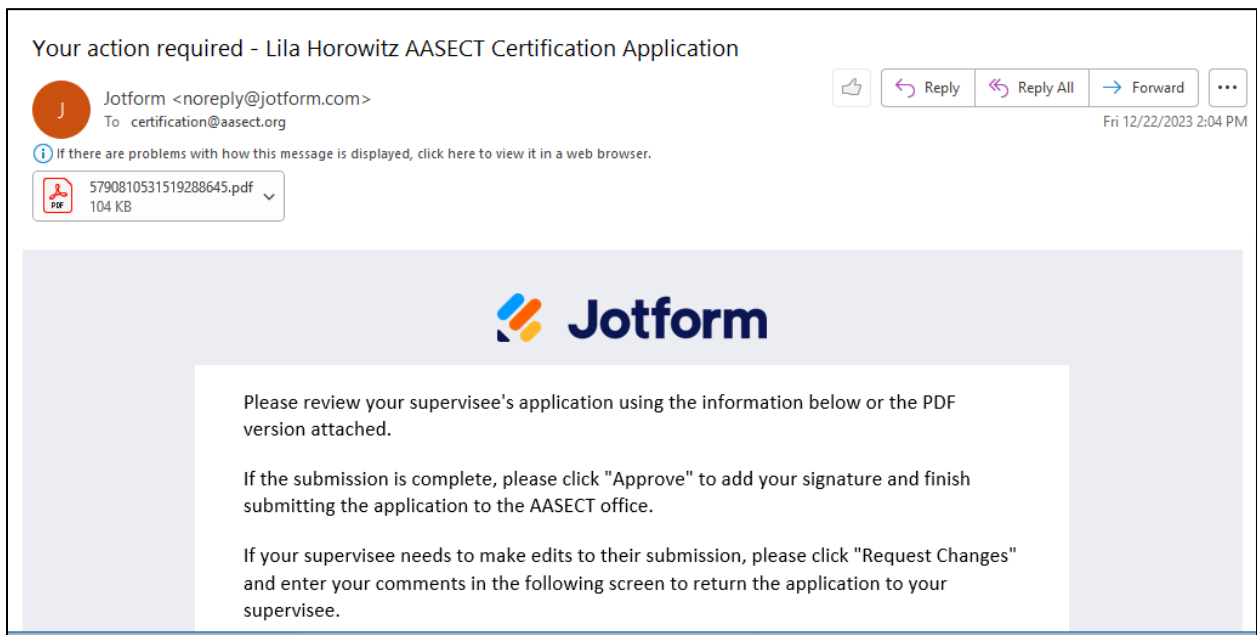


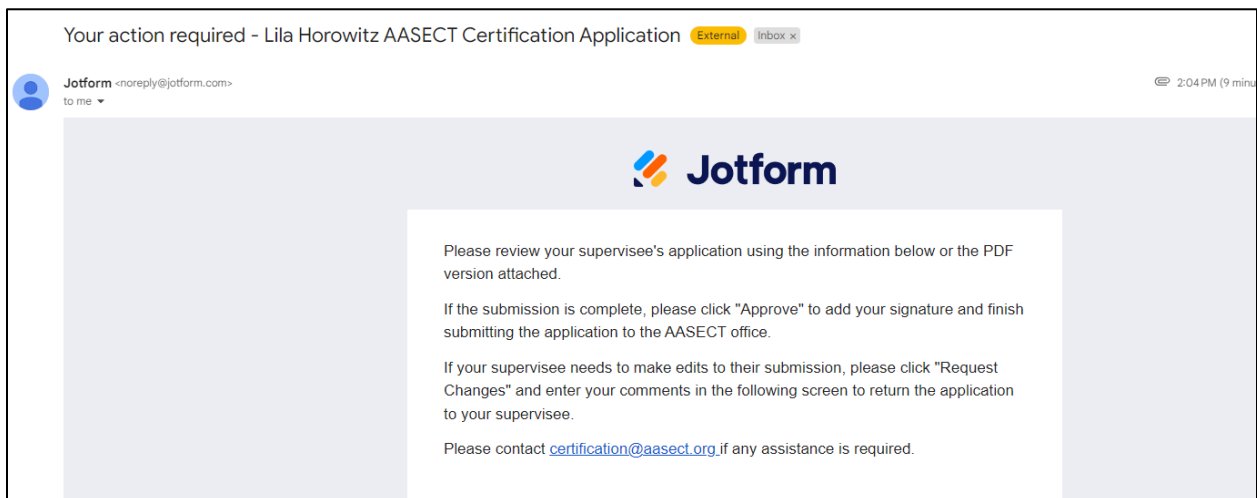
# How to Approve and Sign Your Supervisee's Application in Jotform

