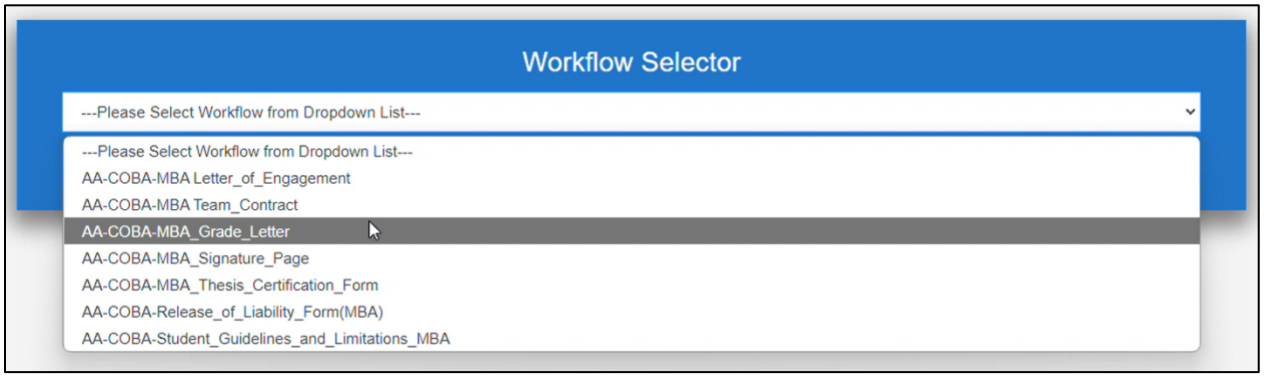
Grade Letter Request Guide

1. Go to the MBA Workflow Selector: https://adobesigndynamicworkflow.csusm.edu/mba

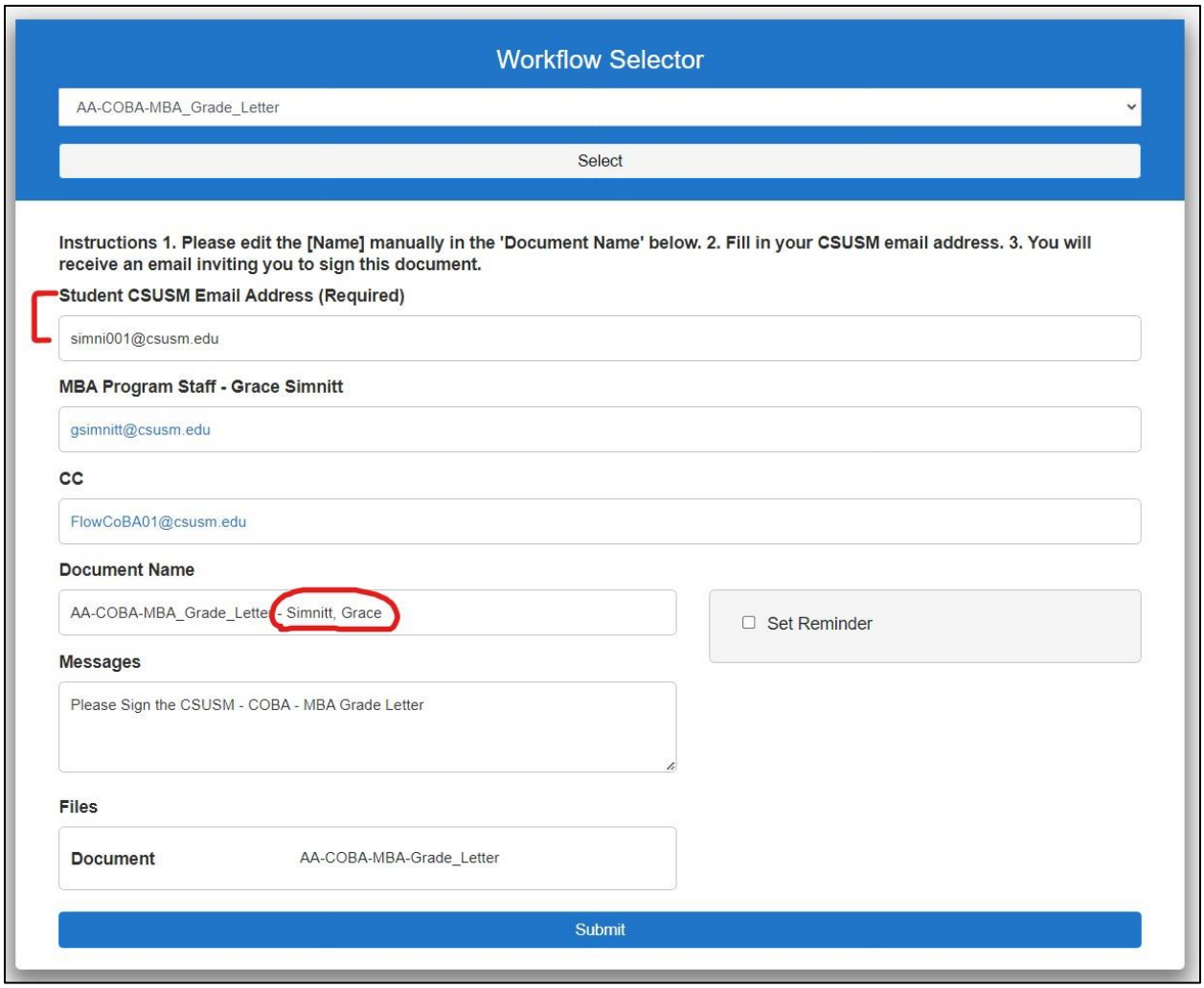
    a. Select "AA-COBA-MBA_Grade_Letter" from the dropdown menu



2. You will be prompted to input your **CSUSM email** at the first red mark.

3. At the second red mark, change it from [Name] to your Last name, First.

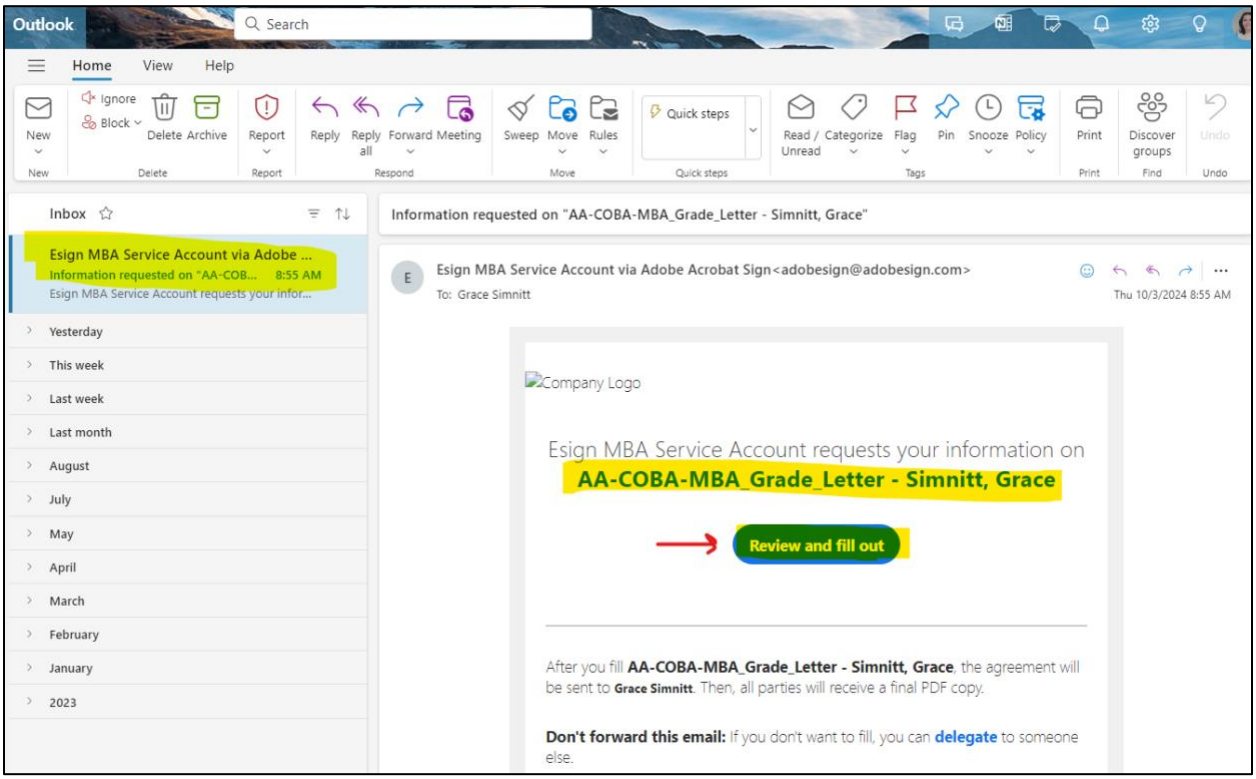
    a. Click "Submit"



Grade Letter Request Guide

4. You will receive an automatic email to your CSUSM account.

    a. Click on the “Review and fill out” button.



5. When prompted, log in with your CSUSM credentials.

6. When the form loads, you are required to answer 6 fields:

    a. Your Student ID

    b. Your MBA Program

    c. The year of the class for which you're requesting the grade

    d. The semester of the class for which you're requesting the grade

    e. The class, formatted: **BA 000 – Class Title**

    f. Meeting dates of the class, formatted: **m/d/yy – m/d/yy**

Grade Letter Request Guide

7. Repeat E & F for up to 4 grade requests at a time. If you are requesting more than 4 grades, please email gsimnitt@csusm.edu the additional classes.
8. Once you've filled out the form, click "Submit."
9. Grace Simnitt will receive and complete your request.
10. You will receive an email with the completed form with your grade(s) and a signature from MBA Staff, Grace Simnitt