



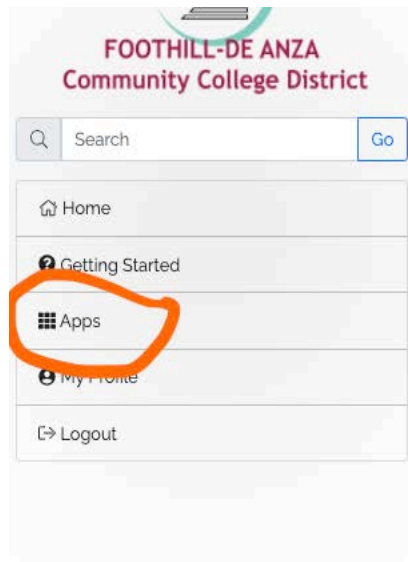
Adobe Dashboard

How to check the status of your Dual-Enrollment Form ?



Login to MyPortal

Step 1. Click on APPS



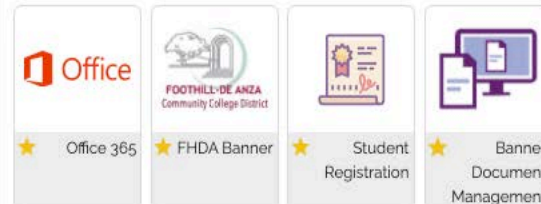
Messages

Received	From	Subject
May 8, 2020 2:38 PM	FH Admissions and Records	Priority registration reminder

Tasks

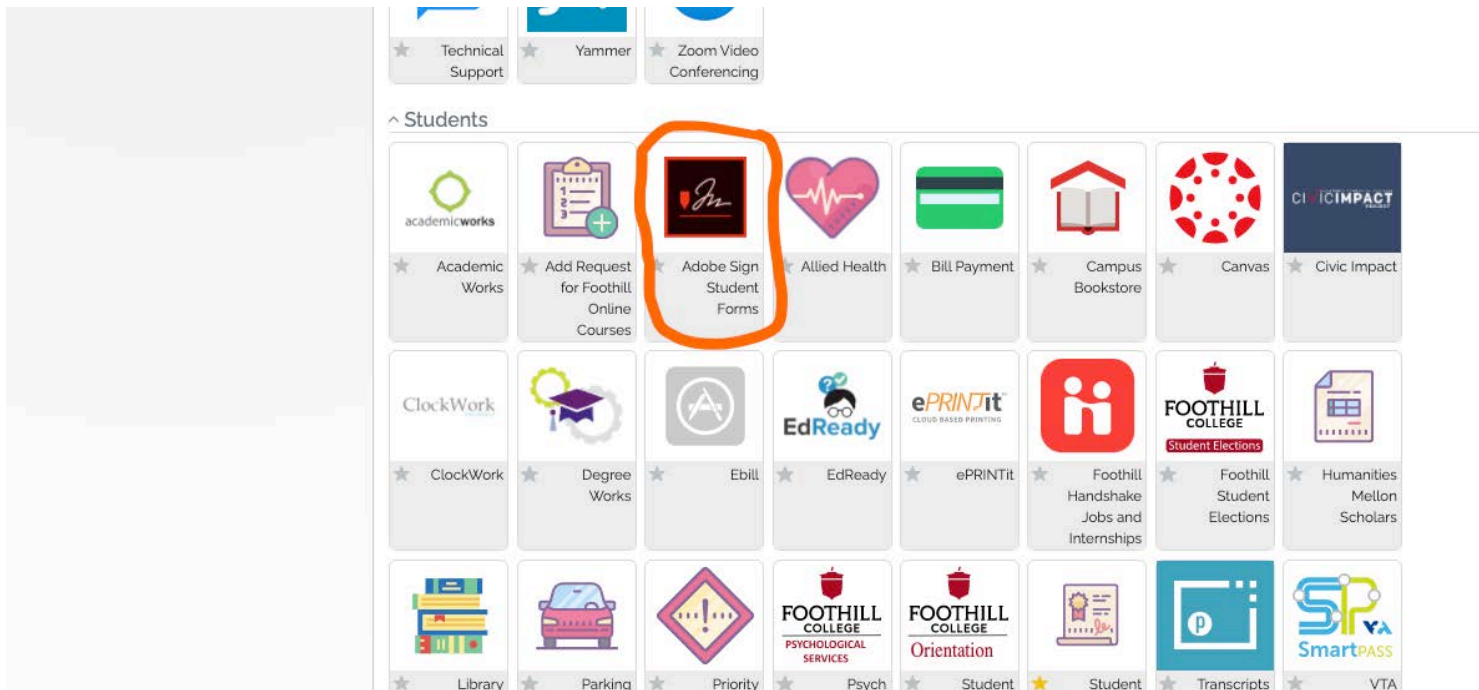
No outstanding tasks found, you are caught up!

Favorites



Adobe Sign Student Forms APPS

Step 2. Click-open Adobe Sign Student Forms



Adobe Sign Student Forms – Start Workflow

Step 3. Click-open Start Workflow

The screenshot displays the Adobe Sign Student Forms interface. On the left is a navigation sidebar with a search bar and links for Home, Getting Started, Apps, My Profile, and Logout. The main content area is titled 'Student Webforms' and lists various forms such as 'De Anza 3rd/Last Attempt Form', 'De Anza AB540 Non-Resident', and 'Foothill College History Change'. Below this is a section titled 'Student Workflows' which contains a list of forms with 'Start Workflow' buttons. An orange arrow points to the 'Start Workflow' button for the 'Foothill High School Student Dual Enrollment Form (Student)'. At the bottom of the page, there is a link to 'Login to Your Email Account'.

