How to Request Concurrent Enrollment for Foothill College in Adobe Sign Student Forms

1) Log into MyPortal and click on Adobe Sign Student Forms

2) Look under Student Workflows – Choose the Form based on the First Letter of your Last Name and click on the blue Start Workflow button.

3) You will see the De Anza F-1 Concurrent Enrollment at Foothill College Form with your name and names of staff members auto-filled. Just click the blue Send button at the bottom of the page.
4) Complete all required fields on the form and then click on the blue **Click to Sign** button at the bottom of the page.

5) Once you have completed this document, please apply to Foothill using [CCCApply.org](http://CCCApply.org) As a reminder, you will have a hold on your record until the Concurrent Enrollment Form has been processed. Please try to submit the form 2-3 weeks before registration to allow ample time for processing.