## 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
- Log into the Staff Only Site (top link on the side menu) <u>https://nlc-staff.nlc.bc.ca</u>
   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).

C inc-staff.nlc.bc.ca/NLCLogin?returnurl=%2f				
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	Account Login Standard Windows Login			
	Username: jdoe Password: Login			

- 3. Click through to Forms & Info: <u>https://nlc-staff.nlc.bc.ca/Forms-Information</u>
- 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		ं 🛨 क
NORTHERN LIGHTS COLLEGE	Il Department nal Office 1 - 8th Street ion Creek, B.C. 4G2 50-782-5251 250-782-5233	Support Staff Faculty	nce ccluded
Name		Original	
Position		Amendment	
Department/Cours	se	Cancellation	
Location Select y	our location		
Date(s) of Leave	Leave Hours	Reason for Leave	;; + -

Step 4b) Download the form to your computer.The usual default location is the "downloads" folder.

c) Open the form from the "downloads" folder (or the folder of your choice) with Adobe Reader.
 You will notice when you open the form with Adobe Reader, some of the fields show up highlighted in red.
 These are required fields and have to be filled in – if any of these fields are left blank, you will not be able to sign the form.

Payroll Department         Regional Office         11401 - 8th Street         Dawson Creek, B.C.         V1G 4G2         Ph: 250-782-5251         Fax: 250-782-5233         Name         Position         Department/Course	Request for Leave of Absence Support Staff Faculty Excluded Original Amendment Cancellation
Location Select your location	×
Date(s) of Leave     Leave Hours	Reason for Leave
Employee Signature	Supervisor Signature
EMPLOYEE responsible to: 1. Complete Name, Position, Department/Course, Location 2. Indicate date, hours and appropriate reason 3. Sign and save a copy for your records 4. Immediately FORWARD to Supervisor for approval by payrol of	SUPERVISOR responsible to: 1. Verify data completed by employee 2. Sign form 3. SUBMIT completed form to Payroll (cc Employee) cutoff date

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

Sign with a Digital ID ×				
Choose the Digital ID t	hat you want to use for signing:	Refresh		
	Windows Digital ID) Expires: 2024.01.29	View Details		
	(Windows Digital ID) Expires: 2023.04.12	View Details		
0	Configure New Digital ID	Cancel 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).