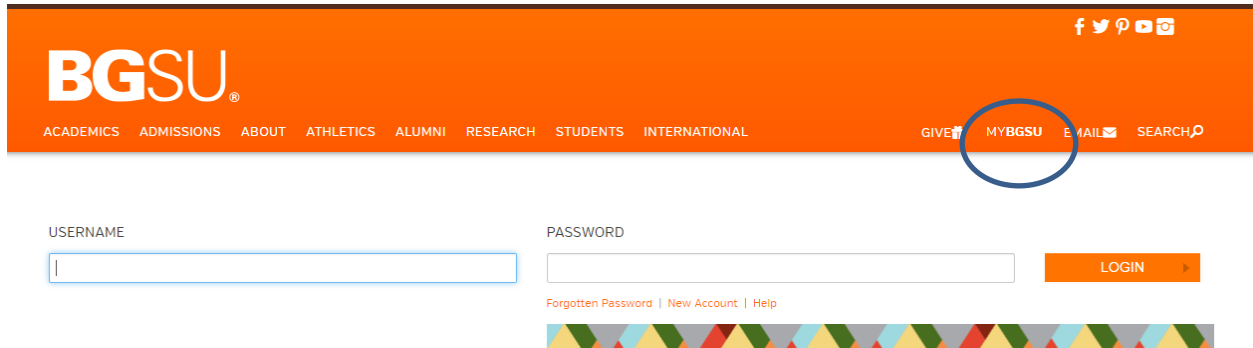


Viewing signed Graduate Assistant contracts. (As of 2/5/2018)

The following instructions are for contracts signed since July 7, 2016. For contracts signed *prior to* 7/7/16, please contact Student Employment Services at stuemp@bgsu.edu requesting a copy emailed to your BGSU email account.

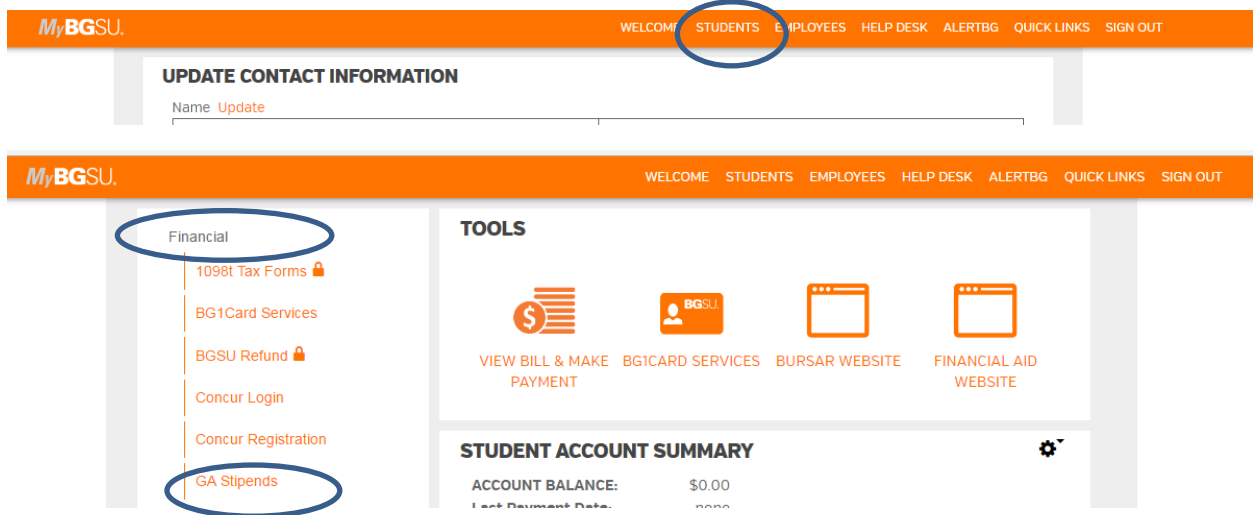
It is recommended to view contracts in either Internet Explorer or Chrome browsers. Be sure pop up blockers are OFF.

At www.bgsu.edu, Select MyBGSU and log in using your BGSU Username & password:



