

ACHIEVING THE PAPERLESS CAMPUS PROCESS-BY-PROCESS

As more operations shift to online teaching and learning and remote work, this is a prime time for colleges and universities to reconsider how they handle paper-based processes for admissions, HR and numerous other activities on campus where people can't show up in person. Campus Technology set out to understand current paper-based practices and digitization plans in higher education from multiple perspectives: IT, staff and faculty. The easiest starting point — adoption of PDF Editor software — isn't getting nearly the pickup it deserves.



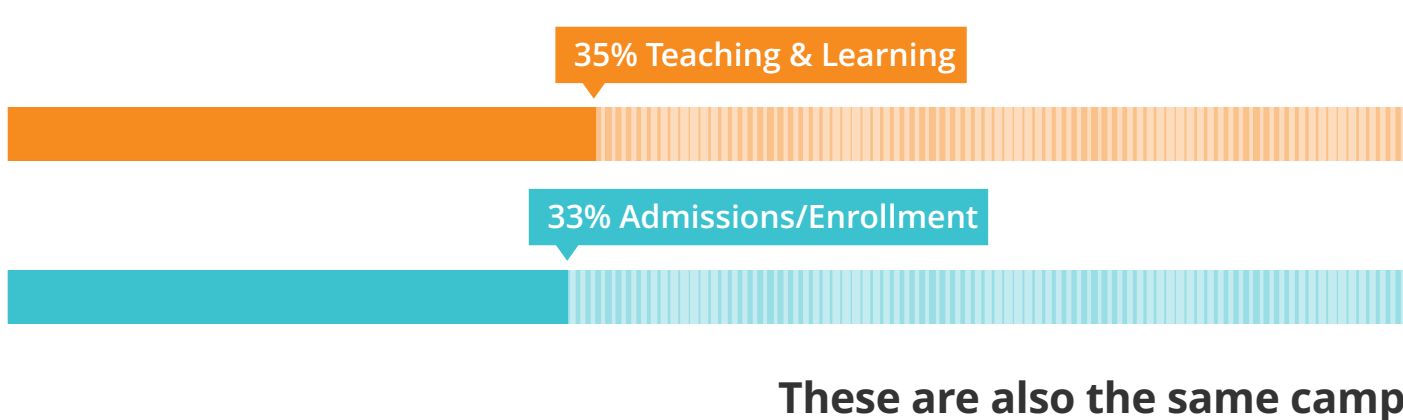
PAPER DEPENDENCY

Higher education is only halfway along its journey to paperless operations.

Which units are most paper-dependent?



How far is your school in the transformation to paperless workflows?

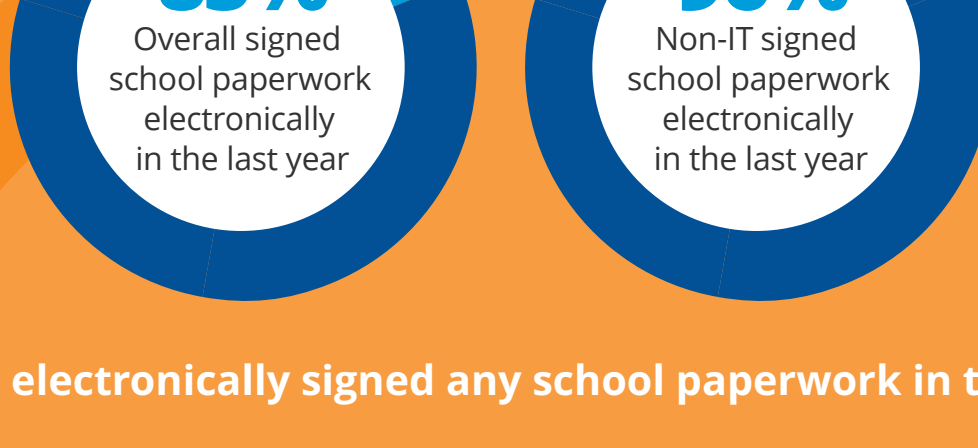


These are also the same campus units – with the addition of IT – that have adopted paperless workflows most frequently:

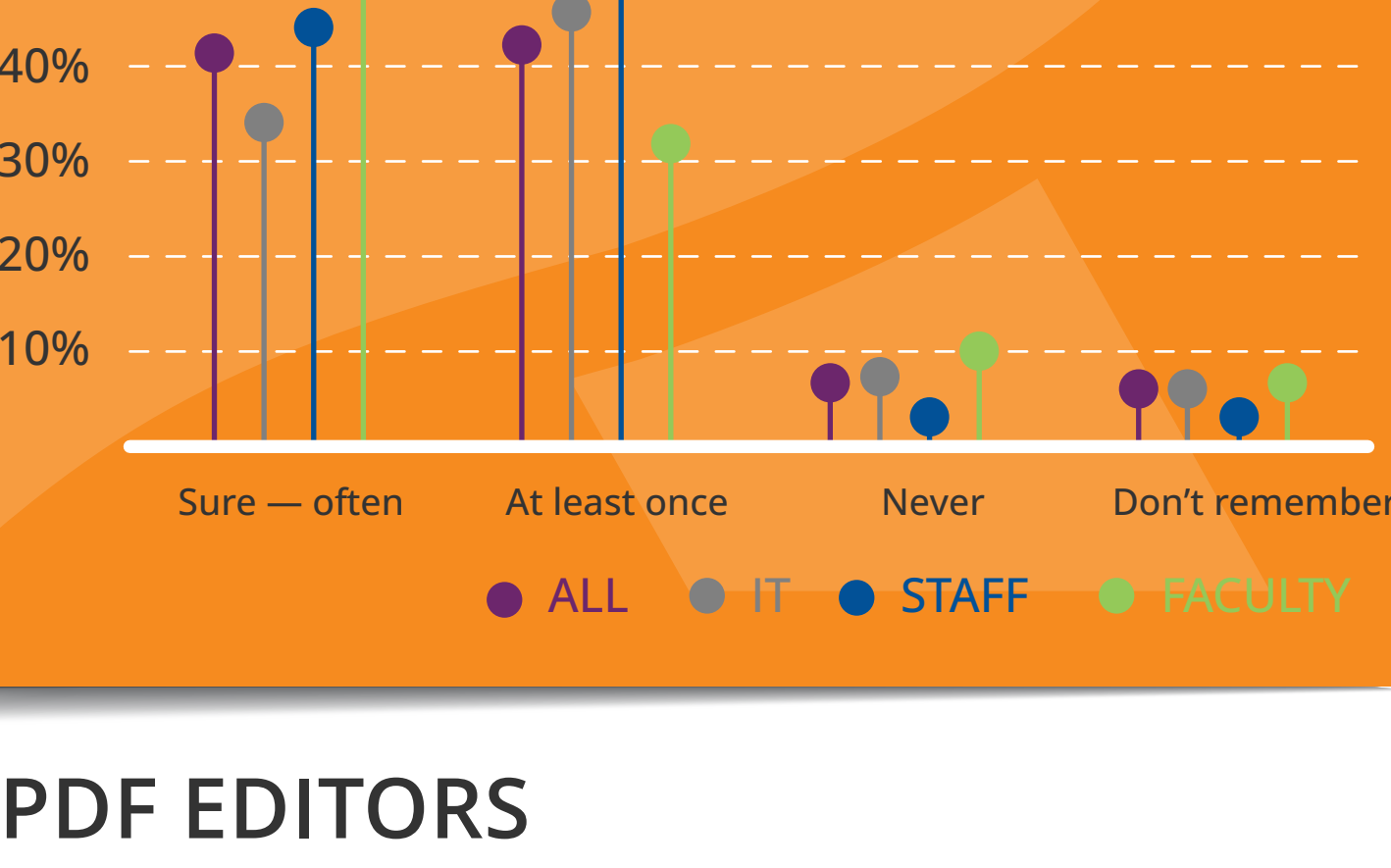


ELECTRONIC SIGNATURES

The majority of people on campus have familiarity with digital documents.

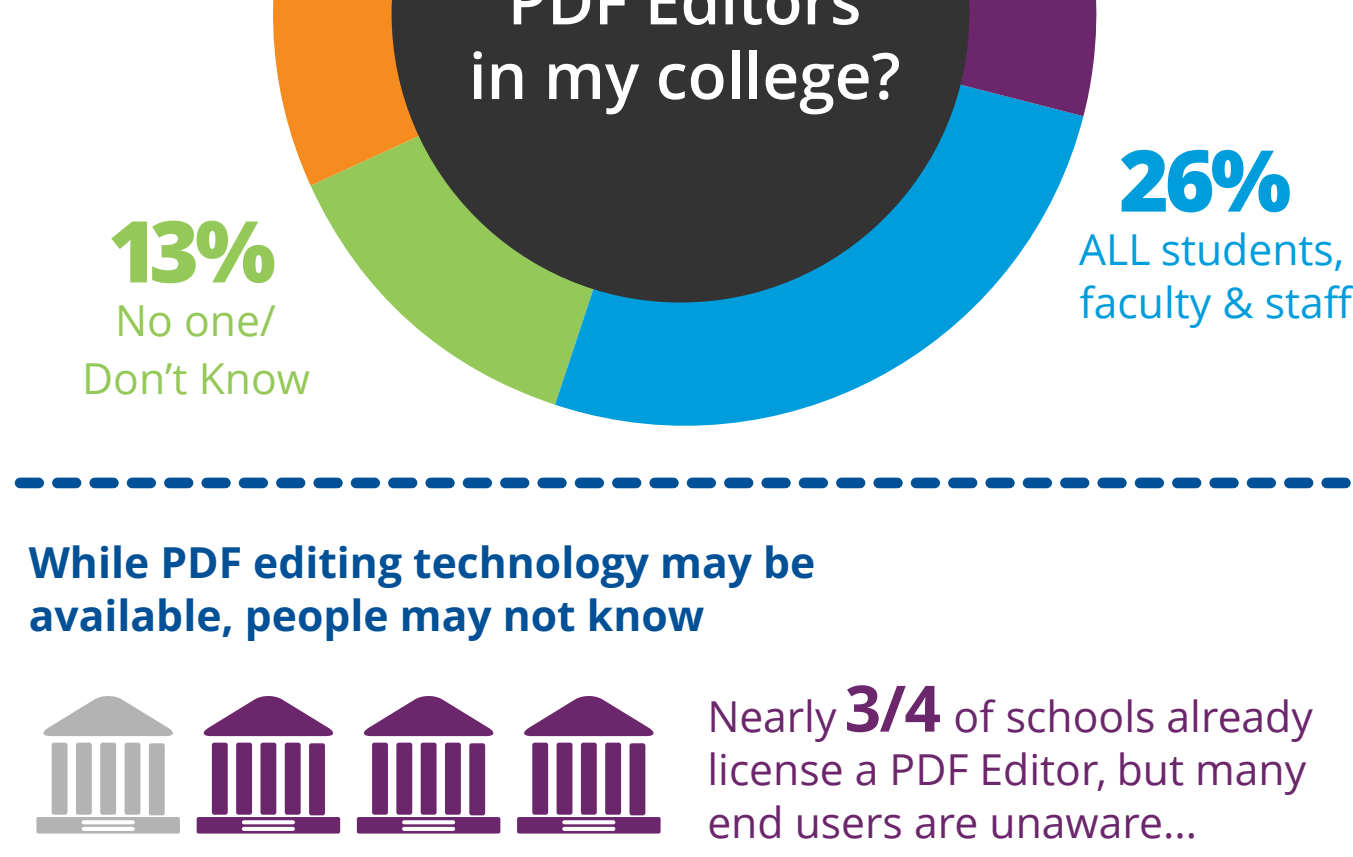


Have you electronically signed any school paperwork in the last year?



PDF EDITORS

PDF Editor software is the essential tool for achieving paperless workflows in institutions, according to 9 in 10 respondents.



While PDF editing technology may be available, people may not know



Did You Know?

The portable document format (PDF) is key to helping higher education go paperless.

Top PDF Editors can enable users to:

- simplify data entry
- make documents accessible
- perform word processor-like editing
- incorporate text, video and audio into documents
- standardize file formats
- provide secure file sharing

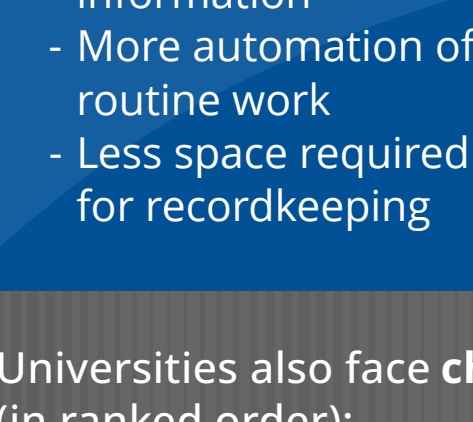


Plus, because people are familiar with PDF files formats, the learning curve is much lower than with other approaches to digital transformation and business process reengineering initiatives.

