in printing leading to lower costs and less paper waste
- Painless deployment with flexible workflows running through familiar Microsoft tools



About Adobe

Adobe invented PDF more than 25 years ago and today is the global leader in digital document experiences. Adobe Sign is used by more than 50% of the Fortune 500 companies in the private sector. When you choose Adobe, your institution gets intuitive digital experiences that get your institution up and running quickly. Adobe makes it easy for you to leverage your existing Microsoft investments, so faculty and staff can do more in the apps they already work with every day. Adobe is deeply committed to security and compliance, so you can have peace of mind. Adobe Sign and Microsoft also provide unsurpassed accessibility features.

For more information, speak to an education expert today!

