



DocuSign Tutorial

A Practical User Guide

DocuSign: GT's E-Signature Platform

- In Fall 2019, the majority of PhD and MS forms will be available via DocuSign
- These forms are **STUDENT** driven: Student must have all pertinent information to send these forms the correct routing.
- Log into DocuSign with your gtAccount@gatech.edu format email (ex: gburdell123@gatech.edu) and use the BLUE COMPANY LOGIN button.
- External recipients are allowed. DocuSign just requires a valid name and email address is used.
- You can look up addresses via the GT Account Lookup Icon on Esignature.gatech.edu

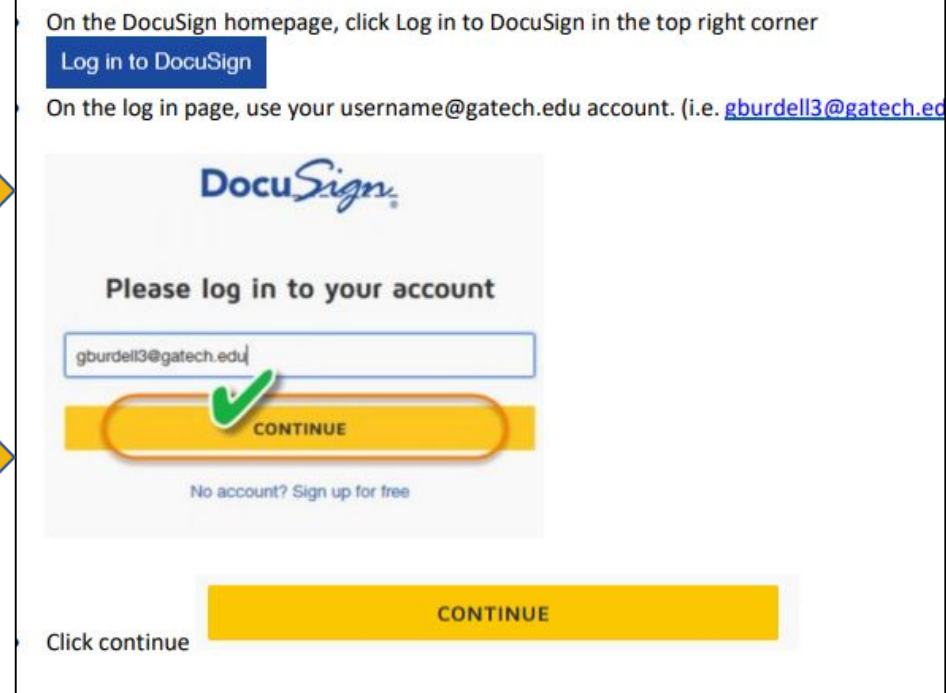
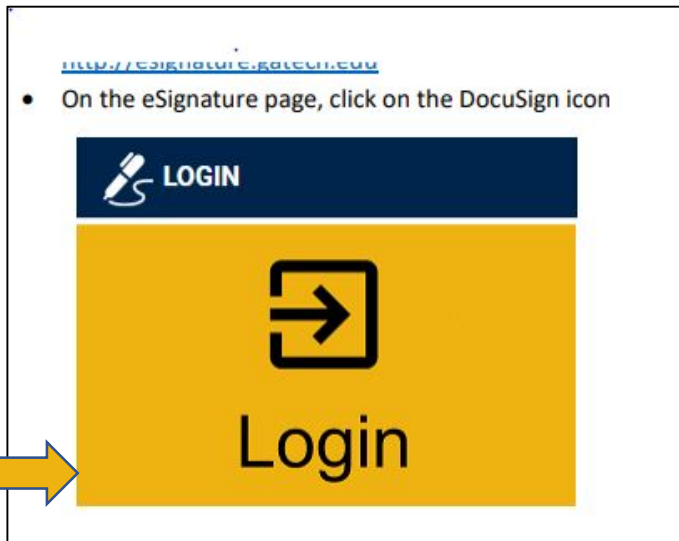
Visit

<http://Esignature.gatech.edu>

DocuSign: A Few Basics

Setting up DocuSign

- Log into eSignature.gatech.edu and click the DocuSign Icon.
- Log in with your Username@gatech.edu account.
- Click **yellow** “Continue” button.



DocuSign: A Few Basics

Setting up DocuSign

- On the password page, click the **blue** Company Login button. (Sign into DUO if necessary)
- Create your DocuSign ID/Signature



- On the password page, click the blue button that says Use Company Login

- Sign into Duo like you would going through TechWorks



MY DOCUSIGN ID [Edit](#)

Tatianna Richardson
tm186@gatech.edu
Member since 2018

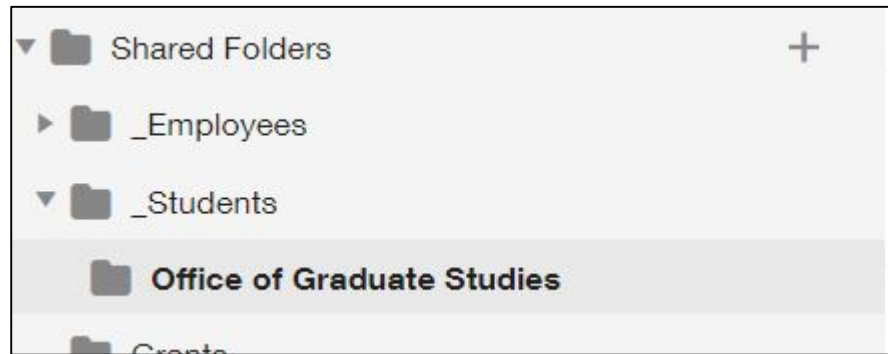
DocuSigned by:

8A30219570B948B...

DocuSign: A Few Basics


Students and Staff: Accessing Templates

- If you need to send ONE template to a student to complete, go to Shared Folders → Students → Office of Graduate Studies
- All OGS-related PhD and MS Forms are available via DocuSign
- Non Resident Tuition Waiver form and Late Hire Forms are also available.



DocuSign: A Few Basics

Students: Accessing Forms

- All DocuSign forms will be available on our new OGS Site 
- Forms that are not DocuSign or not OGS forms are indicated as such.
- DocuSign forms can be sent to committee members outside of GT.

Master's and Doctoral Students

[Request for Withholding of Thesis/Dissertation \(DocuSign\)](#)

[Letters of Completion located on the Registrar's Office website](#)

[SMARTech Repository Agreement \(DocuSign\)](#)

[Redaction/Thesis Page Substitution Form \(pdf\)](#)

[Thesis Errata Request \(pdf\)](#)

DocuSign: A Few Basics

Students: DocuSign

- In addition to access via DocuSign, forms are available as Powerforms (URLs) on the Grad studies website.
- Student must know the information for the person to which each role specified for the form is labeled.
- If form is not completed in its entirety, then it will be voided and the student must complete another form
- If there are errors on the form, student can contact OGS so that we can correct the form.



PowerForm Signer Information

Students: Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign the Request for Withholding of Thesis or Dissertation form. You will be the first recipient and will provide information on the form at this step.

All emails should be in the format GTaccount@gatech.edu For account lookup, please go to <http://esignature.gatech.edu> [Menu Item: GT Account Look Up] Note: The OGS (Office of Graduate Studies) Staff signature should to Tatianna Richardson, Academic Program Manager at tm186@gatech.edu

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Advisor

Name:

Email: