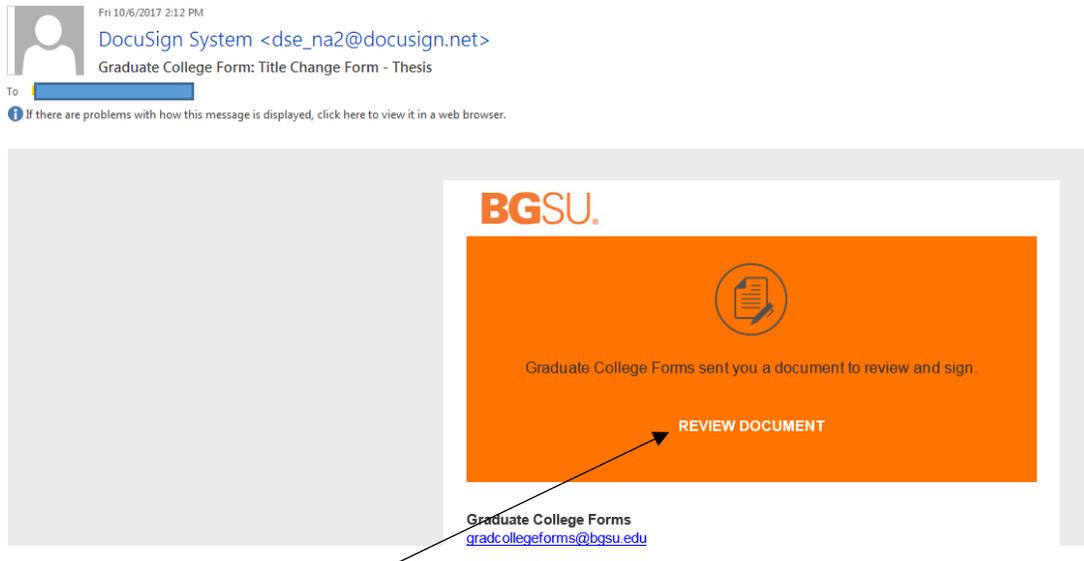


DocuSign Instructional PDF

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.”

REVIEW DOCUMENT

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

The image shows the DocuSign login page. At the top center is the 'DocuSign' logo. Below the logo, the text 'Please log in to your account' is displayed. There is a text input field containing '@bgsu.edu'. Below the input field is a yellow button with the text 'CONTINUE'. Underneath the 'CONTINUE' button, there is a link that says 'No account? Sign up for free'. At the bottom center of the page, there is a 'Cancel' link.

(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.

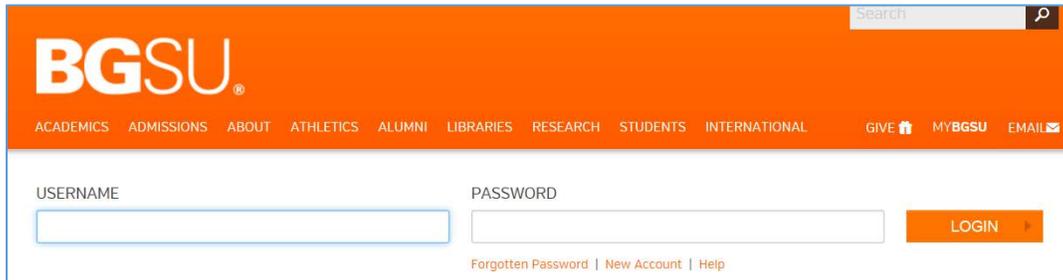
(7) Now, you should see the student's form. Review the information, and when you are ready to sign, find your role. You should see your name and ID on the form, as well as a yellow "sign" box. You should click on this box to digitally sign.

(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.

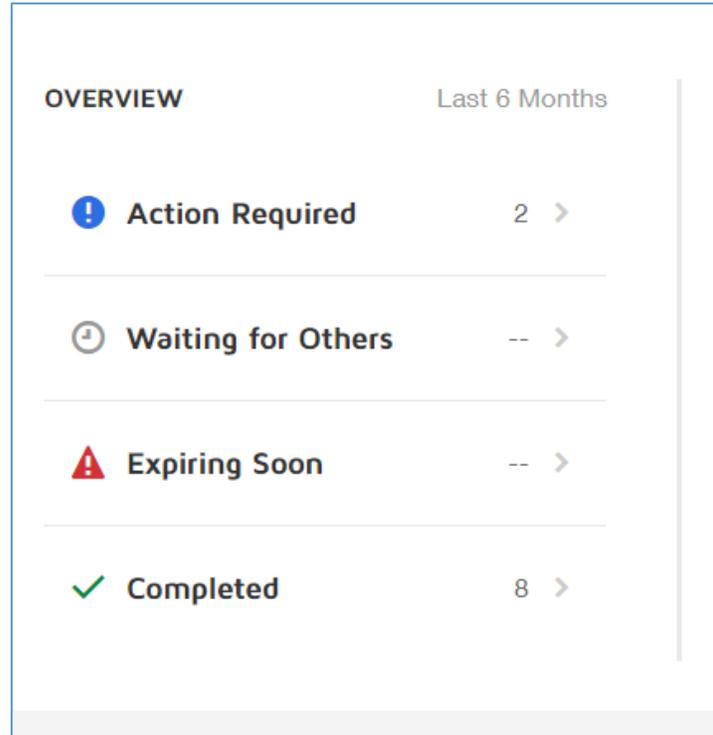
What if you lose or delete the email from DocuSign?

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



The screenshot shows the BGSU eSign login page. At the top, there is an orange header with the BGSU logo on the left and a search bar on the right. Below the header is a navigation menu with links for ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, LIBRARIES, RESEARCH, STUDENTS, INTERNATIONAL, GIVE, MYBGSU, and EMAIL. The main content area features a login form with two input fields: 'USERNAME' and 'PASSWORD'. To the right of the password field is an orange 'LOGIN' button. Below the input fields are links for 'Forgotten Password', 'New Account', and 'Help'.

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



The screenshot shows the BGSU eSign dashboard overview for the last 6 months. The dashboard is titled 'OVERVIEW' and 'Last 6 Months'. It displays a list of four categories of documents:

Category	Count	Action
Action Required (indicated by a blue exclamation mark icon)	2	>
Waiting for Others (indicated by a clock icon)	--	>
Expiring Soon (indicated by a red warning triangle icon)	--	>
Completed (indicated by a green checkmark icon)	8	>

(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
<input type="checkbox"/>  Graduate College Form: Preliminary Examination Application From: Graduate College Forms	Need to Sign
<input type="checkbox"/>  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).