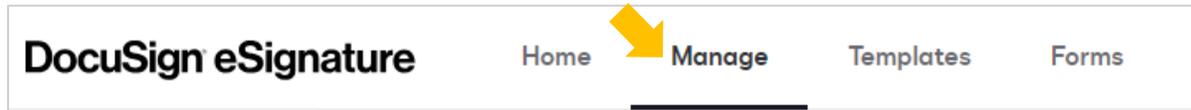


CHECK DOCUSIGN ENVELOPE STATUS

If someone reaches out about the status of an envelope (PowerForm submission):

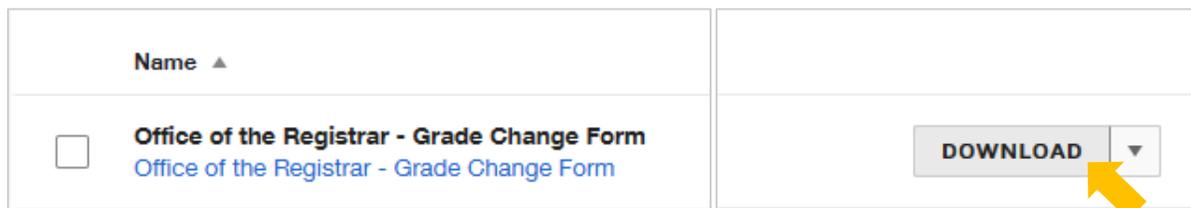
1. Login to DocuSign via my.AState (Digital Forms) or directly (<https://app.docusign.com/home>)
2. Go to **Manage** on the top navigation bar



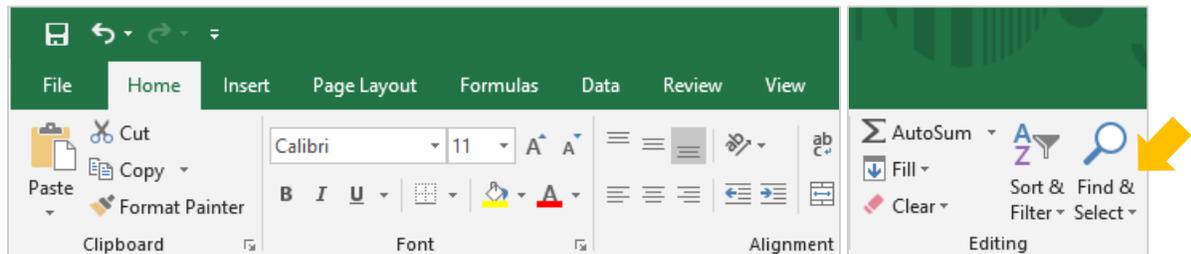
3. Select **“PowerForms”** on the left



4. Scroll to the PowerForm and select **“Download”**



5. Open the excel file and use **“Find & Search”** to search for the information you have
Ex. student name, ID number, instructor email, etc.



6. Copy the **Envelope ID** listed in the first column of the excel file

	A	B	C	
32	ddcced51-bfa0-4f17-9ce2-10337d27d3c2	Sent		INSTRUC
33	7b43c1bf-db58-4190-8616-0e085de2c0c5	Declined		INSTRUC
34	c0d62c22-d5d8-41fe-831d-a3087cfc326b	Completed		INSTRUC
35	6867c309-54af-42ab-9027-1ea0dae067d0	Sent		INSTRUC
36	854f0dc4-c2b4-48ad-9390-8816b604cd77	Completed		INSTRUC
37	c480e697-519e-4009-9add-fc692a95452c	Completed		INSTRUC
38	ce80c057-476e-44f9-8974-d10a29b6350f	Declined		INSTRUC
39	ec3c4e82-ed64-4580-ae5b-c9f4245353fd	Completed		INSTRUC
40	cdf562b1-7e18-4e87-8844-7eacbea5f1ee	Completed		INSTRUC
41	81dcf386-05de-47a1-9f56-153686cfb656	Sent		INSTRUC
42	51c764a3-c1cb-4447-873c-497ce7b86300	Completed		INSTRUC
43	2a38b5b6-2c72-4ba8-b56e-e53a9709d69d	Sent		INSTRUC
44	3aeb16f1-f20c-4609-b031-a78ddba00f52	Completed		INSTRUC
45	235ba8cc-9da5-49e6-b3af-56343749c51f	Sent		INSTRUC
46	f8cb5e1d-d698-4b9c-8ccc-f2c9ffacb15b	Completed		INSTRUC
47	f2e5fca2-7e76-403b-a621-8d16fa18bb99	Sent		INSTRUC
48	f6a0c3ca-83bc-49c9-9739-72f131210574	Completed		INSTRUC

7. Back in DocuSign, select the number under **Responses** for the PowerForm

Name ▲	Responses
<input type="checkbox"/> Office of the Registrar - Grade Change Form Office of the Registrar - Grade Change Form	1271 

8. Enter the Envelope ID in the search field and select **“Apply”**

Office of the Registrar - Grade Change Form

Filtered by: Date (Last 6 Months) | [Edit](#)

Subject
<input type="checkbox"/> ✓ Office of the Registrar - Grade Change Form From: Office of the Registrar
<input type="checkbox"/> ✓ Office of the Registrar - Grade Change Form From: Office of the Registrar
<input type="checkbox"/> ✓ Office of the Registrar - Grade Change Form From: Office of the Registrar

× FILTERS

Include envelope custom fields

Status
All

Date
Last 6 Months

APPLY **RESET** 

9. Open the envelope to view more details on its status

Office of the Registrar - Grade Change Form ⓘ

Envelope ID
From:
Last change on 1/9/2024 | 10:24:40 am
Sent on 1/6/2024 | 12:25:16 pm

⚠ Delivery Failure

CORRECT **MOVE** **RESEND** **MORE ▾**

Recipients

COMPLETED

1 ✓ **G**
@atstate.edu

2 ✓ **A**
@astate.edu

CURRENT

3 **L**
la @astate.edu

Auto Responded: Correct to fix email address errors.