

**Access DocuSign**

Access **DocuSign** through the OneCampus Portal  
<https://one.purdue.edu>

**Login** using your Purdue career account user ID and password



**DocuSign** - Access to the University electronic signature system.  
DocuSign End User Training: [Sign Up](#)



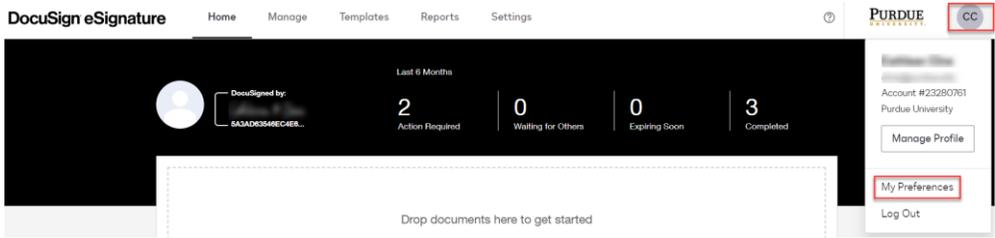
The login screen features the Purdue University logo at the top, followed by the text "Log in using your Purdue Career Account". Below this are fields for "Login:" and "Password:", each with a yellow highlight. A "Login" button is positioned below the password field. At the bottom, a note states: "To access the page you are requesting, a valid Purdue University career account Username and Password must be provided."

**Adjusting Account Preferences**

Signers may wish to adjust their account preferences, specifically *Email Notifications*

In the upper right corner, click the drop down arrow

Choose **Preferences**



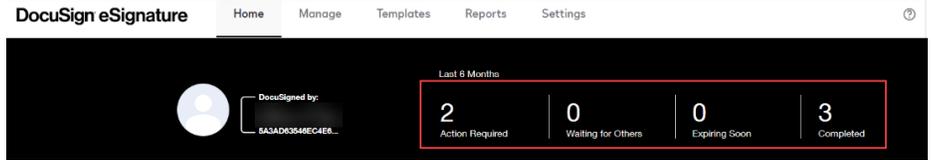
The screenshot shows the DocuSign eSignature dashboard. In the top right corner, a dropdown menu is open, with "My Preferences" highlighted in a red box. The dashboard includes a navigation bar with "Home", "Manage", "Templates", "Reports", and "Settings". A central summary card displays statistics for the "Last 6 Months": 2 Action Required, 0 Waiting for Others, 0 Expiring Soon, and 3 Completed. A "Drop documents here to get started" area is visible below the summary card.

**DocuSign Home Screen**

The DocuSign home screen provides an envelope status overview and many tools

Click **Awaiting my Signature** to review documents pending action on your part

**Note:** Depending on the Email Notifications you have set in Account Preferences, you may receive email notifications when a document is sent to you for signature. To sign a document through the email received, review the [Signing a Document](#) QRC.



The screenshot shows the DocuSign eSignature home screen. The navigation bar is the same as in the previous screenshot. The central summary card for the "Last 6 Months" is highlighted with a red box, showing: 2 Action Required, 0 Waiting for Others, 0 Expiring Soon, and 3 Completed.