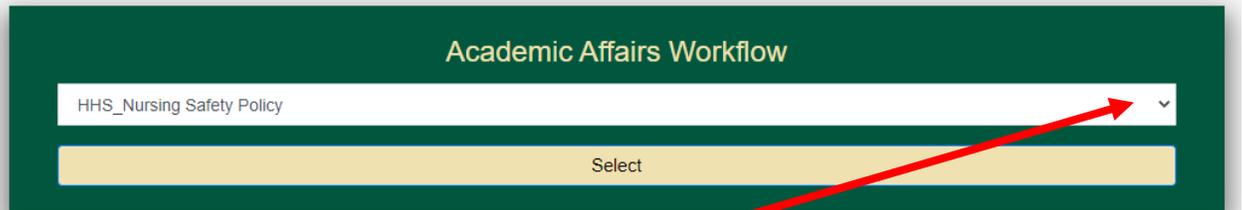


## Instructions to Complete the Continuous Enrollment Registration Form

- 1) Click on Continuous Enrollment on the Office of Graduate Studies Forms & Manuals website under Office of Graduate Studies label: <https://www.csus.edu/graduate-studies/current-students/forms.html>
- 2) You will arrive at <https://aa.sign-workflow.csus.edu/> which will look like:

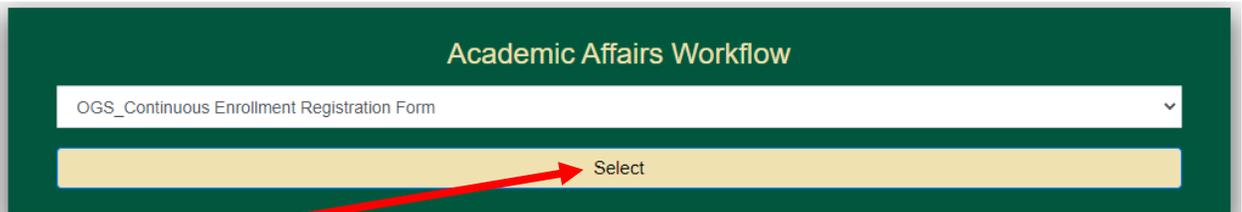


Academic Affairs Workflow

HHS\_Nursing Safety Policy

Select

- 3) Click on the down arrow to display the choice of forms
- 4) Select OGS\_Continuous Enrollment Registration Form:



Academic Affairs Workflow

OGS\_Continuous Enrollment Registration Form

Select

- 5) Click Select
- 6) Enter your Sac State email address where prompted

Enter Your Saclink Email Address (Required)

Enter Recipient's Email

- 7) Enter your Graduate Coordinator's email address where prompted

Enter Your Graduate Coordinator's Email Address (Required)

Enter Recipient's Email

**\*Note:** If you do not know your Graduate Coordinator's email address, you can search for it in the university directory (<https://directory.csus.edu/>), find the email on the Department's website, or contact the Department directly for the information

- 8) **DO NOT** enter any more information. Just click "Submit" at the bottom of the page

Submit

- 9) The system will automatically send an email to your Sac State email account
- 10) Open the email from Adobe Sign Sacramento State and click on "Review and Sign" (blue box)
- 11) Fill out, at a minimum, the required fields on the form
- 12) Once filled out, the form will prompt you to "Click to Sign" (blue button on bottom)
- 13) Once the form is submitted, a message will pop up that allows you to "download a copy" of what you just submitted; the same message also let you know who will sign the form next