Accepting a Stipend Award (Student)

1. Student receives an email from DocuSign:

   ![Email Image]

   **DocuSign Demo System <dse_demo@docusign.net>**
   Bowling Green State University Graduate Assistantship Offer

   If there are problems with how this message is displayed, click here to view it in a web browser.

2. Click “Review Document” and you will be taken to the DocuSign login page:

   ![Login Image]

   Please log in to your account

   ![Login Fields]

   CONTINUE

   No account? Sign up for free

   Cancel

3. Login using your BGSU UserID and Password (same as bgsu.edu email), Click continue. You will then be directed to log in to MyBGSU:
(If you do not receive this error, please skip to step 4)
There is a known bug you might experience here:

If you get this bug, go to www.esign.bgsu.edu and sign in using your BGSU credentials. This will take you to the DocuSign dashboard:

4. Select “Action Required” to view all documents pending your approval. To sign a document, click on contract to be signed:
5. You will be taken to an informational page regarding the contract. Click the orange SIGN button.

6. You will be taken to the contract for viewing/approval:

7. Clicking “View More” will show you the full text of the sent email:

8. Click Continue:
9. Review the contract.

10. Click the Sign button:

   Bowling Green State University acknowledges Graduate Assistants are first and foremost students. This appointment is intended to enhance the student’s educational experience and progression to an advanced degree.

   This appointment is subject to the provisions of the Bowling Green State University Graduate College Statement of Understanding, the Ohio Revised Code, the official regulations of the Board of Trustees of the University, the Graduate College policies, granting agency (where appropriate) and the sufficiency of appropriate funds to cover University budget allocations and/or the availability of funds from the granting agency (where appropriate). Any provision found to be contrary to the Laws or Constitution of the State of Ohio is to be considered void without invalidating or otherwise affecting the remainder of this appointment.

   Your signature indicates that you have carefully reviewed and accepted the provisions of this appointment, the Bowling Green State University Graduate College Statement of Understanding, the description of the appointment, and conditions specified herein.

   

   

11. Type in your full name and initials.
12. If desired, you can update the style of the displayed signature by clicking the “Change Style” link.

13. Click the “Adopt and Sign” button.

14. Click Finish.
15. You will get an approval message that the contract has been signed successfully and indicating the next steps: