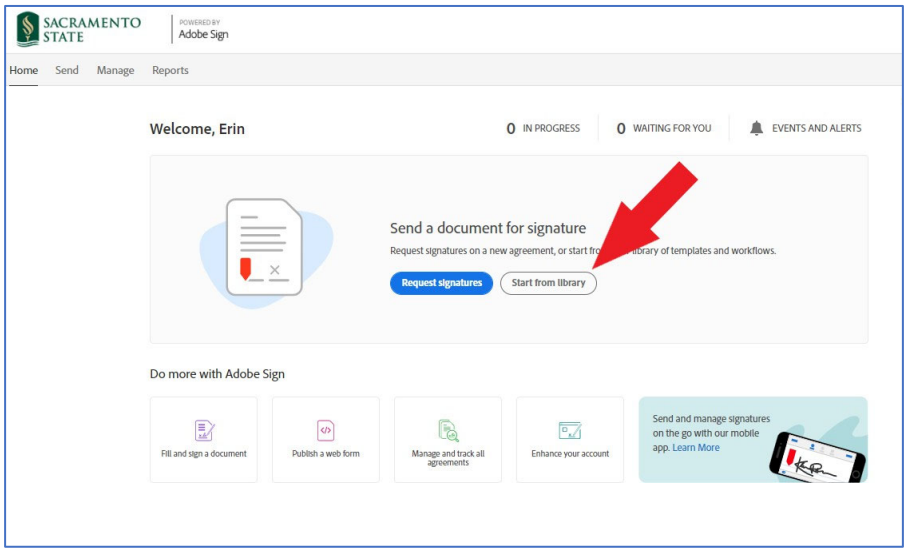
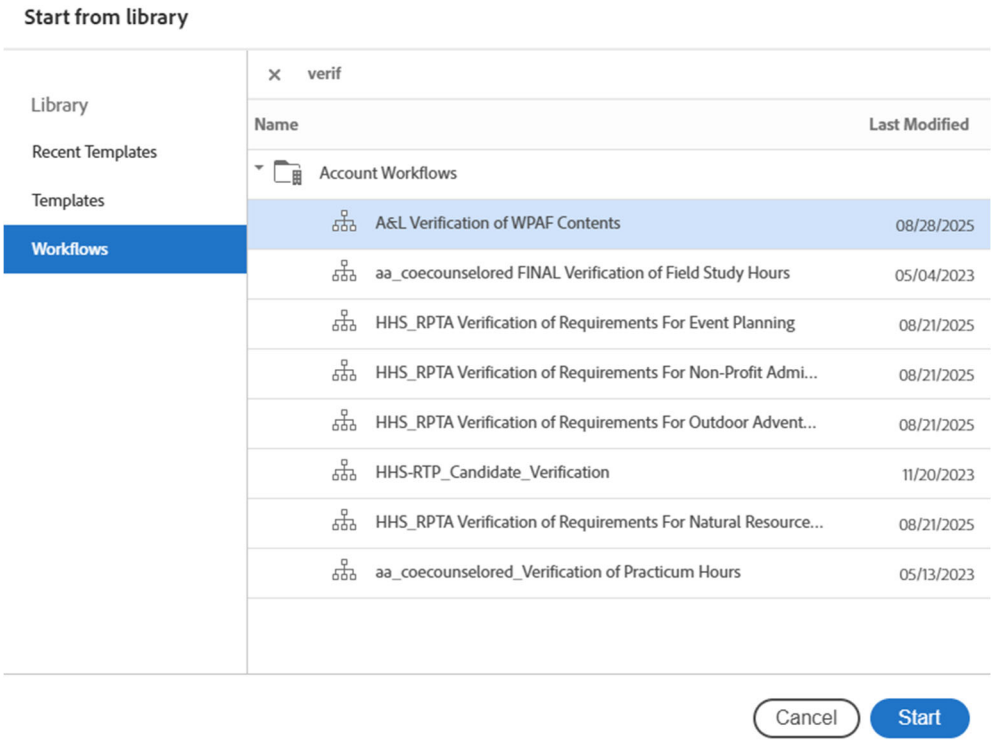
# Sending the WPAF Verification Form

1. Log into your MySacState.
2. Select Adobe and sign in – make sure to use the company account.
3. Select “Start from Library” this will open a new box.




4. Select “Workflows” on the left of the pop-up box.
5. Search for “A&L” or “Verif” and select “A&L Verification of WPAF Contents.
6. Push “Start” button a new screen will appear.



7. Enter the faculty member's email address under "Faculty Candidate", leave them as a signer.
8. Enter the Dept Chairs email address under "Department Chair" (it may auto populate), leave yourself as a signer.
9. Enter a cc/ to Sharon Hopkins-Bright at hopkins-bright@csus.edu.

*Note: The rest of the fill-ins on this page are preset.*

10. Select Send Now. The document preview will open.

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WORKING PERSONNEL ACTION FILE VERIFICATION AND CERTIFICATION
2025-2026 REVIEW CYCLE

Candidate's Name: *

Department: *Select...

By signing below, I certify that my Working Personnel Action File has been satisfactorily completed and is ready to be closed. I understand it will be released to the assigned review committees, and if applicable to the Chair, Dean, and/or Provost for evaluation and appropriate recommendations. I also certify that items, documents, and or materials that are referenced in the Index but not included are readily available should the material be requested for at any review level.

Candidate Signature  Date

Department Chair signature certifying WPAF file format compliance:

Department Chair Signature  Date

11. Select Start. It will take you to the first field that needs to be completed before sending.
12. Add the Candidates Name and select next
13. Select the department form the dropdown list.
14. The signature fields should automatically assign a signer.
15. Select Send.
16. Once the Verifications is completed, upload it to the Candidates WPAF folder.