



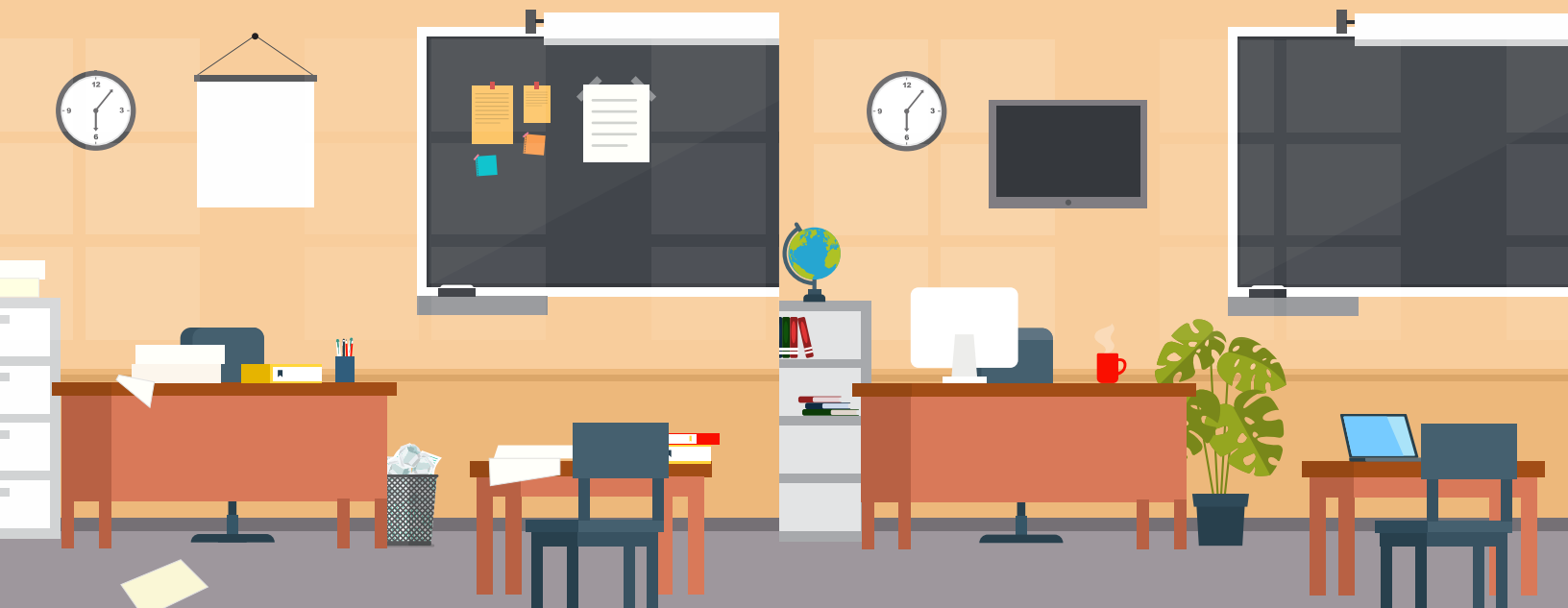
Adobe Acrobat Pro



Adobe Acrobat Sign

Achieve digital transformation, one stage at a time.

Your guide to a three-staged approach to going paperless in education.



