How to use DocuSign for Committee Approvals
Introduction to DocuSign

• The Graduate College is now using DocuSign for Committee Approval Process.
  – This applies to both the Individual Student Committee request and the 5-year approvals that are currently submitted to the grad-gps@asu.edu email.
  – This will not change the approval process for Graduate Faculty approvals sent to gradfac@asu.edu.

• Please note, DocuSign does time out after a short period of time of inactive use. If you close out of the document or it times-out, you will need to start a new form as there is no way to access the previously started form.
Introduction to DocuSign

- Academic Advisor will begin the process by clicking on the link provided by the Graduate College:
  - Individual Student Committee Form Link
  - 5-year Program Approval Form Link
Completing DocuSign Landing Page

1. Under Requester Name and *Email, include the Academic Advisor’s information (the person starting the form)

2. Under Head of the Academic Unit or Authorized Signer Name and *Email include the name and email of the person Authorized to sign committee approval requests

3. Click begin Signing

*Be sure to enter correct ASURITE email address. Incorrect email addresses will disrupt the process.
Agreeing to Electronic Signatures

• Before the advisor can proceed the first time, they will need to check the box and then click CONTINUE.
• After completing the initial form, the advisor will only be asked to click on continue at this step.
Completing the Committee Approval Form

- Committee approval form is similar to the paper version
- Red boxes are required fields
- 10 digit ASU Affiliate ID is not required but helpful
- Nominee’s date of birth is required
- Use the red paperclip to upload the CV
- If you get lost for where to ‘start’ or where to go ‘next’, click on the yellow tab to the left of the document
Uploading the nominees CV

Committee Approval Request
Individual Student Committee

This form is for an academic unit requesting special approval for qualified individuals to serve on Master’s or Doctoral supervisory committees. For information regarding eligibility to serve on supervisory committees, please reference the ASU Graduate Policies and Procedures or contact the Graduate College. The nominee’s Curriculum Vitae is required with the submission of this form.

Step 1:
Nominee Information:

<table>
<thead>
<tr>
<th>NOMINEE NAME</th>
<th>DATE OF BIRTH (REQUIRED)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Nominee</td>
<td>01/01/1980</td>
<td>1234567890</td>
</tr>
</tbody>
</table>

Click the red paperclip to begin uploading the nominees CV
Uploading the nominees CV

- Select upload and click continue.

- Do not use the Fax feature.
  - Paper documents should be scanned and then uploaded.
Uploading the nominees CV

- Click Upload A File
- Select CV from computer files
Uploading the nominees CV

- Review file name to ensure correct document was uploaded
- Use the X to remove documents that are not correct
- Click Upload A File to attach additional files
- Click Done when the appropriate files have been uploaded
Completing the Committee Approval Form

• Review to ensure all the required fields are completed.

• Scroll down to verify that the CV uploaded correctly
  – You should be able to see all details of the CV

• When the form is complete click on finish at the top of the screen
What happens next?

• The “Head of the Academic Unit” or “Authorized Signer” that was entered on the landing page will be requested to review the form via email. They may approve or reject the nomination.

• If approved, the electronic form and CV are routed to the Graduate College for approval.

• Once approved by Graduate College and input into PeopleSoft, the requestor/advisor will receive an email notification from the Graduate College that the request is complete.

• Advisors should communicate to the student that their request has been approved (or denied) and follow up appropriately.
Questions regarding the process?

Please contact your liaison:

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