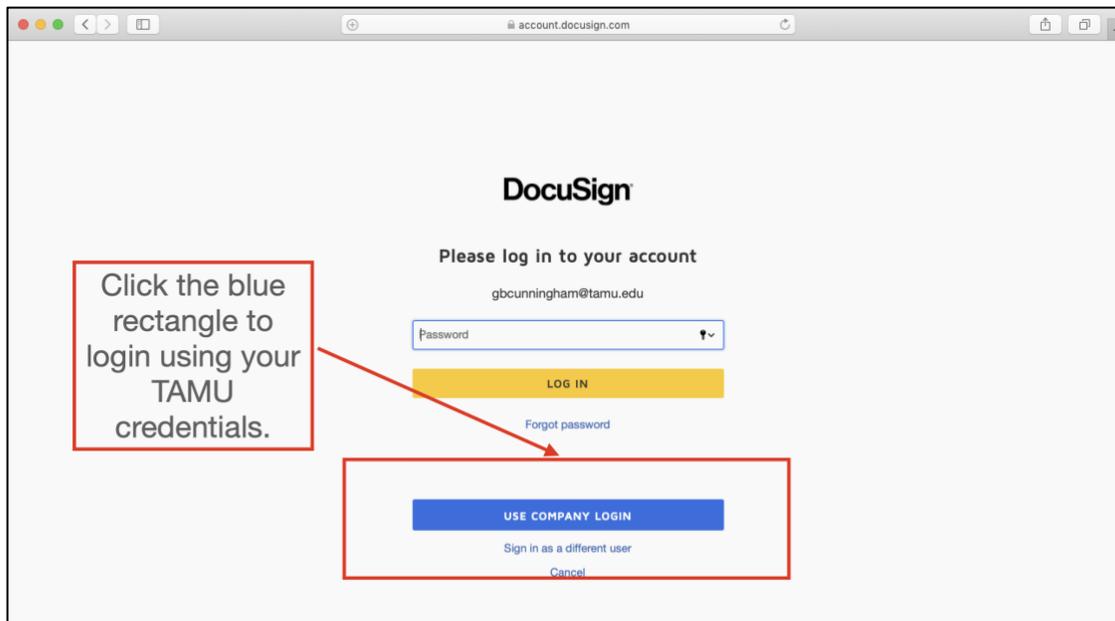# Using DocuSign
Signing in

The Graduate and Professional School uses DocuSign to process several forms. This tutorial provides an overview of how you can sign in the first time to the DocuSign system.

Start by going to www.docusign.com. Click the Login button at the top right of the screen. Doing so will take you to the login page shown here. ***Enter your TAMU email (Your_NetID @ tamu.edu)*** and click continue. Note, do you not use your department or college email: Name @ dept.tamu.edu.
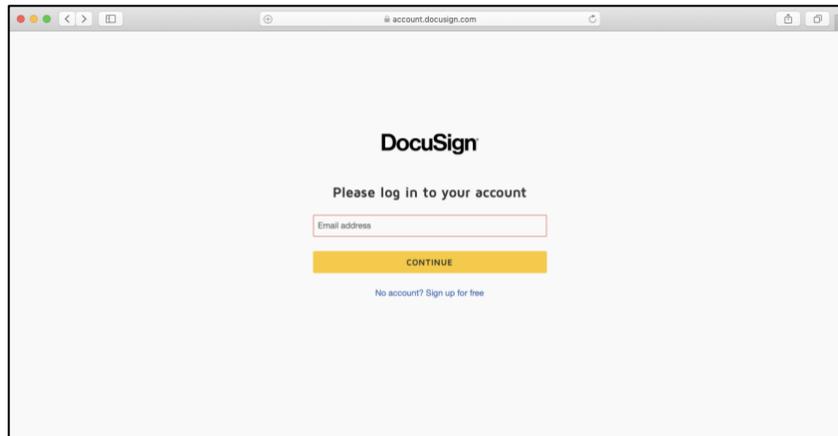
You will then have the chance to enter your password. As an important next step, be sure to click on the "Use Company Login" button. It is the blue rectangle. This will allow you to login with your Texas A&M credentials.

