Introduction

The College of Engineering and Science is undertaking an effort to make all forms used for student academic functions paperless. No longer should one need to walk all around campus to obtain signatures. Instead, documents will be routed electronically to securely obtain the digital signatures of all those required by any given form. Once all signatures have been secured, each person who signed the form will receive a copy via email.

This document will how you how to securely sign a document that requires your signature.

Summary of Signing Process

The College of Engineering and Science is using the DocuSign software.

DocuSign will allow you to receive a notification by email that there is a document awaiting your signature. By clicking the link provided in the email, your web browser will open a page showing you the document to be signed. You can do this on your computer, tablet, or phone. If it is the first time you are signing a DocuSign document, you will be asked a couple brief questions to establish your signature. Then, you will be shown each location you need to either sign or initial the document. Signing or initialing is as simple as clicking on the indicated box. Once you are done, the form will automatically be sent to the next person who needs to sign it. When all the signatures have been obtained, you will receive a signed copy of the document by email.

Detailed Instructions

1. Receiving a Notification

An email will be sent to you when you have a document awaiting your signature:

You want to be sure that your email client shows you active links and allows you to click on links embedded in an email message.

Click "REVIEW DOCUMENT"

2. Initial Set-Up

If this is your first time signing a document using DocuSign, you will be asked to agree to use electronic records and signatures. On some phones or browsers, this checkbox may be at the bottom of the document page.

Check the indicated box acknowledging your agreement.

You should only need to click this box the first time you use DocuSign.

Click the "CONTINUE" button.

3. Review the Form

Once you have clicked "CONTINUE" in the previous step, the gray layer is removed, and you can review the form. Note the boxes that are indicated where you need to sign or initial. By clicking the "START" button, the form will automatically scroll to the next box where you need to initial or sign. Alternatively, you can move through the document, initialing or signing the indicated boxes in any order. You sign or initial simply by clicking on the indicated box.

Click the first indicated box.

4. Selecting a Signature Style

If this is your first time signing a DocuSign document, you will be prompted to select a font style for your signature and initials.

If you don't like the default style selected for you, click on "Change Style" to choose from a set of provided styles, or click on "DRAW" which will let you draw your signature using your mouse or finger.

Once you are satisfied with your signature style, ***Click on "ADOPT AND SIGN" or "ADOPT AND INITIAL".***

Note: While generally you should only have to do this step once, you may be asked to again select a signature style with your next document depending on how the person sending you the form writes your name. You can help minimize these requests by asking the sender to use only your first and last name, and providing your name consistently to senders (e.g. "William" rather than "Bill".).

5. Continue Signing the Document

Click on each indicated field to either sign or initial, as appropriate. Use the "NEXT" button to take you to the next indicated field.
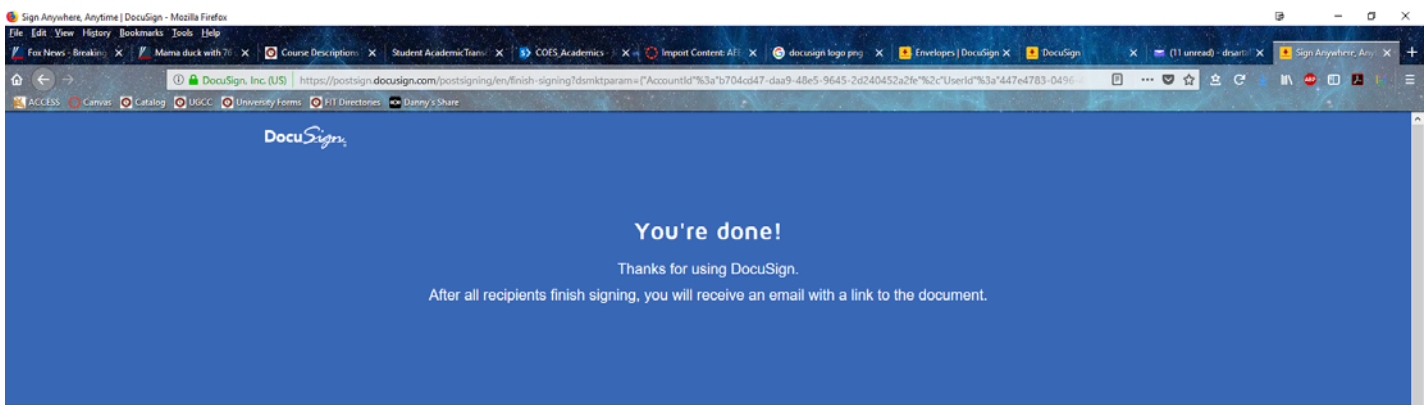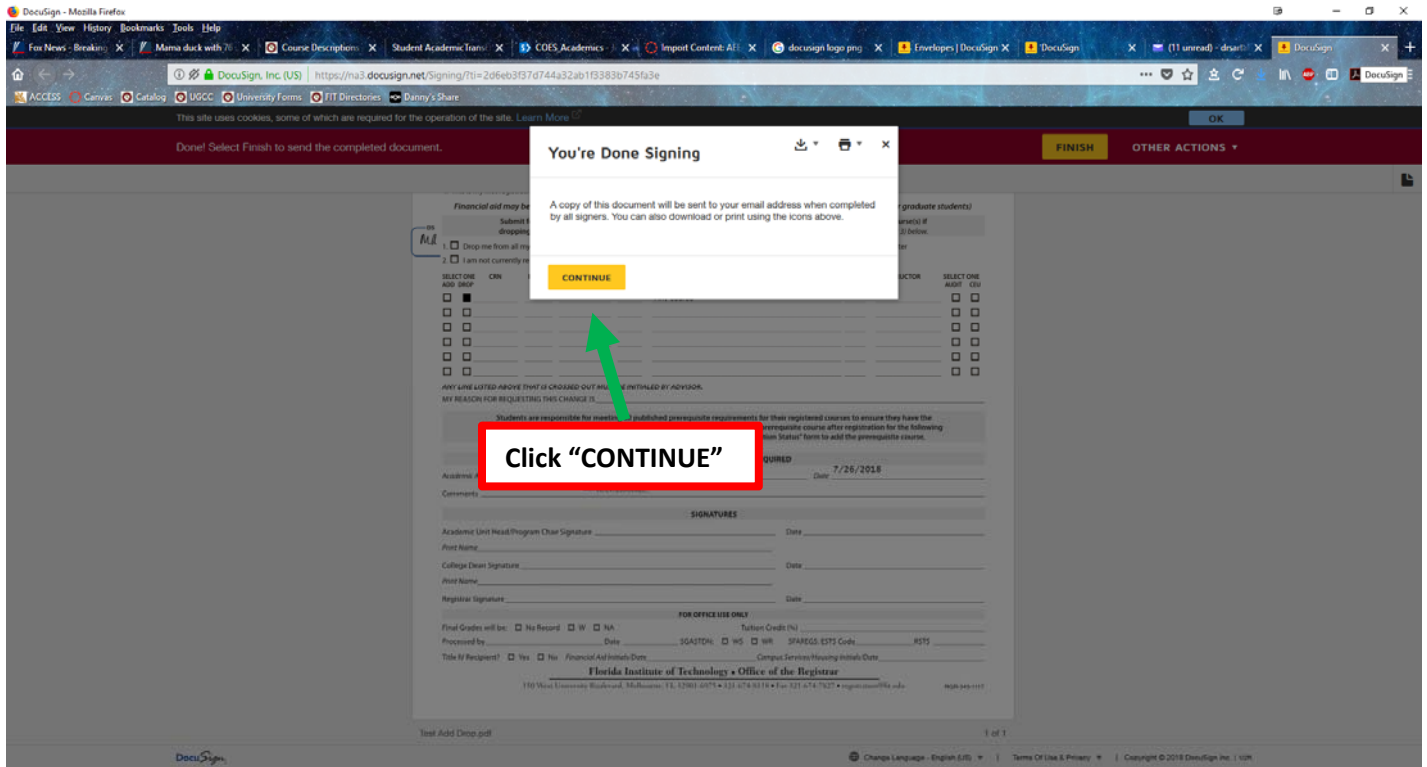
Click "FINISH" when you are done.

And that's it. You've completed the document.

Click "CONTINUE".

The document will automatically be sent to the next person who needs to sign it.

When all the signatures have been obtained, you will get an email with your form attached. You can also view the form in DocuSign by clicking the "VIEW COMPLETED DOCUMENT" link in the email.

If you are going to sign a lot of documents on the go, consider getting the DocuSign mobile app. Visit https://www.docusign.com/features-and-benefits/mobile for details.