How education institutions can devote more time to learning with electronic signatures

SignEasy™

Sign Anywhere. Anytime.

Support staffs spend up to **70%** of their time dealing with filing retrieving paperwork.[2]

Special education teachers spend **6 hours** a week doing administrative paperwork.[3]

Paperless admission offices process **20%** more applications. [1]

[1] [2] Source: University of Michigan Research 2011
[3] U.S. Office of Special Education Programs

Make way for a better academic experience with expedited paperwork

Every person within the educational system spends a significant portion of their time in administrative tasks and paperwork. It is significant to note that **69% of educators agree that paperwork interferes with their job of teaching.** [4] Moreover, there has been a growing public pressure on higher education institutions to control costs as the price of tuition soars. With electronic signatures, school, colleges and universities can cut down administrative time, streamline operations, reduce costs and become more eco-friendly. That's why the Department of Education has recommended the use of electronic signatures as a paper reduction method since the 1990s.

[4] Source: National Center for Education Statistics

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How do electronic signatures help education institutions

STREAMLINE OPERATIONS ACROSS DEPARTMENTS

With electronic signatures, educators can reduce the paperwork involved in so many areas, right from recruiting teachers and student application processing to getting permissions and onboarding new students. Retrieving files becomes a simple affair, lost paperwork becoming a thing of the past. All this means more time spent on teaching, learning, and research.

SIMPLIFY PROCESSES FOR STUDENTS

Students have been embracing digital technologies and trends faster than any other age groups. With electronic signatures, educational institutions can digitize most of the processes, making it comfortable for the enrolled students and showcase value to the applicants.

IMPROVE COMMUNICATION WITH GUARDIANS

With educational institutions and guardians working in unison to provide the most holistic educational experience, electronic signatures are an important tool to keep the communication going. Digital documents allow guardians and educators to stay in contact frequently, interact transparently, and reduce the time taken on permissions and paperwork.

REDUCE COSTS

Digital documentation and electronic signatures can help cut down the cost associated with printing, overnight deliveries, couriers, copying, filing and storing paperwork. Automating these processes will save money and time and help schools and universities improve productivity.

STAY SECURE

With electronic signatures, documents can be sent to parents in a secure and private manner. Documents signed with electronic signatures allow you to verify the signer's identity and the time at which the signature was made. Also, sending a document for signature electronically, instead of faxing or posting it, reduces the chances of it getting lost or being tampered with. In addition, passcode and biometric security systems ensure that only you can sign the document that is sent to you. without compromising on data security and transparency.

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Using SignEasy to redefine paperwork

WORKS ACROSS DOCUMENT FORMATS AND DEVICES

SignEasy works with PDF, Word, Excel, Apple Pages, JPEGs - almost any file format you use at work. You can sign, send and manage documents from your phone, tablet or computer, right from wherever you are making documentation remains a hassle-free experience.

SELF, IN-PERSON AND REMOTE SIGNING

Need to sign a permission slip? Just add your signature using the self-sign feature on SignEasy. Registering students for a new course? Use the in-person signing option to get both professor and student signatures. Need signatures on a permission form before working with research participants? Use the remote signing feature to send the document for signature.

CLOUD STORAGE INTEGRATION

With SignEasy, you can seamlessly import documents from popular cloud storage services like Dropbox, Box, OneDrive, Google Drive etc and can save back the signed documents. Now that your contracts can be securely accessed from anywhere, there's no reason to print any paperwork with an end-to-end electronic workflow.

SECURE & LEGALLY BINDING ESIGNATURES

Documents signed with SignEasy are ESIGN (US) and eIDAS (EU) compliant and as valid and enforceable as handwritten signatures. SignEasy also maintains audit trails of all signed documents, boosting the evidentiary value of all paperwork, right from consent forms to student loan documents. Your documents are secured using AES 256 encryption at rest and 256-bit SSL encryption during transit. Also, you can set up a passcode or fingerprint authentication to add an extra layer of protection to your signature and documents.

WORKS WELL WITH OTHER APPLICATIONS

SignEasy is compatible with other applications that are a part of your workflow, so you can import and export documents without hassles. This means you can sign paperwork right from your email (such as Gmail) or cloud storage (such as Google Drive or DropBox) or even from WhatsApp!
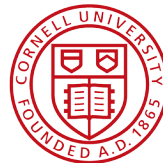
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Use cases

Schools and universities use electronic signatures in a range of situations such as:

- Forms
- Student loan documents
- Financial aid paperwork
- Contracts
- Offer letters
- Letters of reasonable assurance

- HR documents.
- ID documents
- Rule sheets
- Course enrollments
- Parking forms
- Timesheets

- Change-of-course forms
- Leave applications
- Teacher reports
- Permission slips
- Progress reports

Smarter way out of paperwork

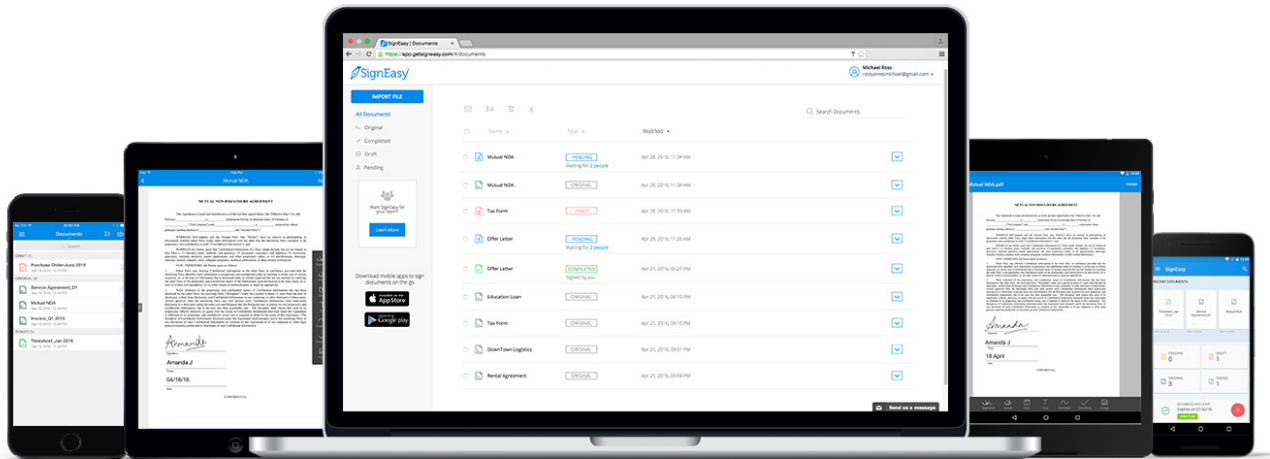SignEasy is trusted by schools, universities and research institutes, some of them being:

> " SignEasy has made processing leave requests simple, fast and highly efficient; saving me and my staff members massive amounts of time.
>
> - Stewart B. Jesse
> Director, Glass City Academy Group "

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SignEasy™
Sign Anywhere. Anytime.

Featured by Apple and Google and trusted by over 4 million users, SignEasy is the simplest and fastest way to sign or get documents signed from phone, tablet, or computer. People across industries such as real estate, legal, accounting, sales, insurance, human resources, logistics, and healthcare from over 150 countries use SignEasy to reduce business turnaround times, close deals faster, cut costs, and delight customers by eliminating the cycle of printing, scanning, and faxing of paperwork.

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