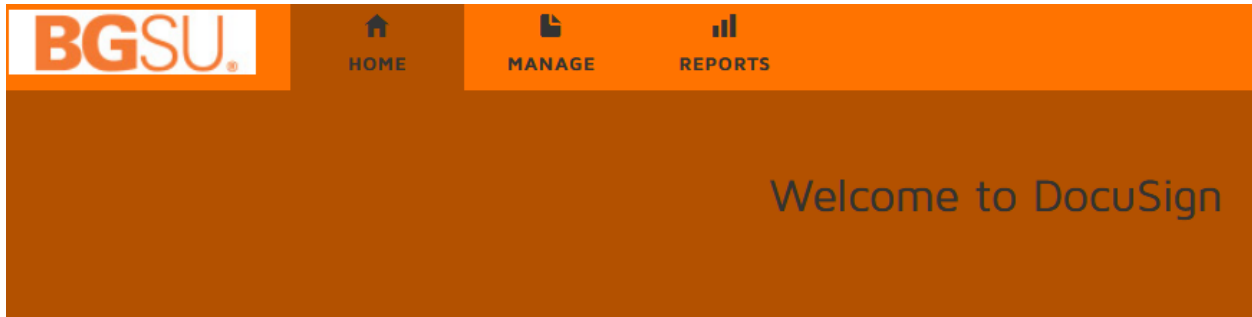
The screenshot shows the BGSU website's login page. At the top, there is an orange navigation bar with the BGSU logo on the left and social media icons on the right. Below the logo, a horizontal menu contains links for ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENTS, and INTERNATIONAL. On the right side of this menu, there are links for GIVE, MYBGSU (circled in blue), E-MAIL, and SEARCH. Below the navigation bar is a login form with two input fields: 'USERNAME' and 'PASSWORD'. To the right of the 'PASSWORD' field is a 'LOGIN' button. Below the input fields are links for 'Forgotten Password', 'New Account', and 'Help'. At the bottom of the login form is a decorative border with a colorful geometric pattern.

In the top navigation, under "Student" tab, select Financial, then GA Stipends:



The screenshot shows the MyBGSU website's main interface. At the top, there is an orange navigation bar with the MyBGSU logo on the left and a horizontal menu with links for WELCOME, STUDENTS (circled in blue), EMPLOYEES, HELP DESK, ALERTBG, QUICK LINKS, and SIGN OUT. Below the navigation bar is a section titled 'UPDATE CONTACT INFORMATION' with a 'Name Update' link. Below that is another orange navigation bar with the MyBGSU logo on the left and a horizontal menu with links for WELCOME, STUDENTS, EMPLOYEES, HELP DESK, ALERTBG, QUICK LINKS, and SIGN OUT. Below this navigation bar is a left-hand menu with several options: Financial (circled in blue), 1098t Tax Forms, BG1Card Services, BGSU Refund, Concur Login, Concur Registration, and GA Stipends (circled in blue). To the right of the left-hand menu is a 'TOOLS' section with four icons and links: 'VIEW BILL & MAKE PAYMENT', 'BGCARD SERVICES', 'BURSAR WEBSITE', and 'FINANCIAL AID WEBSITE'. Below the 'TOOLS' section is a 'STUDENT ACCOUNT SUMMARY' section with a gear icon for settings. The 'STUDENT ACCOUNT SUMMARY' section shows 'ACCOUNT BALANCE: \$0.00' and 'Last Payment Date: 2022'.

You will then be connected to the BGSU DocuSign Homepage. You may be asked to authenticate your username and password for this transfer. All GA contracts signed since July 7, 2016 will be in the "Completed" Envelope. Click the Completed Envelope.



OVERVIEW Last 6 Months

- Action Required -- >
- Waiting for Others -- >
- Expiring Soon -- >
- Completed** -- >

WHAT'S NEW

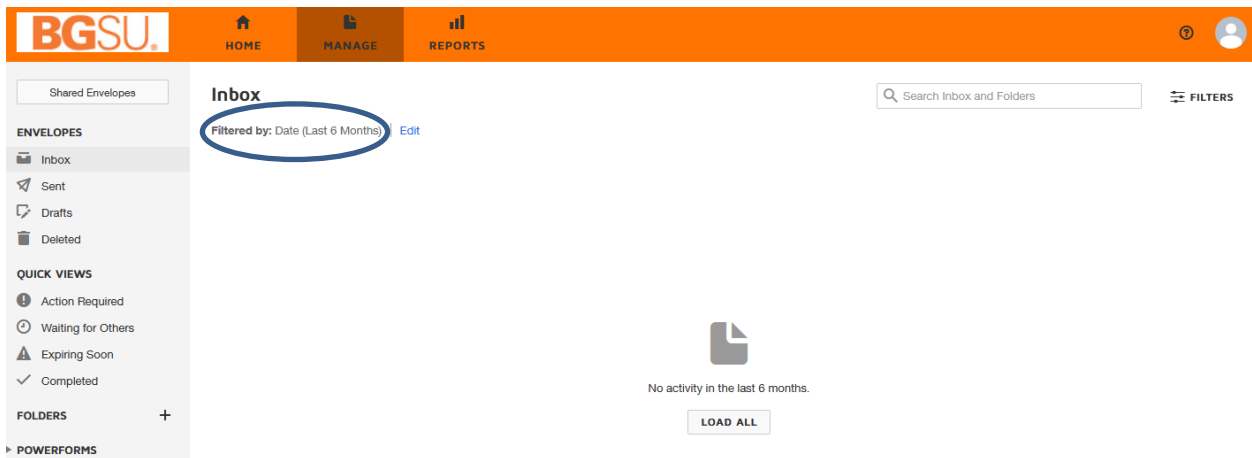
Payments
(Available in the U.S., U.K., Australia, and Canada only) Collect payments with your signed agreements. [More Info](#)

