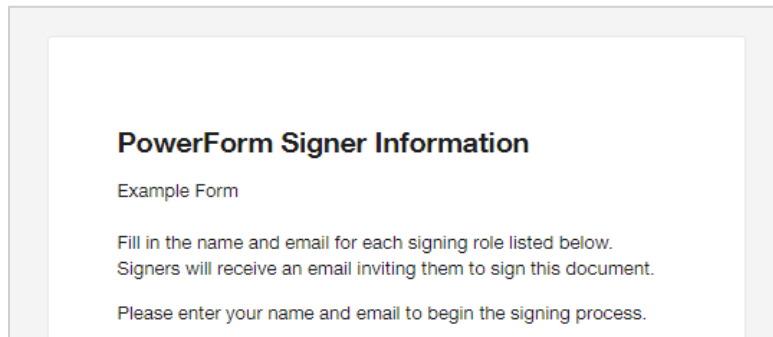


SUBMIT A DOCUSIGN POWERFORM

1. Open the PowerForm URL, the signer information page will display



PowerForm Signer Information

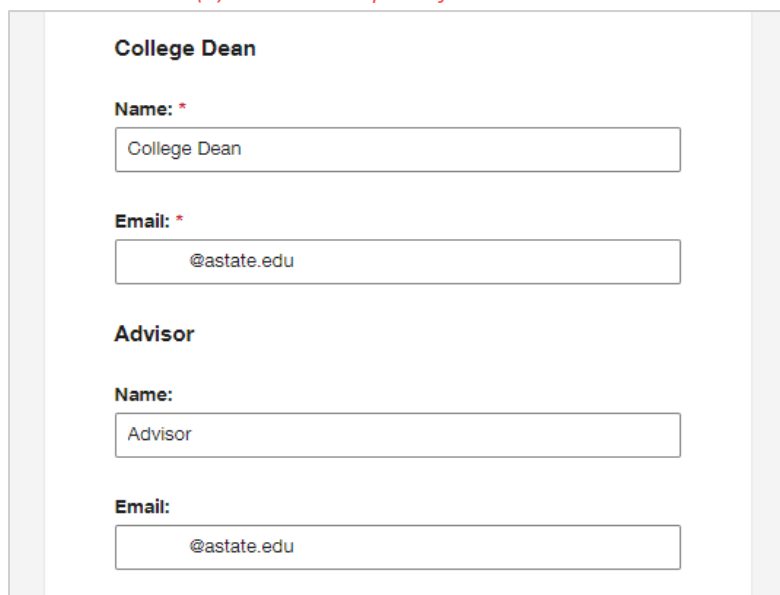
Example Form

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

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

2. Enter the **Name** and **Email Address** for each role listed

Note: An asterisk () denotes a required field*



College Dean

Name: *

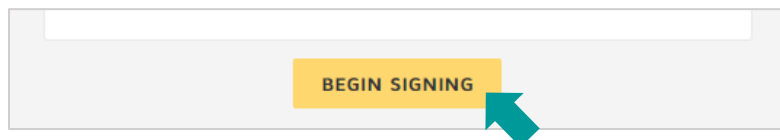
Email: *

Advisor

Name:

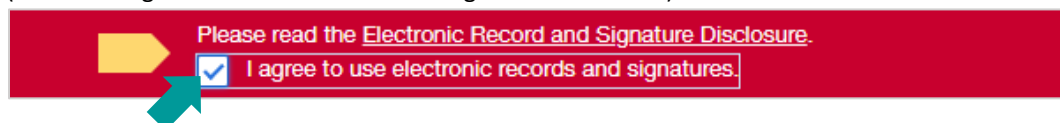
Email:

3. Select **“Begin Signing”**



BEGIN SIGNING

4. Check the box to agree to use electronic records and signatures
(after reading the Electronic Record and Signature Disclosure)



Please read the [Electronic Record and Signature Disclosure](#).

 I agree to use electronic records and signatures.

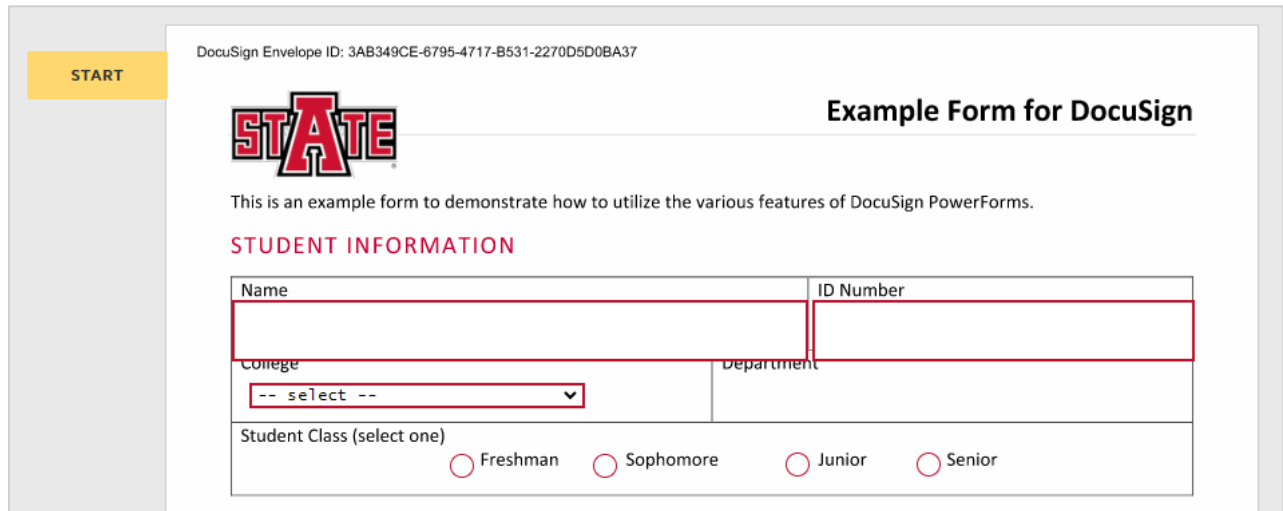
5. Select **“Continue”**



CONTINUE **FINISH LATER** **OTHER ACTIONS** ▾

6. Enter the information required in your assigned fields

Note: Some fields may not be assigned to you and will be completed by a different user



DocuSign Envelope ID: 3AB349CE-6795-4717-B531-2270D5D0BA37

START

STATE

Example Form for DocuSign

This is an example form to demonstrate how to utilize the various features of DocuSign PowerForms.

STUDENT INFORMATION

Name	ID Number
College -- select --	Department
Student Class (select one) <input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior	

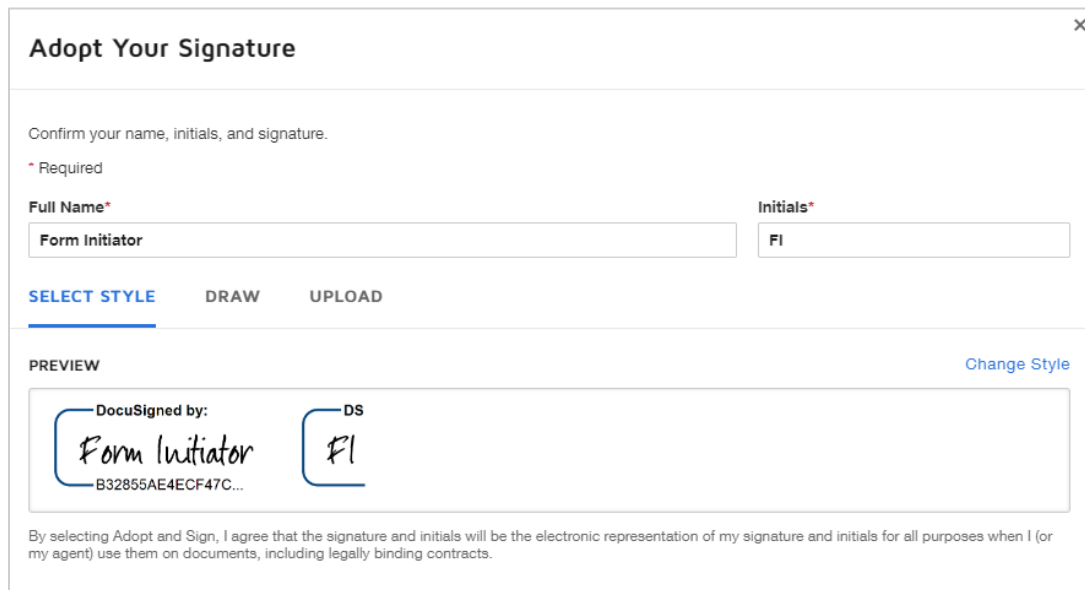
7. Select "Sign"



Signature: **Sign** ↓

Date: 1/12/2024

8. You may need to confirm your name, initials, and signature



Adopt Your Signature ×

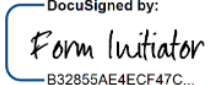

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW** **UPLOAD**

PREVIEW [Change Style](#)

DocuSigned by:  
B32855AE4ECF47C...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

- Use **"Draw"** to electronically draw/write your signature
- Use **"Upload"** to upload an image of your signature

9. Select "Adopt and Sign"



ADOPT AND SIGN **CANCEL**

10. Select "Finish"

ted document.

FINISH

DocuSign Envelope ID: 3AB349CE-6795-4717-B531-2270D5D0BA37

STATE **Example Form for DocuSign**

This is an example form to demonstrate how to utilize the various features of DocuSign PowerForms.

STUDENT INFORMATION

Name	ID Number
Student Name	12345678
College	Department
Sciences & Mathematics	Biological Sciences
Student Class (select one)	
<input type="radio"/> Freshman <input checked="" type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior	

SIGNATURES

Form Initiator

I have read the above information.
 I agree to the terms and conditions.

DocuSigned by:
Signature: Form Initiator Date: 1/12/2024
932855A64E6F47C...

Department Chair

Signature: _____ Date: _____

Ready to Finish?

You've completed the required fields. Review your work, then select **FINISH**.

FINISH

Note: Selecting either "Finish" button, top or bottom, will complete your portion of the PowerForm