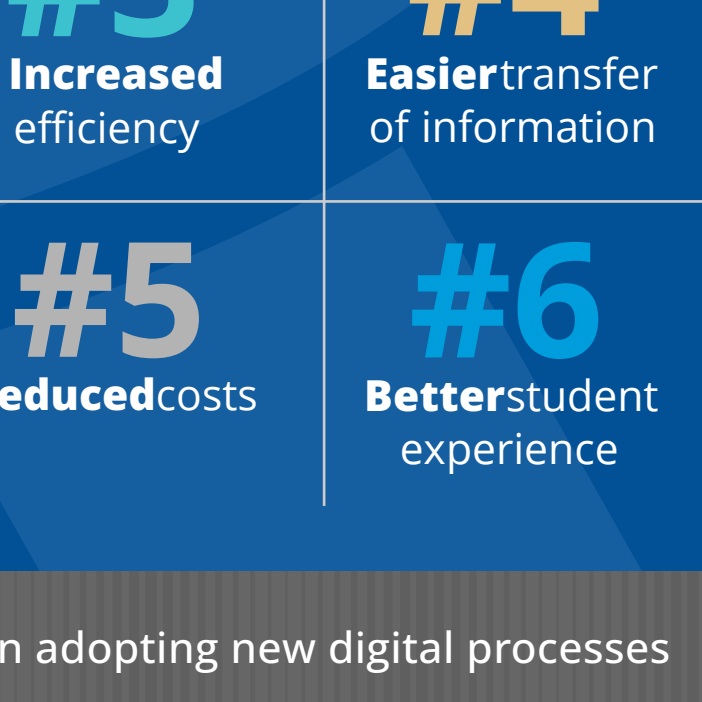


BENEFITS AND CHALLENGES

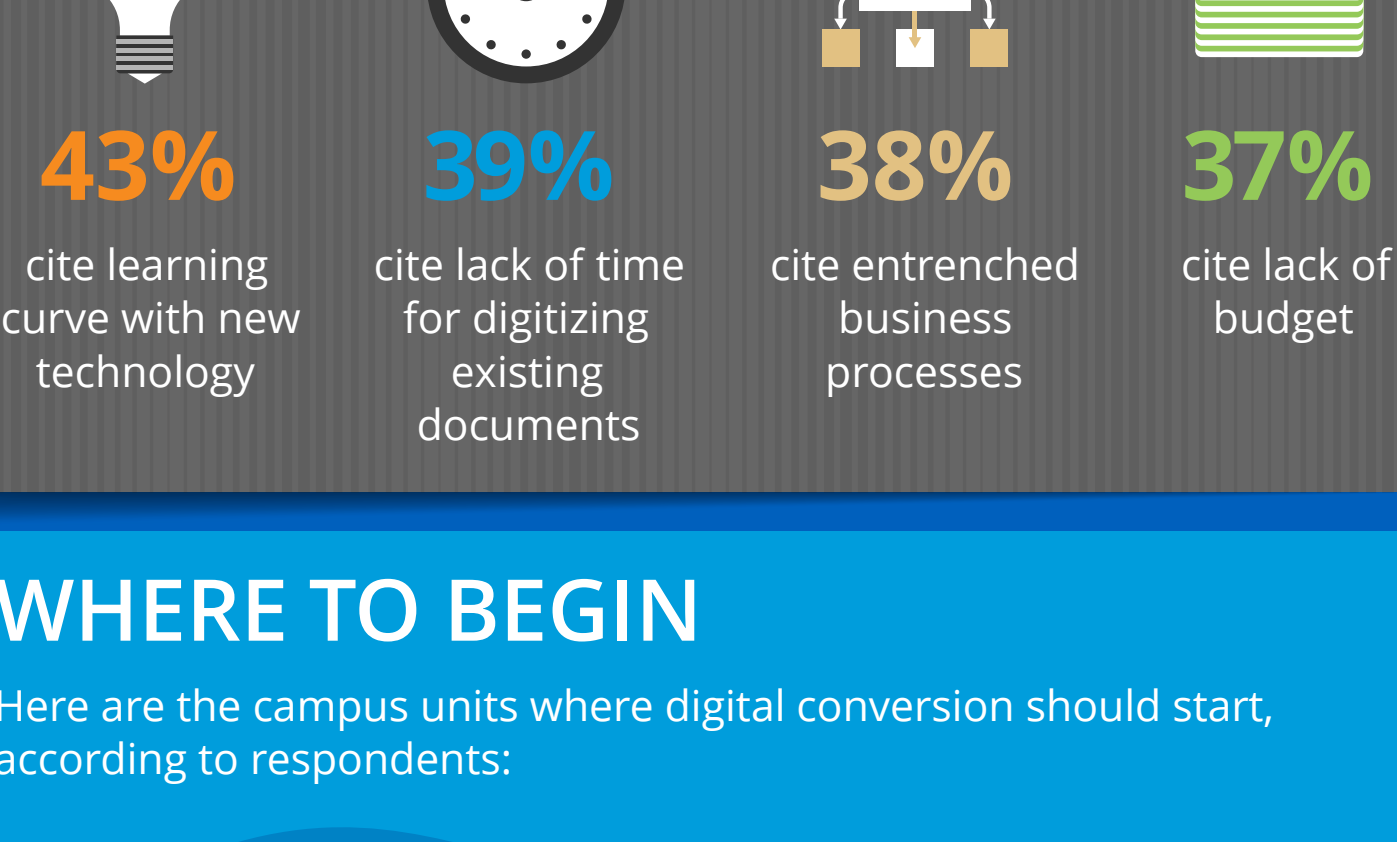
Colleges identify numerous benefits in developing paperless processes.



Schools where at least **80%** of processes are paperless report these top benefits (in ranked order):

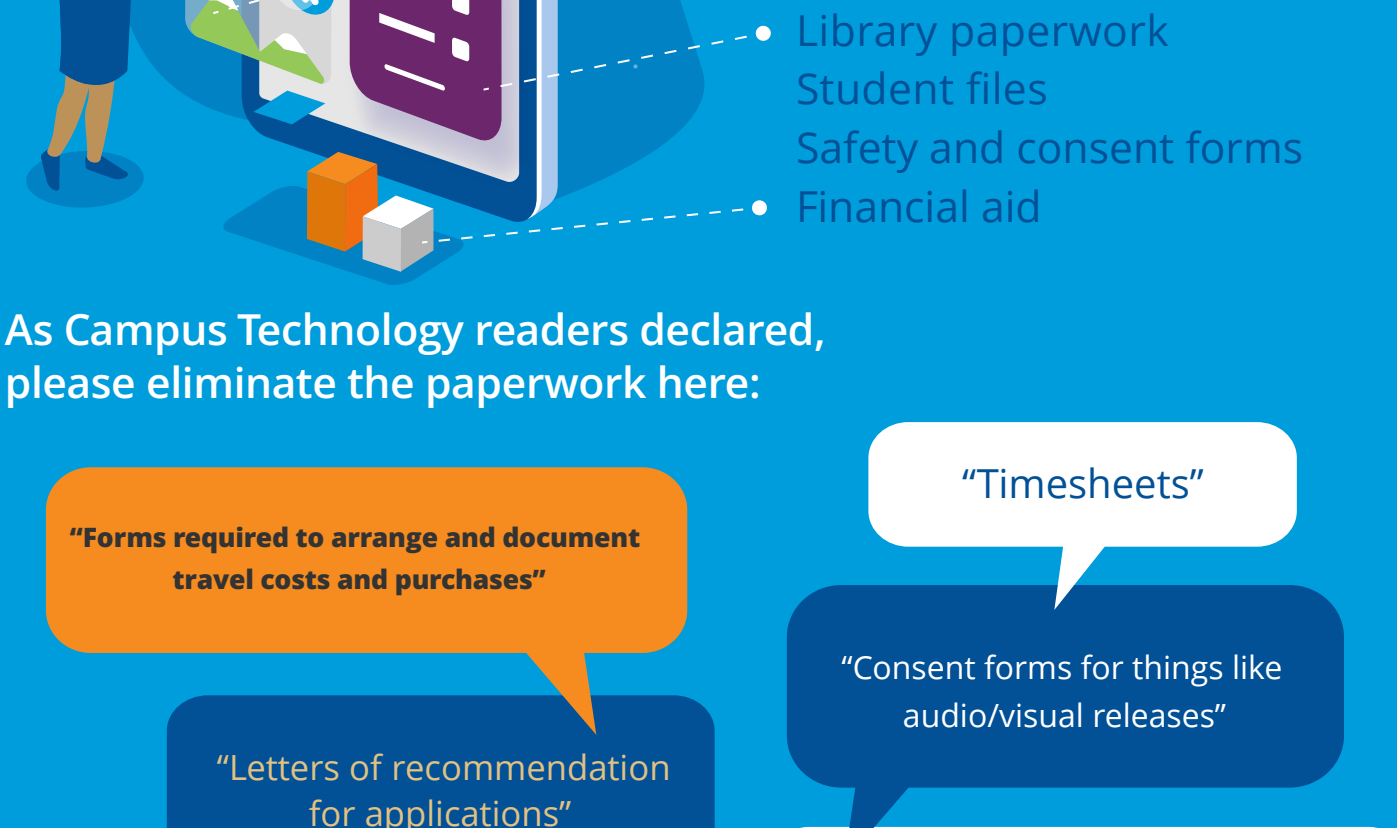


Universities also face challenges in adopting new digital processes (in ranked order):



WHERE TO BEGIN

Here are the campus units where digital conversion should start, according to respondents:



As Campus Technology readers declared, please eliminate the paperwork here:

