

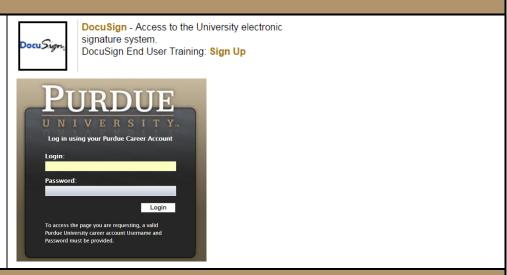
Senders: Managing Your DocuSign Account

Access DocuSign

Access **DocuSign** through the OneCampus Portal

https://one.purdue.edu

Login using your Purdue career account user ID and password



Adjusting Account Preferences

Senders may wish to adjust their account preferences, specifically *Email Notifications* (if sending many documents)

In the upper right corner, click the circle with your initials

Choose My Preferences

