Using DocuSign: Department Staff
Sign in First

- Before you get started, sign into DocuSign using your TAMU credentials.
- [www.docusign.com](http://www.docusign.com)
- Allows DocuSign to recognize your credentials.
Sign in First

Make sure to use your NetID @ tamu.edu email and sign in using the company (university) login. This will enable you to log in using your NetID and password.
Getting Started

- Access the forms by going to the Graduate and Professional Studies website.
- Use a search engine;
- Search “forms” in search bar; or
- Access through New & Current Students page.

Only one form initiated by the Staff Graduate Advisor.
Completing the Request for Exemption

Complete the requested information on the form. Be sure to complete the relevant co-chair information for the student.

Once you are finished, click the Begin Signing button.
Completing the Request for Exemption

Complete the requested information. When all the fields are complete, click Finish.

The form will then route to the others who are in the Workflow. They will receive an email to complete the task.
Other Forms

• The Graduate and Professional School sends the Results of Final Examination forms.

• Students initiate the other forms.

• For these forms, the staff member in the department will receive two emails:
  • Check the routing information.
  • Check the form content.
Check Routing Info

Step 1: Check to ensure the information is correct, including names and emails for all in the signature workflow.
Step 2:
Check to ensure the information in the form is correct. If it is, initial, and click Finish.
Last Sign-Off on Form

• After all parties have signed, you will receive an email where you can access the final copy.
• Can download or print the form.
Other Resources

• FAQ page on Graduate and Professional Studies site.
• Videos.
• Handouts.
• DocuSign Support.
  • Available 24/7 over the phone or chat.