When your supervisee completes their application in Jotform, you will receive an email notifying you that the application is ready for your review. The email will come from Jotform (noreply@jotform.com), and the email subject will be "Your Action Required – (Supervisee) AASECT Certification Application." Here are examples of what that email will look like in 2 popular email tools (other tools will vary):

Outlook:

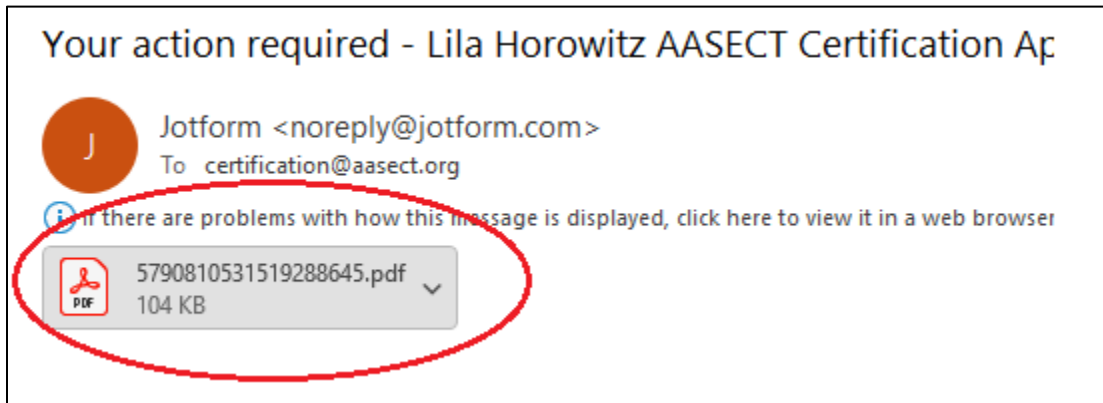


Gmail:

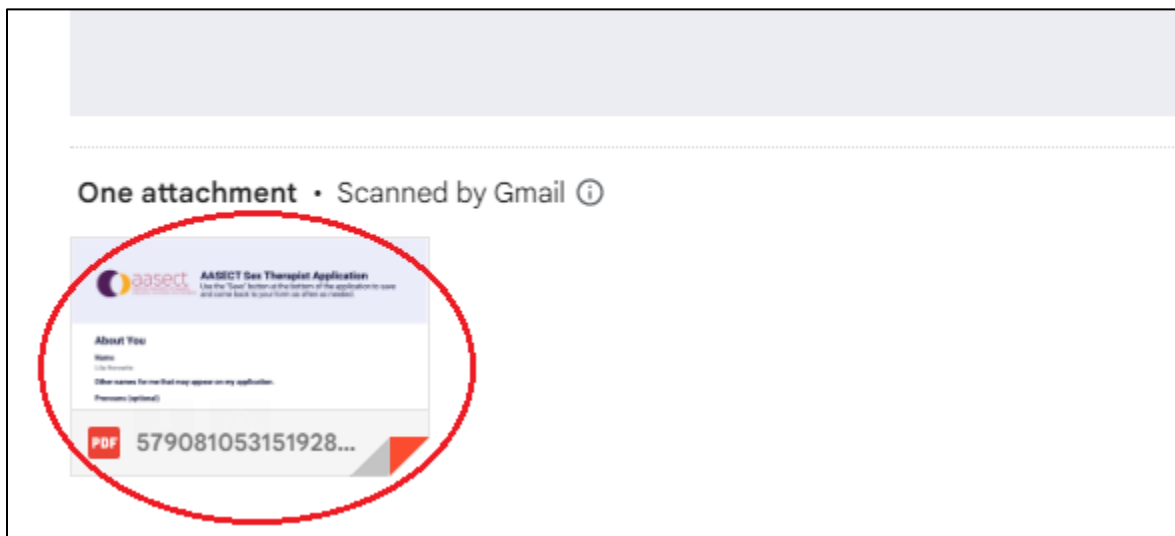


At the start of the email, you will see the message instructing you to review the application, either using the attached PDF version (recommended), or within the body of the email.

To open the PDF attachment in Outlook, click on the file (circled below – file name may vary):



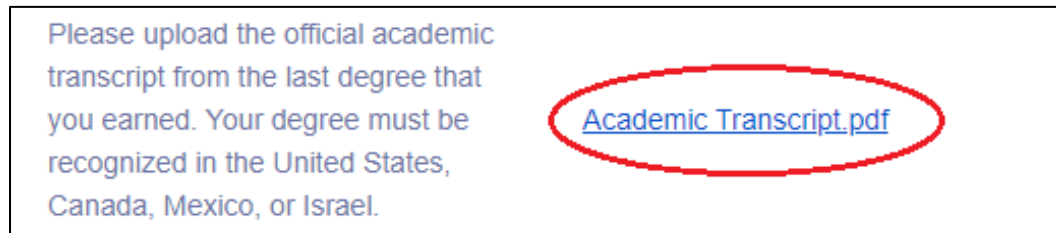
To open the PDF attachment in Gmail, scroll to the bottom of the email, and click on the attachment (circled below – file name may vary):



Once the PDF attachment is opened, you will be able to see all of the information that your supervisee has entered. To open the attached documents, such as a transcript or letter of recommendation, simply click on the document (as circled below) and it will open in a new window:

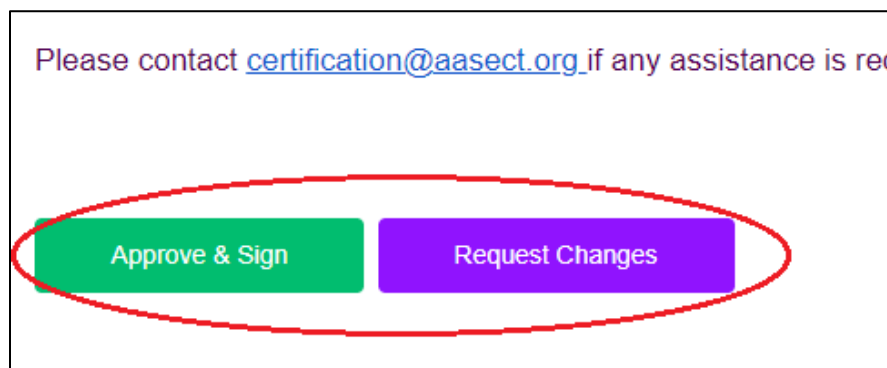


If you choose to review their application within the email from Jotform, just scroll down through the email to see all of the information that your supervisee entered. To open the attached documents, such as a transcript or letter of recommendation, simply click on the link (as circled below) and it will open in a new window:



*Please note that the actual name of the attachment will vary depending on the file name used by the applicant.*

Once you have completed your review of the application, go back to the top of the email from Jotform and you will see 2 options: Approve & Sign or Request Changes.



**If the application is complete and ready to be submitted to the AASECT office, click "Approve & Sign."** A new window will open in your internet browser. Under "Add your signature", click "Type" to use your keyboard to type in your name, or click "Draw" to use your mouse to draw your signature. Adding a comment is not required – please be aware that any comments you enter here will be visible to the AASECT office and review committee. When you are finished signing, click "Complete" and the application will be submitted to the AASECT office for processing and assignment to a reviewer!



## Your action required


Your Response

Approve & Sign ▼

Change

Add your signature \*

Type Draw



Select color



Clear

Add your comment

Write here.

0/500

Complete

**If the application needs to be updated or corrected anywhere, click on “Request Changes.”** A new window will open in your internet browser. Under “Add your comment”, enter your comments for your supervisee to direct them to what needs to be updated or corrected in their application. When you are finished, click “Complete” and your application will be returned to your supervisee to make edits. Please be aware that any comments you enter here will also be visible to the AASECT office and review committee. *You do not need to enter your signature at this stage.* Once they are finished, they will submit their application to you again and the process will repeat until approved!



## Your action required


Your Response

Request Changes ▾

Change

Add your signature

Type Draw



Select color



Clear

Add your comment

Enter your comments for your supervisee here.

45/500

Complete

If you have any questions or need support with this process, please do not hesitate to contact the AASECT office at [certification@aasect.org](mailto:certification@aasect.org) or 202-449-1099.