FOOTHILL-DE ANZA
Community College District

Search Go

- Home
- Getting Started
- Apps
- My Profile
- Logout

Adobe Sign Student Forms

Student Webforms

After the form is submitted, Please check your email to confirm your email address. Your signing process will not finish until allow up to 5 business days for processing.

- [De Anza 3rd/Last Attempt Form](#)
- [De Anza AB540 Non-Resident](#)
- [De Anza Add/Drop](#)
- [De Anza College History Change](#)
- [De Anza Pass/No Pass](#)
- [De Anza Record Change Form](#)
- [Foothill AB540 Non-Resident](#)
- [Foothill Add/Drop](#)
- [Foothill College History Change](#)
- [Foothill Enrollment Verification](#)
- [Foothill Pass/No Pass](#)
- [Foothill Petition for Exceptions \(Registration Policies\)](#)
- [Foothill Record Change Form](#)

Student Workflows

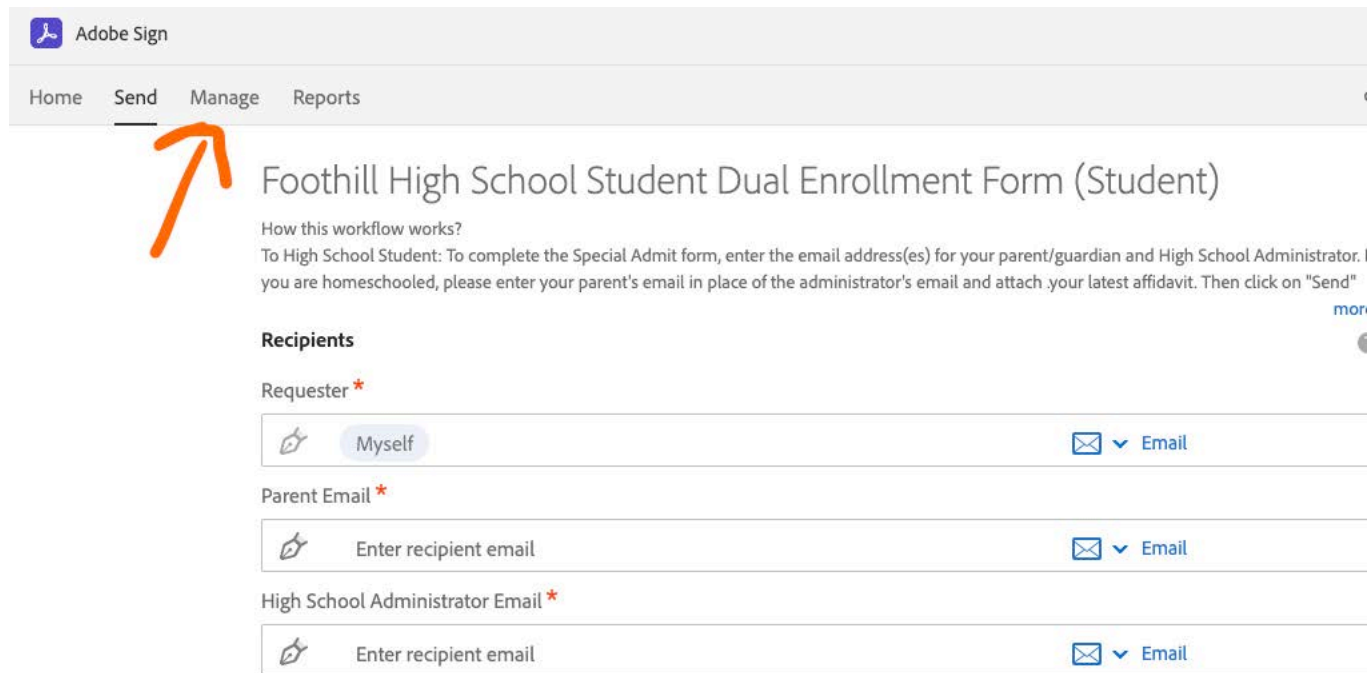
For more information, please refer to [Step by Step Instructions on How to Use a Student Workflow](#).

De Anza Course Audit Request (Student)	Start Workflow
De Anza High School Permission Form (Student)	Start Workflow
De Anza Petition for Academic Renewal (Student)	Start Workflow
De Anza Petition to Replace a Substandard Grade (Student)	Start Workflow
Foothill Course Audit Request (Student)	Start Workflow
Foothill High School Student Dual Enrollment Form (Student)	Start Workflow
Foothill Outreach CCAP and MOU Partnership Form (Student)	Start Workflow
Foothill Petition For Exception of Academic Policies (Student)	Start Workflow

[Login to Your Email Account](#)

Adobe Sign – Manage Tab

Step 4. Click *Manage Tab* to open menu



Adobe Sign

Home Send **Manage** Reports

Foothill High School Student Dual Enrollment Form (Student)

How this workflow works?
To High School Student: To complete the Special Admit form, enter the email address(es) for your parent/guardian and High School Administrator. If you are homeschooled, please enter your parent's email in place of the administrator's email and attach your latest affidavit. Then click on "Send"

Recipients

Requester *

Parent Email *

High School Administrator Email *

Manage – Status

Step 5. Click-open menu folders to check status of workflow.

Home Send **Manage** Reports thomas.hendrick@fhda.edu ▾

Your agreements Filters

STATUS

- In Progress (1)**
- Waiting for You (0)
- Completed
- Canceled
- Expired
- Draft
- Templates
- Web Forms

In Progress

RECIPIENTS	TITLE	STATUS	MODIFIED
thomas.hendrick@gmail.com 1 of 4 completed	Foothill High Sch... ent Form (Student)	Out for Signature	Open Remind

Questions?



Foothill College Admissions and Records

Admissions@foothill.edu

650-949-7325