**Summer 2011: Faculty Contract E-signing Instructions**

1. Go to: <http://summerschool.etsu.edu/>
2. Log in: Use your **ETSU Outlook username and password**.
3. Role: in the upper left hand side of the page be sure to check that your “role” is appropriate.  IF you notice that you are not listed with appropriate access please contact the Summer School Office.
4. IF your contract is ready for your e-signature you will see listed upon logging into the site.  If your contract has not been approved by all designated offices you can view it by checking the box marked “view ALL contracts.” This provides you information on the current status/location of your contract.

* **You will only be able to e-sign your contract after it has been approved by the Department Chair, College Dean, Division Vice-President, and Human Resources.**

1. Review all the fields for accuracy.
2. To complete the section regarding enrollment in state retirement systems: click on EDIT at the bottom of the screen. This will open up the disclosure option.  Click on SAVE and then either “accept” or “reject” the contract.
3. If you find an error you can REJECT a contract. REJECTED contracts will be sent to the appropriate department’s executive aide for review and rerouting.
4. If the contract is accurate, please click on ACCEPT.  To print a copy for your records – change the view PENDING contracts to view ALL contracts.  This will bring up your contract with your e-signature and you will be able to print the document. No proxies may sign contracts in this process.

If you are unable to log in, please contact either Christy Buckles at (423) 439-8306, email [bucklecl@etsu.edu](mailto:bucklecl@etsu.edu), or Sarah Bradford at (423) 439-8304, email: [bradfors@etsu.edu](mailto:bradfors@etsu.edu).