Classified Employee Absence Form Instructions
(Microsoft Windows users)

Note: *Adobe Acrobat Pro DC is required*. Contact your local helpdesk for support.

1. Open Adobe Acrobat Pro DC.
2. Click **Help** in the menu bar.
3. Click **Check for Updates…** to update adobe to the latest release.
4. Open a web browser then log into MyPortal.
5. Scroll down then click on "**Absence Forms**".
6. Click on "**Classified Absence Form**".
7. Download the form to your computer.
8. Open the form in Adobe Acrobat Pro DC.
9. Enter all required information, including the date to the right of the "SIGNATURE OF **EMPLOYEE**" field.
10. Click the "**Request signatures**" icon on the right side of the screen.
11. Type your email address into the "**Add Signers**" field then press **Enter**.
12. Type your supervisors email address then press **Enter**.
13. Edit the **Subject** and **Message** fields to personalize your signature request.
14. Click the "**Specify Where to Sign**" button.
15. Click in the RECIPIENTS box in the upper-right corner of the screen.
16. Click your supervisor's name from the options provided.
17. Click "**Signer Info Fields**" on the right side of the screen.
18. Drag the "Date" field onto the form and drop it on the DATE field to the right of the SIGNATURE OF **SUPERVISOR** line.
19. Click "Sign, then Send".
20. Click "*Click here to sign" on the SIGNATURE OF EMPLOYEE line.
21. Click "Apply" (if necessary).
22. Click "Click to Sign" near the bottom of the screen.