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Step two: Open Adobe DC

Step three: Click File then Open

Step four: Locate the file you want to open

Step Five: Fill out the form in Adobe

Step six: Sign the Adobe form and make sure it is emailed to

bsb@baylor.edu

AUTHORIZATION FOR INDIVIDUAL KEYS

Date: _____

Name: _____

Email: _____

Baylor ID Number: _____

FACULTY STAFF STUDENT POST DOC VISITING SCHOLAR

Department Accounting Number: _____

Contact Phone number: _____

Key ID Number: _____

BSB Room Number: _____

Justification: _____

Print Name: _____ Date _____

Department Head

Click Button to Email
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Digital Signature: _____

Directors Office Approval: _____ Approved Denied

Signature: _____

Director Baylor Facilities Services