

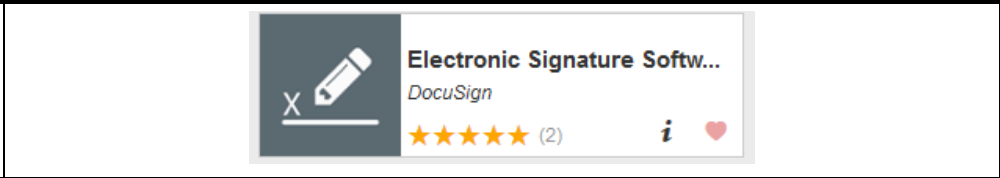
Access DocuSign

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

Login using your **BOILERKEY**

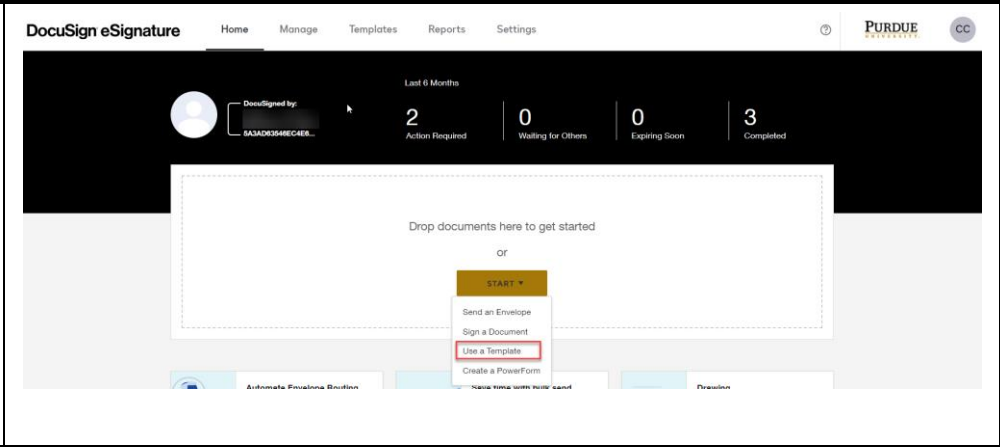


Select **DocuSign**



Select **Start**

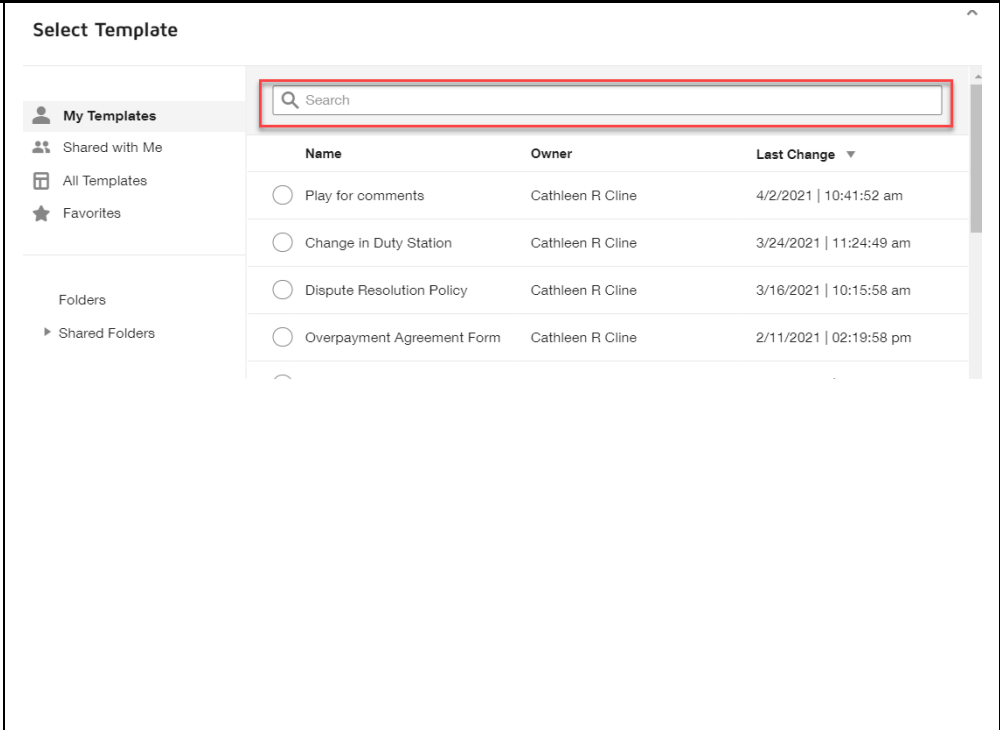
Select **Use a Template**




Type in **Name of Template** within the search bar

or

Select **Shared Folders** click on triangle to expand list




Select Template

 My Templates

 Shared with Me

 All Templates


 Favorites


Folders

 Shared Folders


Select the **Folder** that contains the form you wish to send


Shared Folders


 Change of Duty


 Contract Extension or Non Renewal

 Overload and AD Pay Forms

 Overpayment

 Role Access Forms

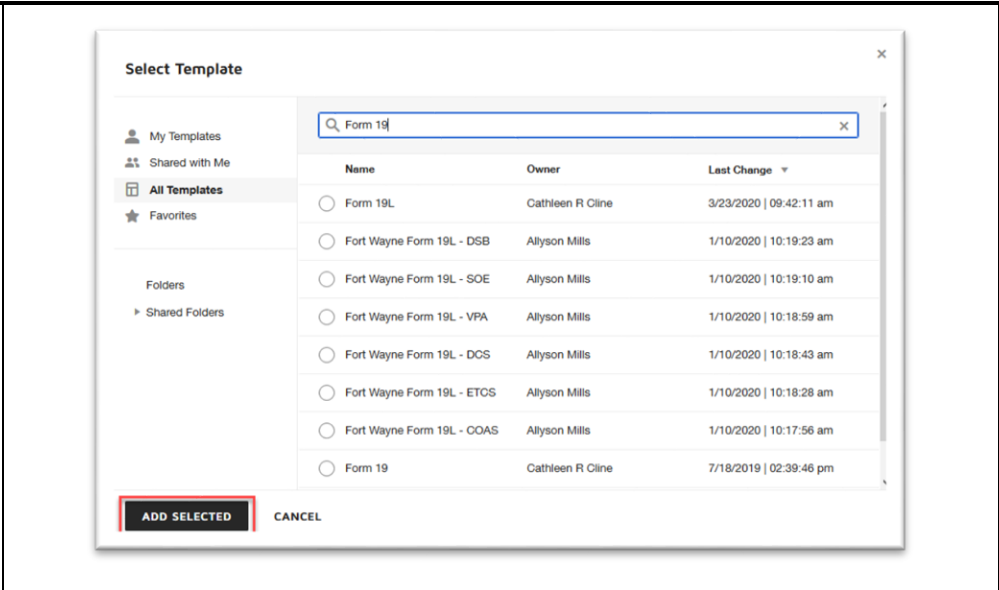
 Secure Intake Form - All

 Segment Contingency Request Forms

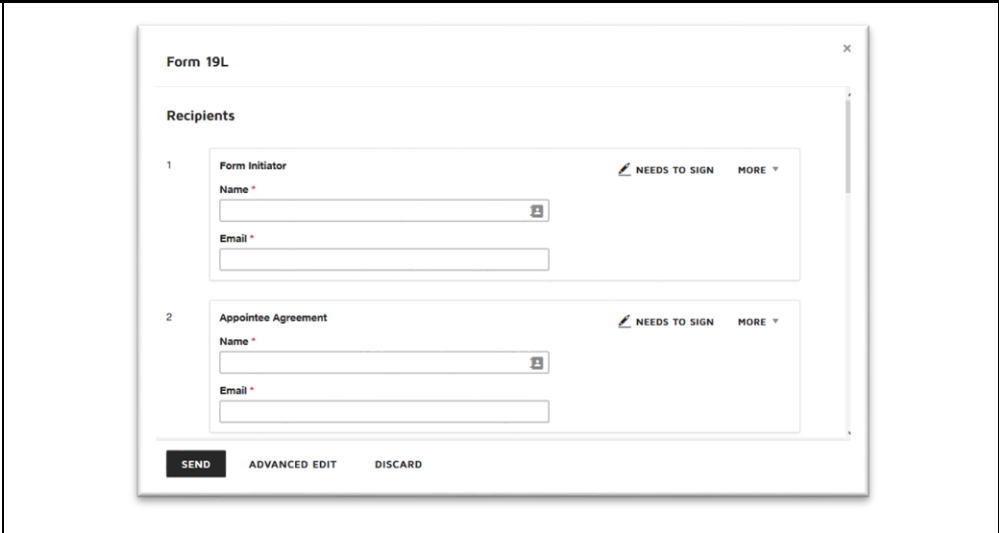
 Variance Request Forms

Select the **Template**

Click **ADD SELECTED**



Enter the Recipients of the form as requested



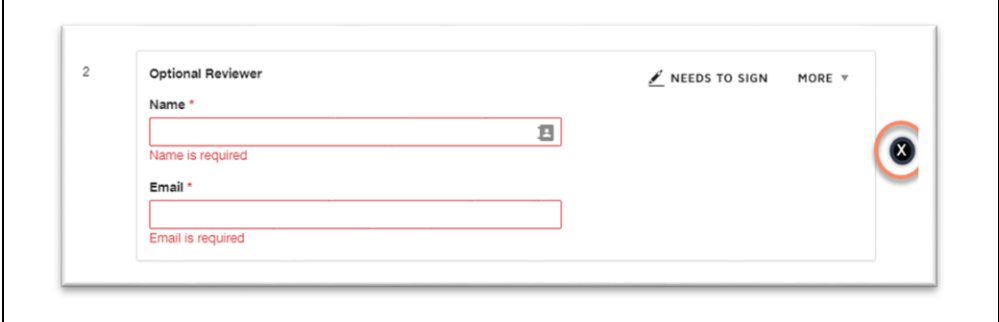
Adding/Removing Signers

REMOVE SIGNER

If **Specific Signer** is not needed

Hover over the signature block

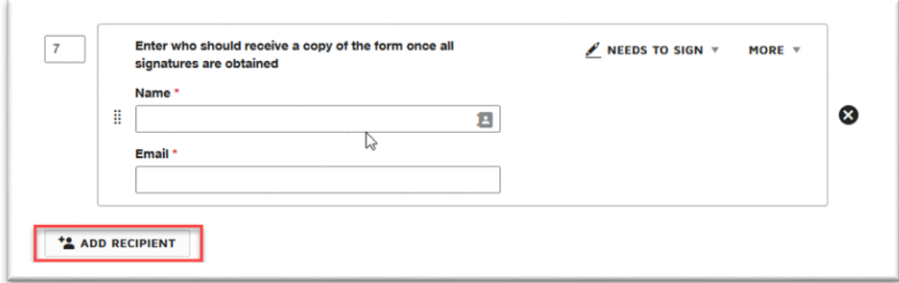
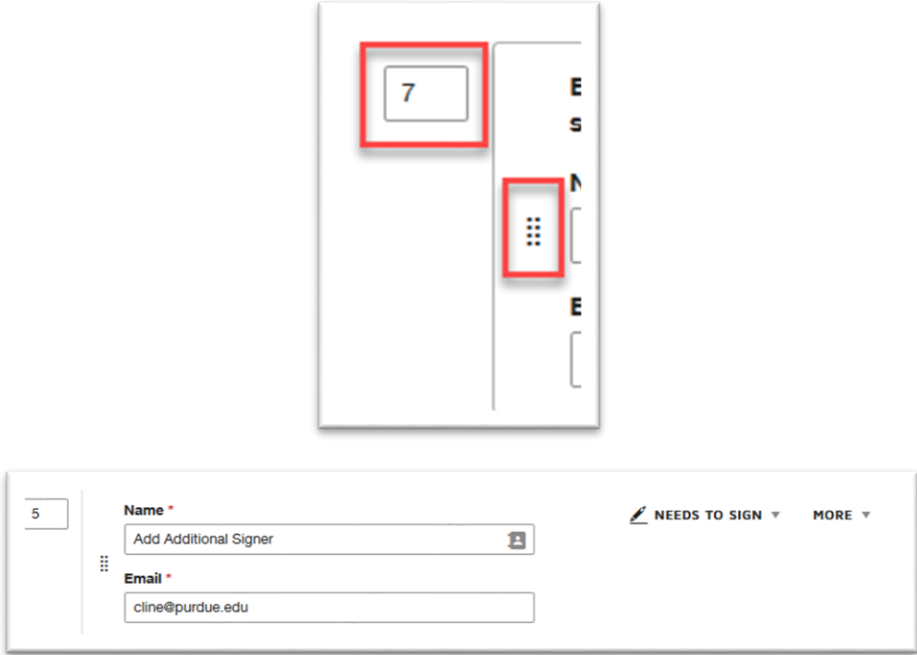
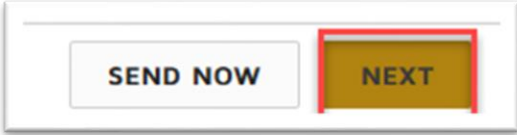
Remove by clicking X



ADD ADDITIONAL SIGNER

If you need to add an additional signer



<p>Click Advanced Edit</p>	
<p>Scroll to the last signer towards the bottom</p> <p>Click Add Recipient</p> <p>Enter signers information</p> <p>NOTE: This will put the newly added recipient in the last position</p>	
<p>The placement of the signer can be changed by clicking on the rectangle box made of dots</p> <p>or</p> <p>by typing in the number of the where the signer will fall into the order</p>	
<p>Click Next</p> <p>Located bottom right of your screen</p>	

Adding signing line for additional signer

Click **drop-down** top right

Select **Role Name** of additional signer (example shows my role name as *Added Additional Signer*)

Form Initiator

- ✓ Form Initiator
- Additional Reviewer (if needed)
- Appointee Agreement
- Organizational Unit Head Agreement
- 2nd Additional Reviewer (if needed)
- Added Additional Signer**
- VP/Dean/Vice Chancellor/Director Agreement
- Enter who should receive a copy of the form once all signatures are obtained

Edit Recipients

Add Name of Added Additional Signer to the bottom of the form by clicking on **Name**

Click on Name and drag onto form at the bottom

Added Additional Signer

Search Fields

Standard Fields

- Signature
- DS Initial
- Date Signed
- Name**
- Email

AGREED

Sign ↓ Date Signed

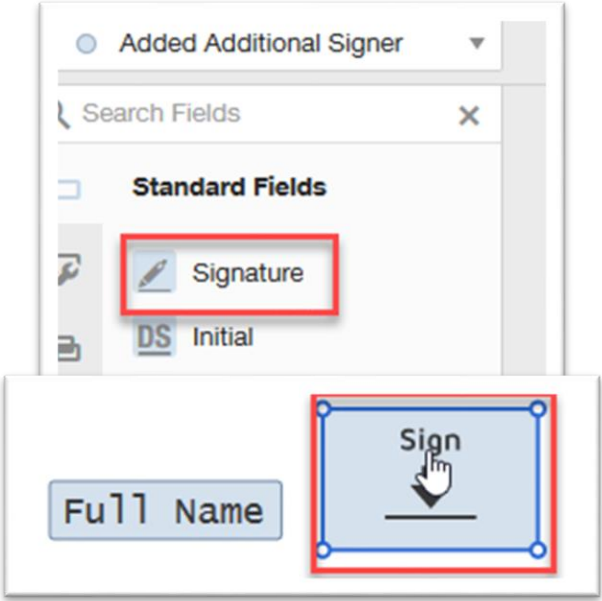
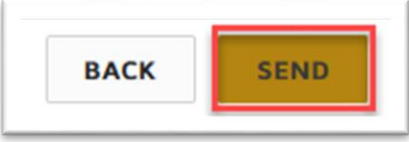
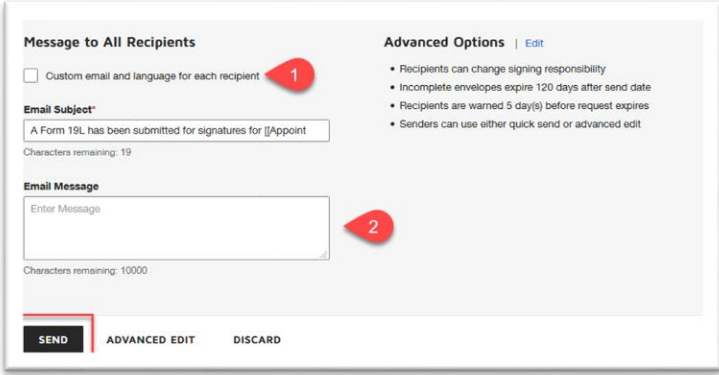
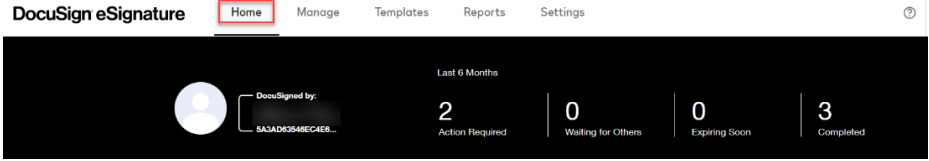

Appointee - Date

APPROVED

Sign ↓ Date Signed

Vice President/Dean/Vice Chancellor/Director - Date


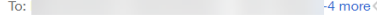



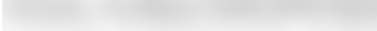
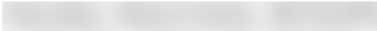
Full Name

<p>Repeat above step for Signature</p> <p>Select Signature and place next to name</p>	
<p>Ready to Send form</p> <p>Click Send</p>	
<p>CUSTOM EMAIL MESSAGE TO SIGNERS</p>	
<p>If you want a custom message to go to the individual who are signing the form:</p> <p>Click the Check Box next to custom email</p> <p>Enter Message</p> <p>Click Send</p>	
<p>STATUS OF FORM</p>	
<p>View Status of form</p> <p>Click on Home</p>	
<p>Select Waiting for Others</p>	


Select **Form** to see who has signed and who needs to sign

Waiting for Others

Filtered by: Date (Last 6 Months) | [Edit](#)

	Subject	RECIPIENTS	Status
<input type="checkbox"/>	 CHANGE VENDOR REQUEST FORM To:  -4 more	<ul style="list-style-type: none"> Alice Chiang Alice Chiann Alice C	<div><div style="width: 100%;"><div style="width: 75%;"></div></div><p>4/6 done</p><p>Waiting for Others</p></div>
<input type="checkbox"/>			
<input type="checkbox"/>			

WAITING FOR

-  Fink
Sent on 4/7/2021 | 03:33:19 pm