DocuSign Graduate Faculty Appointment Instructions

1. If you don’t already have a DocuSign account, please contact OIT (ucd-oit-helpdesk@cuanschutz.edu) and request access.
2. Gather all applicant information so that you can fill out the form, including the applicant’s CV, and the Program Director’s letter of justification.
3. After your DocuSign account has been set up, log in at: https://account.docusign.com/oauth/auth

![Log in to DocuSign](image)

4. Navigate to the Templates tab --> Shared with Me where you will see the GFA forms shared by Matthew Berta.

![Templates Tab](image)

5. Click the Use button next to the appropriate form.

![Use Button](image)
6. Fill in your name and email address as the Program Administrator and enter the names and email addresses for the Applicant and Program Director. The names and email addresses listed here will be used on the form, so make sure to enter them accurately. Click Send when ready.

7. You will be prompted to complete the form at this time. If you receive a Terms of Service prompt or other prompt, please accept and continue to the form.
8. Complete all form fields, including the required attachments. The attachments will be appended to the form starting on page 3. Please note that the Applicant Name and Applicant Email Address will be blank when you fill out the form – these fields will automatically populate when the Applicant signs the form.

9. When complete, click the Finish button at the bottom or the top of the form.
10. The form will now be routed to the Applicant for a signature, and after that to the Program Director. Once the Program Director has signed, the form will be routed to the Graduate School for processing. Please note that Applicants and Program Directors do not need a DocuSign account to sign the form.

11. You can track the progress of your forms via the Manage tab, where you can see which forms have been completed, and which ones still need attention. The Quick Views links make it easy to find what you’re looking for.

12. If you have any questions, please contact Matthew Berta at matthew.berta@cuanschutz.edu.