Inbox
Manage your envelopes more effectively with the new Inbox, Sent, and Completed folders on the Manage page. [More Info](#)

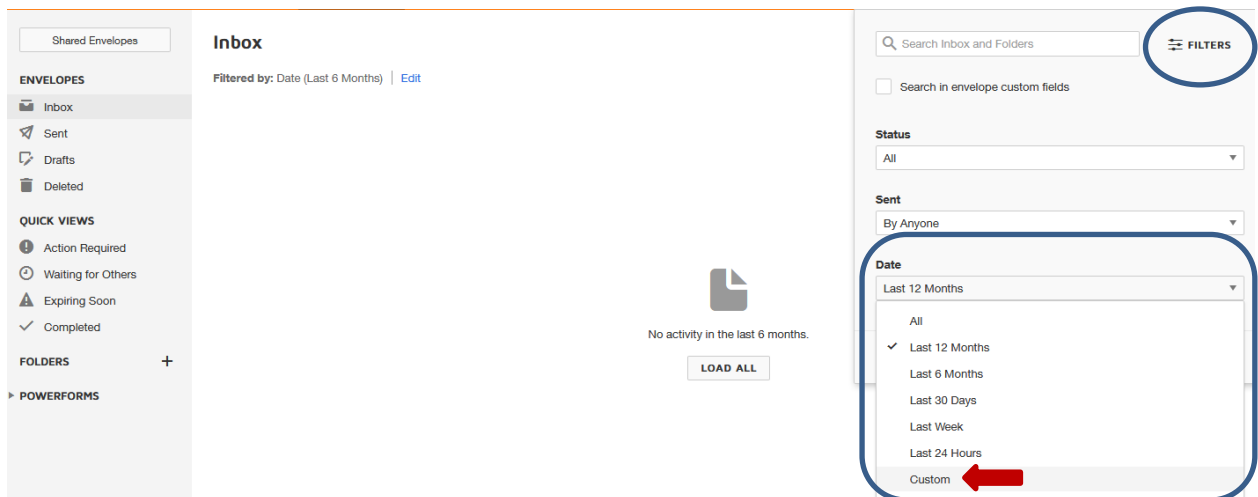
Save as Template
Save your envelope as a template to use again and again. [More Info](#)

All available contracts for view will be displayed.

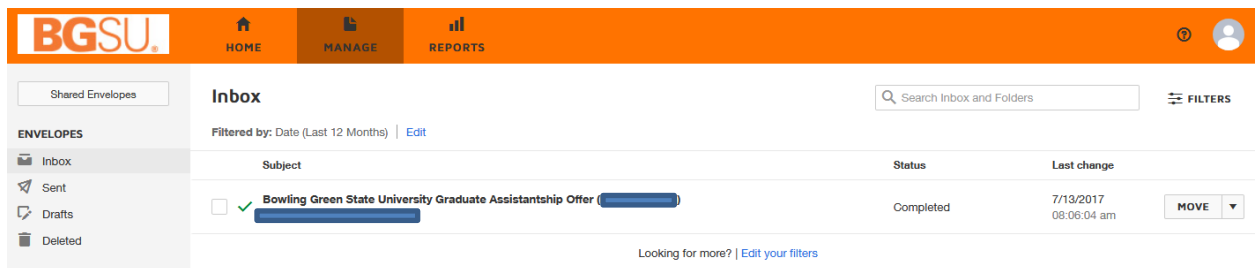
NOTE: DocuSign default displays contracts within the last **6 months**.



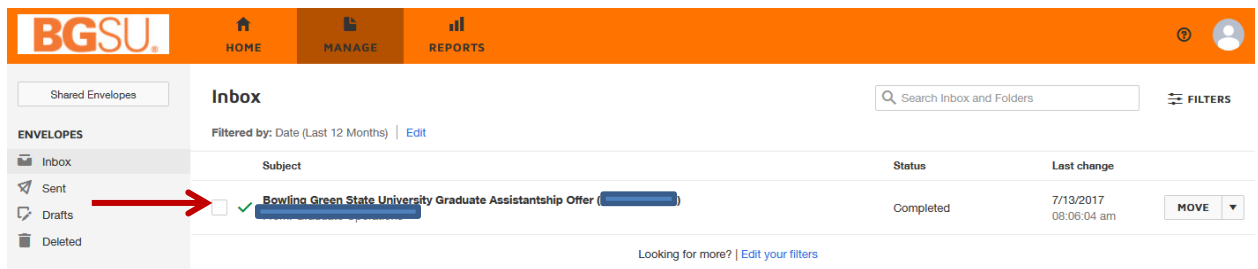
To view available contracts dating past 6 months, select “**Filters**” at the top right corner and adjust the **Date** (drop down menu) as needed per the original date of completion of your contract. If your contract dates back prior to a 12 month timeframe, you can utilize the **Custom** option.



