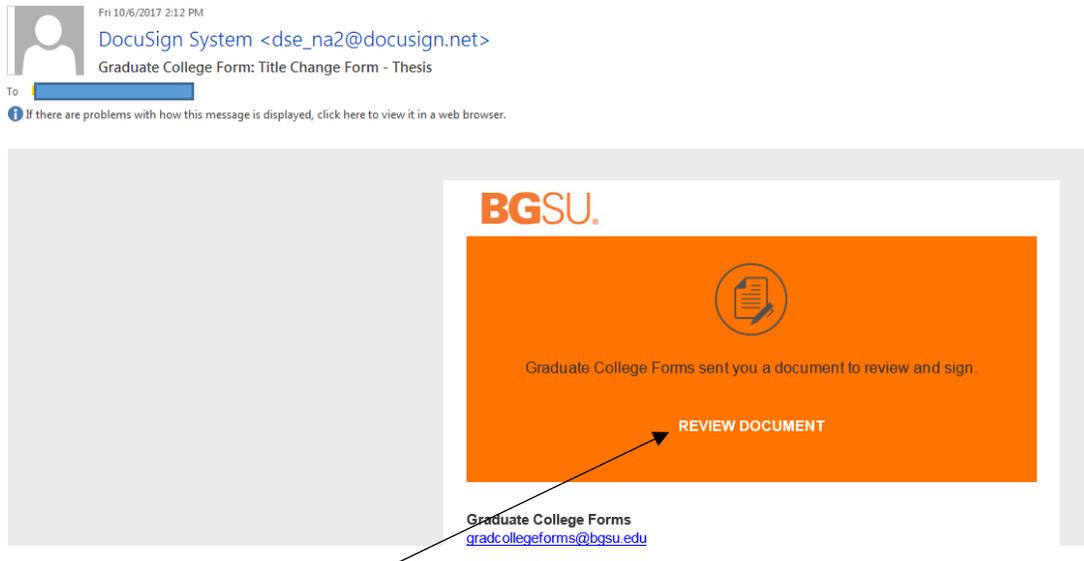# DocuSign Instructional PDF

*For signers: faculty/committee members*

(1) Students will include the name and email address of all necessary signers when they are initiating the form.

(2) You will receive an email from "DocuSign System" if you have a form to sign. Only BGSU email addresses can be used.



(3) Click on "Review Document."



(4) You will be taken to a DocuSign login page. Put in your email address, and hit "continue."

(5) You will be taken to a BGSU login page – Please provide your BGSU user name and password here.



(6) You need to check the box asking you to agree to the use of electronic signatures.



(7) Now, you should see the student's form. Review the information, and when you are ready to sign, find your role. You should see your name and ID on the form, as well as a yellow "sign" box. You should click on this box to digitally sign.



(8) If there is an issue with the form, or you do not want to sign it immediately, you can click "other actions" in the top right corner, and select "Finish Later."



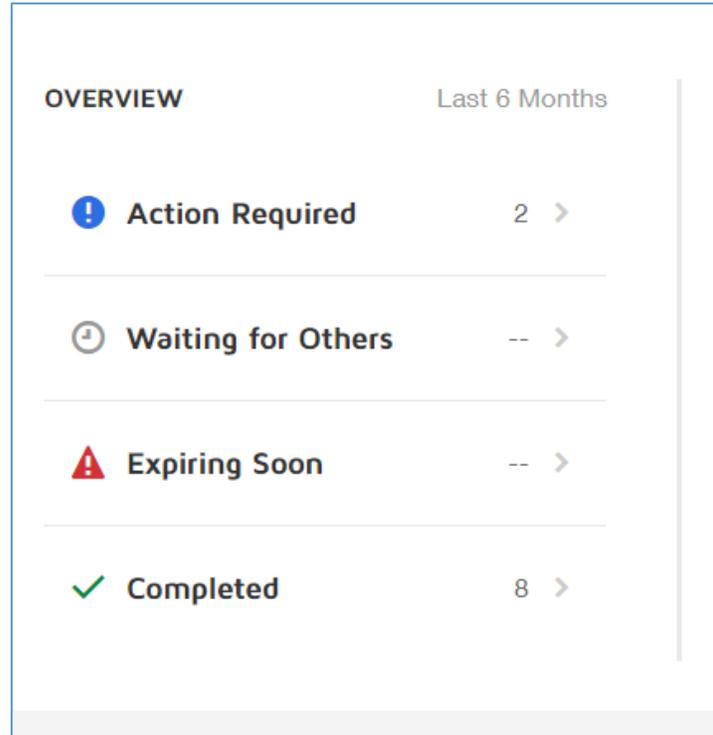(9) If you choose to sign the form, click "Finish" when you are done.

*What if you lose or delete the email from DocuSign?*

(1) Go to https://esign.bgsu.edu and sign in with your BGSU user name and password.
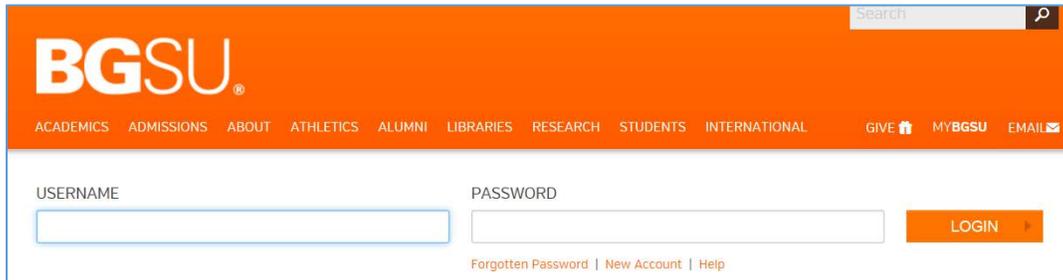


(2) "Action Required" indicates if you have any outstanding forms to sign. Click "Action Required" to see which forms you need to sign.

(3) From this page, you can click on any of the forms to open and sign. (*Note: This may be a good strategy for Graduate Program Coordinators, or other signers who receive many email notifications. Logging in to DocuSign is an easier way to sign multiple forms*)

## Action Required

**Filtered by:** Date (Last 6 Months) | Edit

| | Subject | Status |
|---|---|---|
| ☐ ❗ | **Graduate College Form: Preliminary Examination Application** From: Graduate College Forms | Need to Sign |
| ☐ ❗ | **Graduate College Form: Preliminary Examination Application** From: Graduate College Forms | Need to Sign |

*As always, you can direct DocuSign questions to Ann Schmitt (419-372-0433, annmh@bgsu.edu) or Alex Goberman (419-372-7710; goberma@bgsu.edu).*