

Fall 2017

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](#)

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

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

Your Role:

Requester Name and Email *

Your Name:

Your Email:

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

Role:

Head of the Academic Unit or Authorized Signer Name and Email *

Name:

Email:

[Begin Signing](#)

Completing DocuSign Landing Page

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

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

Your Role:

1 Requester Name and Email *

Your Name:

Your Email:

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

Role:

2 Head of the Academic Unit or Authorized Signer Name and Email *

Name:

Email:

3

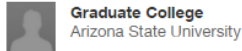
The form includes two 'Disregard' labels with arrows pointing to the 'Please enter your name and email...' and 'Please provide information for any other signers...' instructions. A '1' in a black box highlights the 'Requester Name and Email' section, and a '2' in a black box highlights the 'Head of the Academic Unit or Authorized Signer Name and Email' section. A '3' in a black box highlights the 'Begin Signing' button.

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

Please Review & Act on These Documents



Please review and DocuSign the Committee Approval Request.

A screenshot of a DocuSign interface. The top bar is blue and contains the text "Please read the [Electronic Records and Signature Disclosure](#)." followed by a checkbox labeled "I agree to use electronic records and signatures." To the right of the checkbox is a grey button labeled "CONTINUE" and a link labeled "OTHER ACTIONS" with a downward arrow. Below the blue bar is a grey bar containing the text "DocuSign Envelope ID: 0B7C9E9B-29AB-455C-A58D-4786A45R0966". Two orange arrows point from the bottom left towards the checkbox and the CONTINUE button.

- 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

START ↑

Step 1: Include the nominee and student information, as well as a brief justification for the request.

Nominee Information:

Nominee Name	* Date of Birth (Required)	10 Digit ASU affiliate ID# (if available)
Email Address	Current Job Title	

Nominee will serve as: Member Co-Chair Chair (A Chair will be automatically approved to serve at all levels.)


For PhD committee eligibility guidelines, see [Graduate Faculty](#).

Student Information:

Student Name	10 Digit Affiliate ID#
Email Address	Student Plan Code

Provide a brief justification for this request. (Required)

Comments: (Optional – may be used for internal memo to Academic Unit Administration)

*The date of birth is to be a unique identifier and will not be a factor in the approval process. Upload CV: 

Step 2: Approval of the Head of Academic Unit or Authorized Signer:

Name	
Signature	


Step 3: Graduate College Approval:

Name	
Signature	

Step 4: PeopleSoft Input:

Input by Graduate College	
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For questions regarding Committee Approval Requests, please see an academic advisor or email grad-gps@asu.edu.


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- 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

be used for internal memo to Academic Unit Administration)

que identifier and will not be a factor in the approval process.

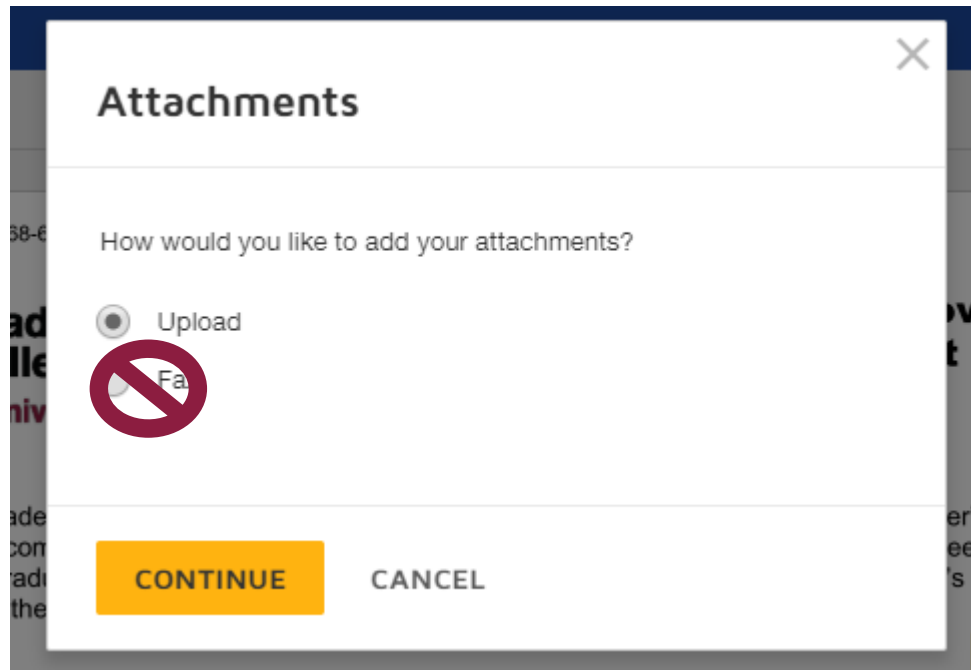
Upload CV: 

l of Academic Unit or Authorized Signer:

proval:

Click the red paperclip to begin uploading the nominees CV

Uploading the nominees CV



Attachments

How would you like to add your attachments?

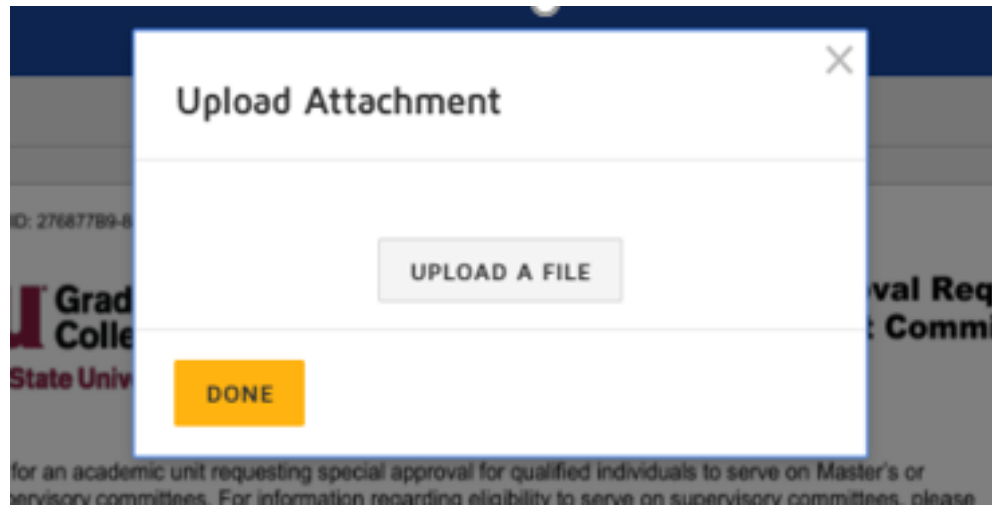
Upload

Fax

CONTINUE CANCEL

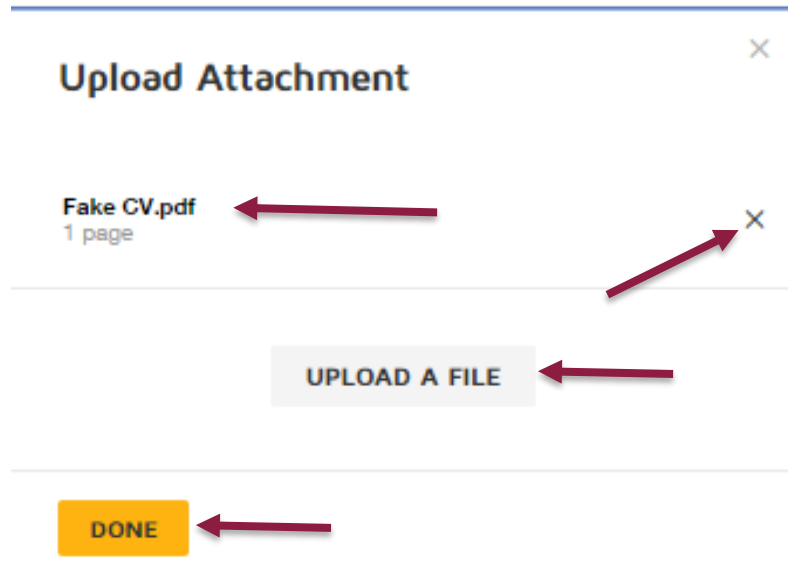
- Select upload and click continue
- Do not use the Fax feature.
 - Paper documents should be scanned and then uploaded.

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

Step 3: Graduate College Approval:

Name

Signature

Step 4: PeopleSoft Input:

Input by Graduate College

For questions regarding Committee Approval Requests, please see an academic advisor or email grad-gps@asu.edu.

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3-14-2018

DocuSign student-one time-committee-approval.docx

1 of 1

Essay Questions

- 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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