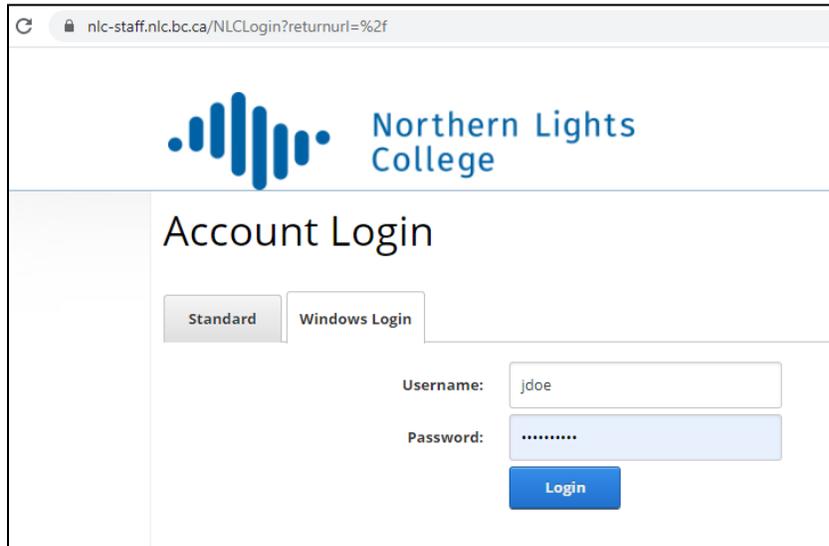
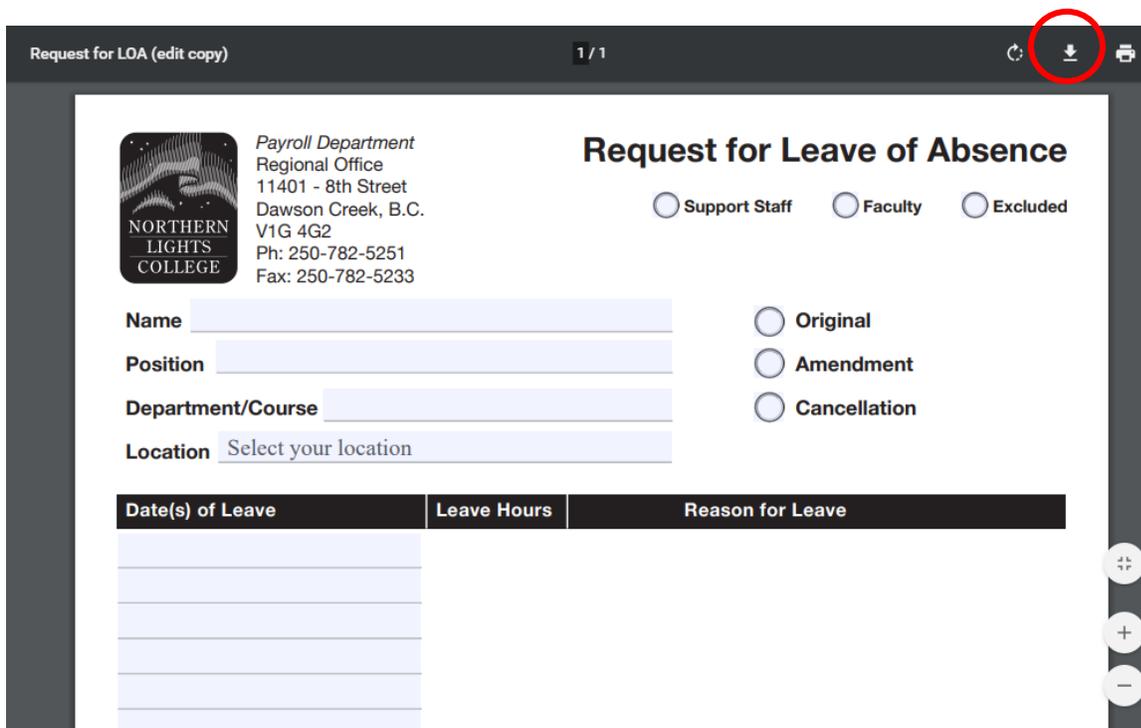


How-to use NLC's PDF fillable Forms, step by step guide

1. To access the fillable PDF forms, visit NLC's website, and click the Faculty and Staff link:
<https://www.nlc.bc.ca/Faculty-Staff>
2. Log into the Staff Only Site (top link on the side menu) - <https://nlc-staff.nlc.bc.ca>
Use your **NLC username** (Usually your first initial and last name – **(not your work email address)**),
and your usual password (same as for NLC MyApps).



3. Click through to Forms & Info: <https://nlc-staff.nlc.bc.ca/Forms-Information>
4. A form that almost every employee needs at one time is the **Leave of Absence form (LOA)**, we used it in this example. Here are the steps to be able to fill and sign the form:
a) Open the form from the website.
Move your cursor (arrow) on the page so the bar at the top shows up and **click the download icon** (down arrow).



Request for LOA (edit copy) 1 / 1

Request for Leave of Absence

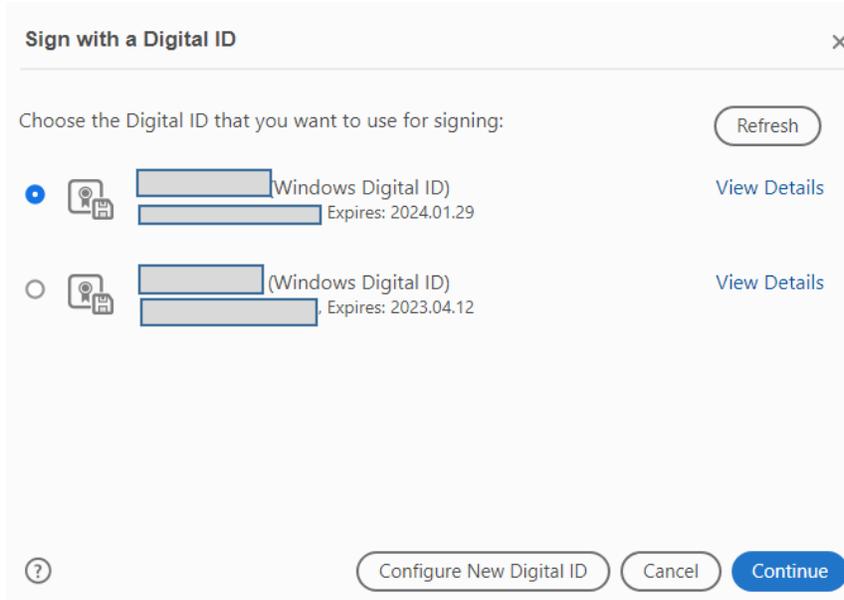
Support Staff Faculty Excluded

Original
 Amendment
 Cancellation

Name _____
Position _____
Department/Course _____
Location Select your location

Date(s) of Leave	Leave Hours	Reason for Leave

5. **If you already have a signature**, fill in the rest of the form and click where it says: “Employee Signature”. It will pop up a window that looks like this. Select your signature and click “**Continue**”.



6. On the next step you will see a preview of your digital signature. Click “**Sign**”.
7. Then the “Save as” window will pop up – select a folder and name for your LOA file and click “**Save**”.
8. Once the file is saved to your computer, you can click “**Forward**” and choose your email application to send the document,
- Or open Outlook, open an email to your supervisor and attach the document from the location on your computer where the filled and signed LOA form is saved.

If you do not have a signature, here are the steps to create one.

Please note that these signatures only exist only in your user profile on the computer where you create them. If you change computers often, you might have to re-create them multiple times.

- A) When the form is ready to be signed (required fields have to be populated), click the “**Employee Signature**” field.
- B) In the pop-up window, click “**Configure New Digital ID**”.
- C) Select “**Create a new Digital ID**”.
- D) Select “**Save to Windows Certificate Store**”.
- E) Enter your name, organizational unit (department), Organization Name, email address and select Canada from the Country drop-down. Leave other settings below as default.
- F) Click “**Save**” and sign the form.
--- Follow the same steps as above to **save and submit** the form (**Steps 7 and 8**).