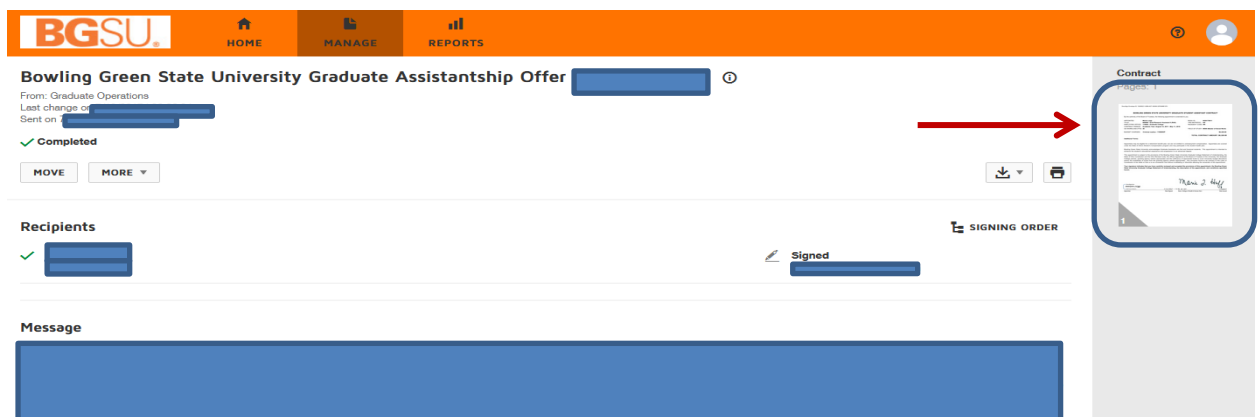
All available contracts for view will be displayed.



Click on the contract you would like to view.



The following informational page will show in regards to the contract you have selected to view. Click on the contract image on the right hand side to view your contract:



Contract opens for your view.

DocuSign Envelope ID: 67386B3A-1910-4C65-AA8D-1B1629725595

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
www.docusign.com

BOWLING GREEN STATE UNIVERSITY GRADUATE STUDENT ASSISTANT CONTRACT
2011 - 2012

By the authority of the Board of Trustees, the following appointment is extended to you.

APPOINTEE: **Test Student** BGSU ID: **0010560505**
TITLE: **Test Title** YRS MSTR/DOC: **Test / Test**
EMPLOYING OFFICE: **Test Employing Office** RESIDENT CODE: **Test RC**
CONTRACT PERIOD: **A Test Period of Time** FIELD OF STUDY: **Study**

Summer 2011 Stipend

HCM JOB CODE: **Test Job Code**
GA WORKLOAD (FTE): **0.0** AMOUNT: **\$0.00**

Fall 2011 Stipend

HCM JOB CODE: **Test Job Code**
GA WORKLOAD (FTE): **0.0** AMOUNT: **\$0.00**

Spring 2011 Stipend

HCM JOB CODE: **Test Job Code**
GA WORKLOAD (FTE): **0.0** AMOUNT: **\$0.00**

TOTAL CONTRACT AMOUNT: \$0.00

BUDGET CHARGES: XXXXX/YYYYYY/ZZZZ \$0.00
 XXXXX/YYYYYY/ZZZZ \$0.00
 XXXXX/YYYYYY/ZZZZ \$0.00

HCM DEPT: **Test Department**
HCM LOC: **Test Loc**

Additional Terms:
These are some test terms.

DocuSigned by: *Michelle Schmitz* 9/30/2016 4/01/2011
Appointee: [Redacted] ID: [Redacted] Date: [Redacted] Dean, College of Test Date Issued: [Redacted]

When finished, close the document by clicking "X" in the black bar at the top of the page:



This returns you to the contract information page.

If you would like to download or print a copy of your contract, click on the download or print icons to the right of the page.



Icons at the top of the page permit you to zoom in/out, download or print.

To return to the DocuSign dashboard, click the **MANAGE** icon in the orange bar at the top of the page.



You may select another contract to view from this point. If finished, please log out of DocuSign by clicking the person icon in the upper right corner and select "Log Out".