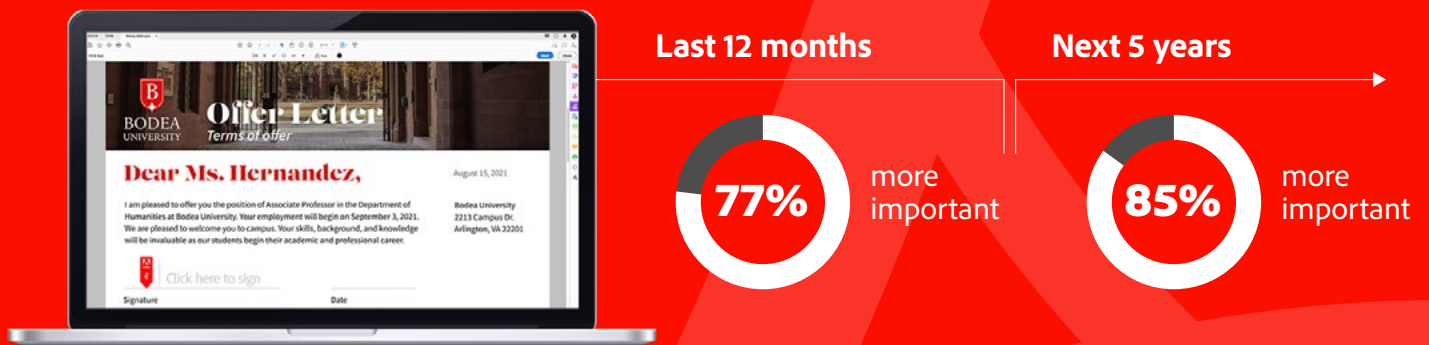
Digital workflow transformation

Digital transformation is a charged term. It's a buzzword encompassing a wide range of efforts that educational institutions undertake. But it's undeniably important—a recent research study showed that 70% of education leaders¹ consider it critical to institutional success.

And its true foundation is digitization, the process of moving to a paperless model. COVID-19 ushered in the paperless shift, but it will only continue to grow in importance as operating models evolve, experience expectations level up, and document volumes increase.

¹ Hotwire research, Sept 2021

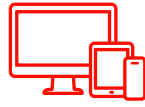
Importance of paperless environments in educational institutions



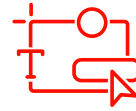
Ideal educational institution service capabilities



Accessibility
to individuals with disabilities per GSA Section 508



Self-service
digital web forms



Streamline
processes with e-signatures and automated workflows



Searchability
and ease of use



Secure
connections for service delivery



User-centric
applications supported by data-driven analysis



Customizable
options for a more personalized digital experience



Mobile responsive
and functional on all devices

While going paperless provides a vast range of benefits, from easier access to information, improved data accuracy, and significant cost and time savings, it can be a daunting task.

For this reason, Adobe created a three-staged approach to going paperless that can help schools undertake this transformation process, no matter their starting point or ultimate objectives.



1.

Going Digital

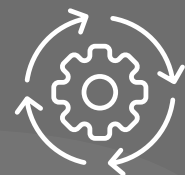
Converting paper documents to a digital format



2.

Staying Digital

Digitizing document workflows



3.

Being Digital

Automating for true transformation

STAGE 1: Going Digital

Converting paper documents to a digital format

Converting from paper to digital documents is the lynchpin of [automated workflows](#), and thus a non-negotiable first step. Currently, up to 80%² of educational workflows still involve some paper, which leads to a host of challenges. It's time-consuming, complex and error-prone, open to security and compliance risks—and it provides a sub-par user experience.

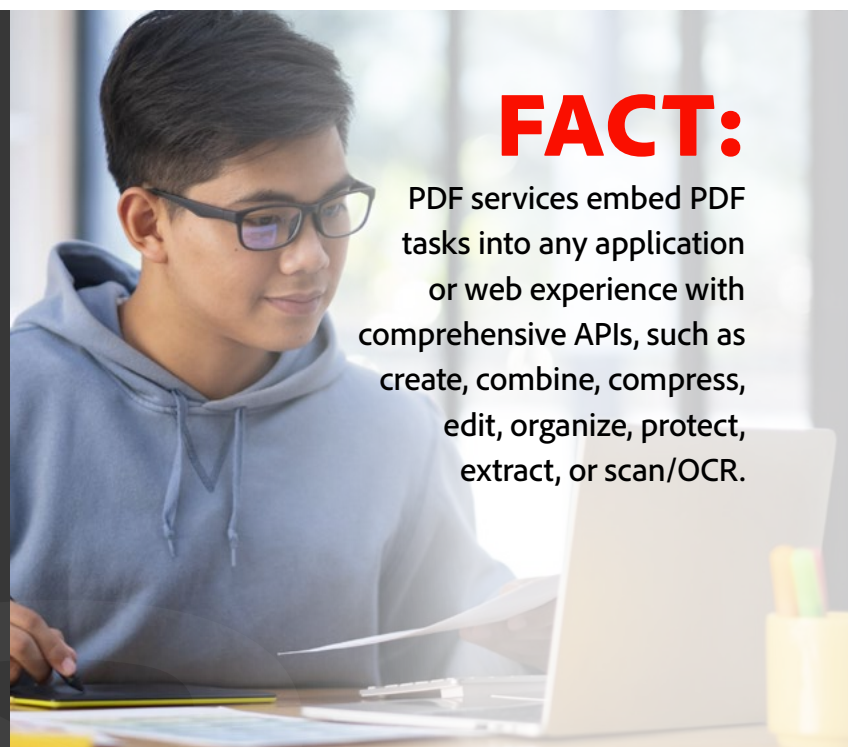
Digitizing paper documents with Adobe solutions is simple, and it benefits staff, faculty, students, and parents. It's easy to use Adobe Scan to convert paper documents, and Adobe Acrobat tools for editing, preparing, and [sharing PDFs](#) that maximize workforce efficiency. It's just as effortless to manage document reviews using Acrobat software's modern collaboration tools in conjunction with Microsoft Teams or other tools users already know and use regularly.

And human-driven, automated tools dramatically reduce the time it takes to make PDFs accessible for students with visual or physical disabilities.

² Forrester Consulting, "Digital Document Processes In 2020: A Spotlight On E-Signatures," August 2020

Adobe Acrobat offers schools the confidence of industry-leading PDF security for on-campus and remote staff with:

- Application security
- Sandboxing
- Content controls (encryption, certification, redaction, watermarking, and digital rights management)



FACT:

PDF services embed PDF tasks into any application or web experience with comprehensive APIs, such as create, combine, compress, edit, organize, protect, extract, or scan/OCR.

STAGE 2: Staying Digital

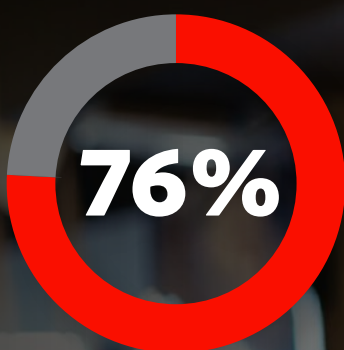
Digitizing document workflows

Once documents are digitized, schools can begin digitizing and enhancing full workflows with elements such as [e-signatures](#) using tools like Adobe Acrobat Sign. Introducing e-signatures eliminates the complexity of printing, signing, scanning, and sending.

Acrobat Sign creates seamless, integrated signing flows that your school can use for sending, tracking, and archiving signed documents, complete with audit reports. You can adopt this approach across campus, from staff onboarding and other HR processes, to finance and procurement needs, to student-facing workflows such as Individualized Education Programs (IEPs) in K-12 or course management in higher education.

Automated workflows reduce silos, create better user experiences, improve security and compliance, and make information more accessible and trackable.

Furthermore, you can build e-signature workflows with Adobe Acrobat Sign into other apps through prebuilt integrations at no extra cost. Drive acceptance and use among staff via integrations with Microsoft 365, SharePoint, Teams, Power Automate, and Dynamics 365. And take advantage of quick, low-code integrations with ServiceNow, Workday, Google Workspace, and more.



of education leaders say
education is becoming
more service-oriented

Source: Hotwire research, September 2021



STAGE 3: Being Digital

Automating for true transformation

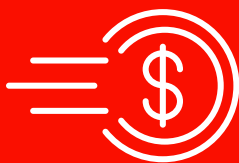
Many institutions have made significant progress toward digital transformation. For schools further in their journeys, it's time to focus on high impact wins and longer-term transformation objectives. In Stage 3, the aim is to create modern, cloud-based document and web experiences that are highly automated and always accessible.

Intelligent digital document workflows allow schools to modernize online application forms with end-to-end automation and mobile-optimized experiences.

Using Adobe Experience Manager with Adobe Acrobat Sign makes documents more accessible by having documents available for signature on a school website or adding a signing queue to personalized portal experiences.

Introducing Adobe Document Services and Microsoft Power Automate enables schools to extract data and automate batch document creation, and a SharePoint integration means staff can easily save and organize final PDF files, and then send them out for signature with a click of a button.

E-Signature benefits, quantified



30% increase in transaction speed



25% improvement in compliance



85% reduction in errors

Sources: "The Total Economic Impact of Adobe Sign," a commissioned study by Forrester Consulting on behalf of Adobe, August 2019 and January 2022.

Advancing education through digital experiences

With the only end-to-end digital document productivity solution, Adobe helps [educational institutions](#) build and optimize great experiences. From the first stages of creative design to the full customer journey, Adobe helps education customers make, manage, mobilize, and measure content and staff and student experiences at scale.

Adobe Acrobat and Adobe Acrobat Sign with extensive integrations and APIs support moving from paper to digital processes and help schools efficiently and cost-effectively modernize. Adobe solutions address challenges each step of the way.



1.

Going Digital

Converting paper documents to a digital format



2.

Staying Digital

Digitizing document workflows



3.