You will then be taken to the CAS authentication page, where you can log in using your NetID and password.
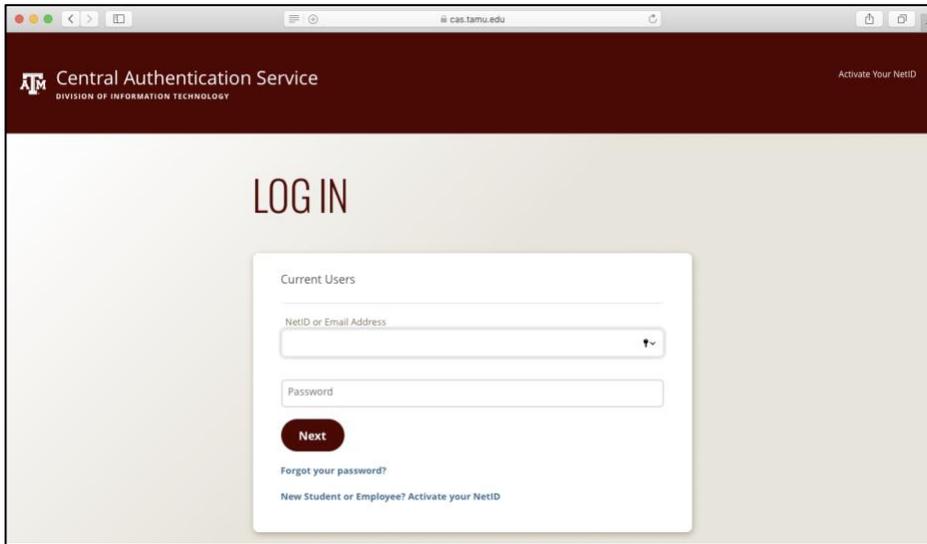
After signing in with your NetID and password, you will come to the DocuSign home page. On the left side, you will you see an Overview section. This provides you with information about documents you have signed or initialed over the past 6 months. You can see the forms that need your attention, as shown in the Action Required section. You can also see the forms that are waiting on others, the forms that expire soon, and those that are completed.
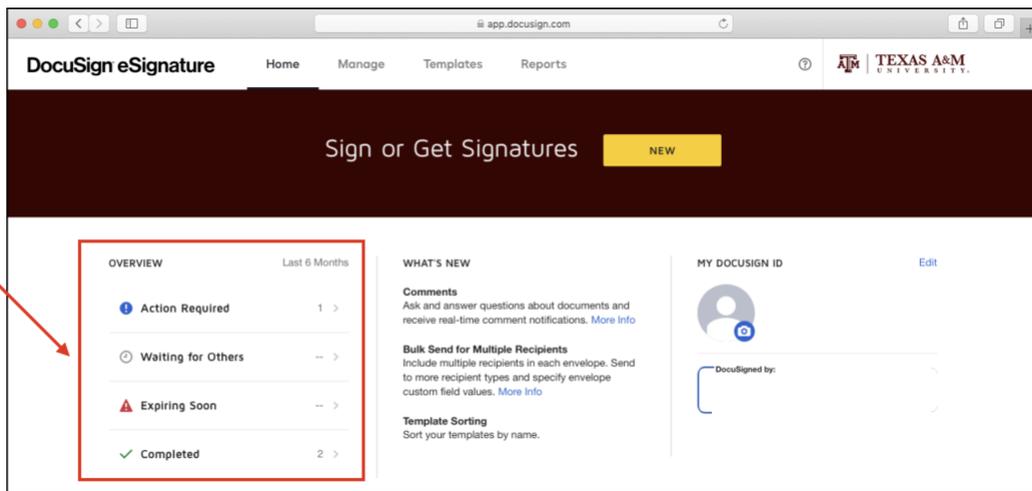
If you have questions about what you are signing or programmatic elements of the DocuSign form, contact the Graduate Program Assistant in your department. If you have questions about how to sign the form or other technical aspects of DocuSign, check out the Support Center page. Finally, if you think there is a mistake in the form or you need to make a correction related to the people included on the form, see the helpful videos and other tutorials that show you how, available here.