Using DocuSign:
Students
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.

Click the blue rectangle to login using your TAMU credentials.
Getting Started

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

• Student initiate or start most of the forms.
An Example

**Written Thesis Approval Form**

- **Initiator:** Student
- **Directions:** Students should initiate this form. Before proceeding, you must identify the name and TAMU email for the (1) Graduate Program Assistant in your department, (2) your committee chair, (3) your committee members, and (4) the Department Head or Intercolligate Faculty Chair (or their designee). Complete all information applicable information, click “Begin Signing,” and complete all requested fields on the form.
- If you require assistance entering the requested information, please contact your Graduate Program Assistant.

Before starting, make sure you have all the names and emails of your departmental graduate staff, committee members, and department head or designee.
An Example

Complete the form.

Include the @tamu emails for the departmental graduate staff, ALL of your committee members, and the department head or designee.
An Example

Once you have completed all information, click “Begin Signing”
An Example

Complete the information in the red boxes → click Finish.
Using DocuSign

You will have a chance to download a copy, print, or close the form.

Save a Copy of Your Document

Your document has been signed
If you would like a copy for your records, select Download or Print and save.

DOWNLOAD  PRINT  CLOSE
Using DocuSign

• You will receive an email once all parties have signed.

• You can then download or print the document.

• Log into DocuSign to check the status of the signatures.
Other Resources

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