Being Digital

Automating for true transformation



Integrations



APIs

Doc Gen
PDF Services
PDF Embed
PDF Extract

Achievable stages to accomplish mission success

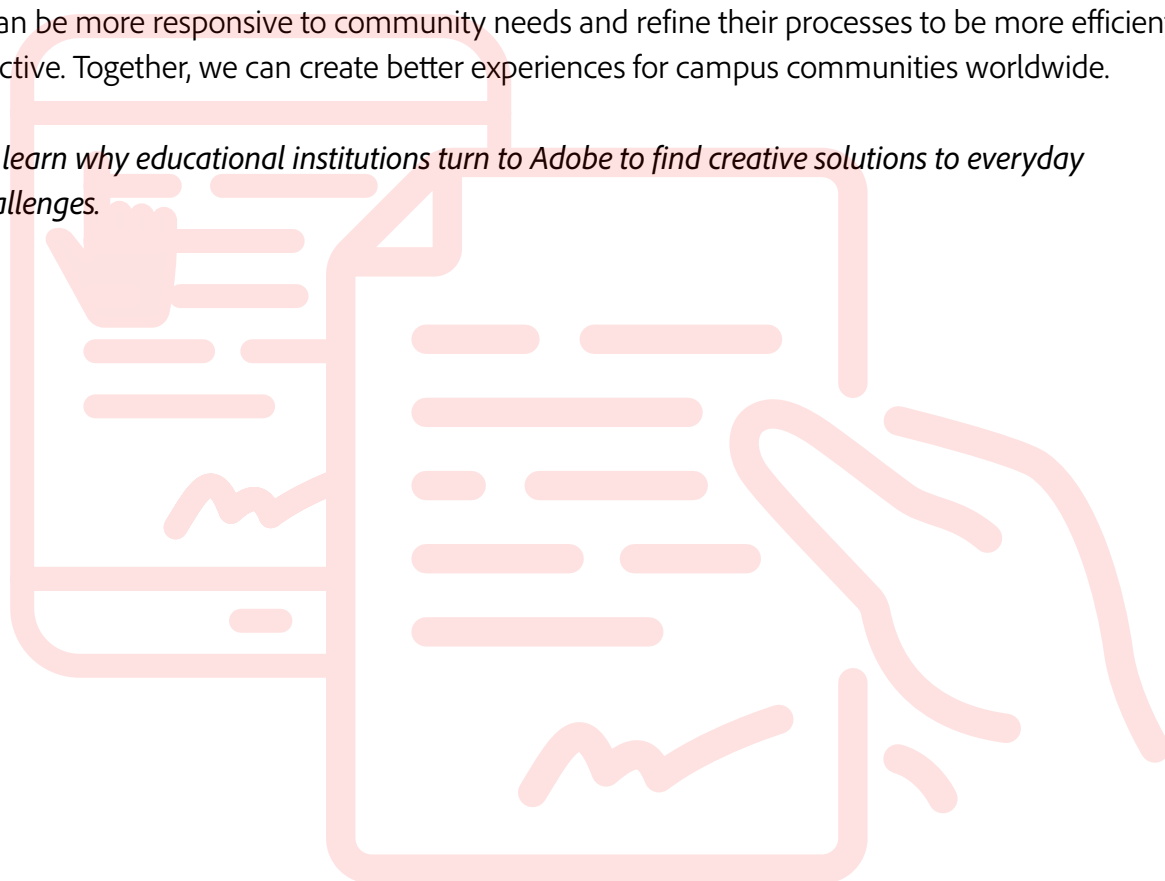
K-12 and higher educational institutions alike deserve praise for fast-tracking their digital transformation initiatives to move to remote environments quickly. However, huge expanses along the road to digital transformation remain and, with them, opportunities to serve students more effectively.

Adobe has been setting the industry standard for digital experiences for decades. A global market leader in creative content and document content creation, management, and user experience, Adobe's educational footprint is broad, deep, and international across Adobe Acrobat and Acrobat Sign, Adobe Experience Cloud, and Adobe Creative Cloud.

The Adobe approach to modernization opens an easy, flexible path to digital-document processes based on school priorities, funding/budgets, and timelines. By completing each stage with Adobe, institutions can be more responsive to community needs and refine their processes to be more efficient and cost-effective. Together, we can create better experiences for campus communities worldwide.

Contact us to learn why educational institutions turn to Adobe to find creative solutions to everyday education challenges.

Let's talk



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