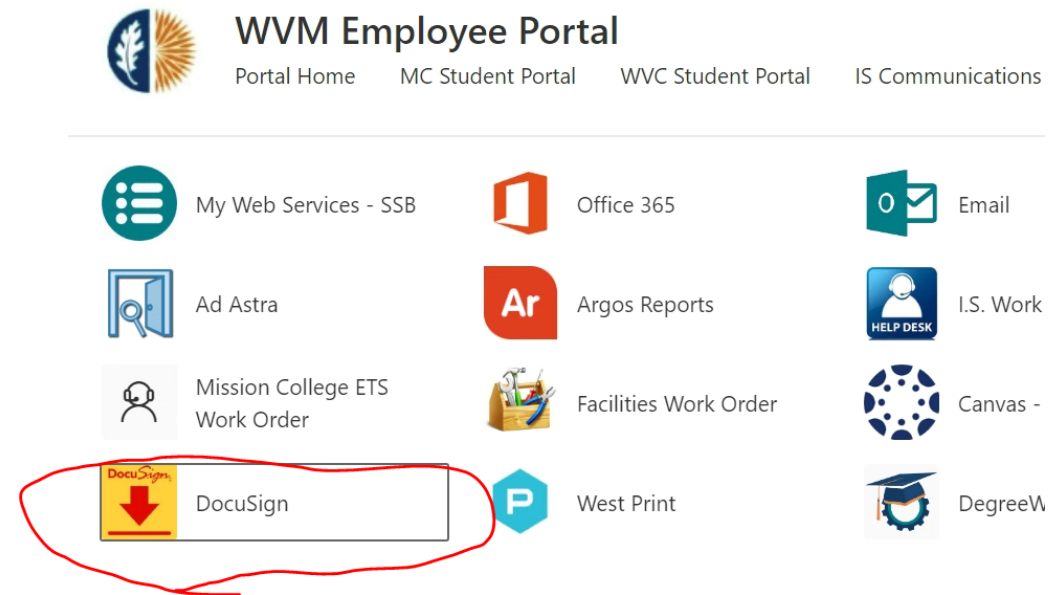


Getting to and Using DocuSign

- Log into your WVM Employee Portal and scroll down and click on the DocuSign icon



- If you are unfamiliar with DocuSign scroll down and click on the “Go to I.S. Communications Portal” link.



- Inside the Information Systems Communication Portal scroll down to “Login Instructions” and click on DocuSign

:mail



How To

- [Mail Forwarding](#)
- [Remote Access](#)
- [Remote Access: Your Windows Session](#)
- [Remote Access: Connect to Office PC](#)
- [Remote Access: Phone Assignment](#)
- [Set up MFA for VMware Horizon Client](#)
- [Get Started with Zoom](#)
- [Create a Requisition](#)
- [Create a Requisition \(Video\)](#)

Login Instructions

- [DocuSign](#)
- [Adobe Creative Cloud](#)

-
- Here you will find documentation on how to get started with DocuSign, including:
 - DocuSign Account Tour Video
 - Sending Envelopes in DocuSign Video
 - Send – Setting up a Signature Video
 - And other DocuSign support documentation.

DocuSign

[Click here to log in to Production →](#)

DocuSign is a cloud-based electronic signature platform that allows users to upload and route these documents and the cloud-based platform operates under

Learn more about DocuSign

[DocuSign Overview](#) - Video

[WVM DocuSign Basic Training](#) - Video

[Template Creation Training](#) - Video

DocuSign How-To Section

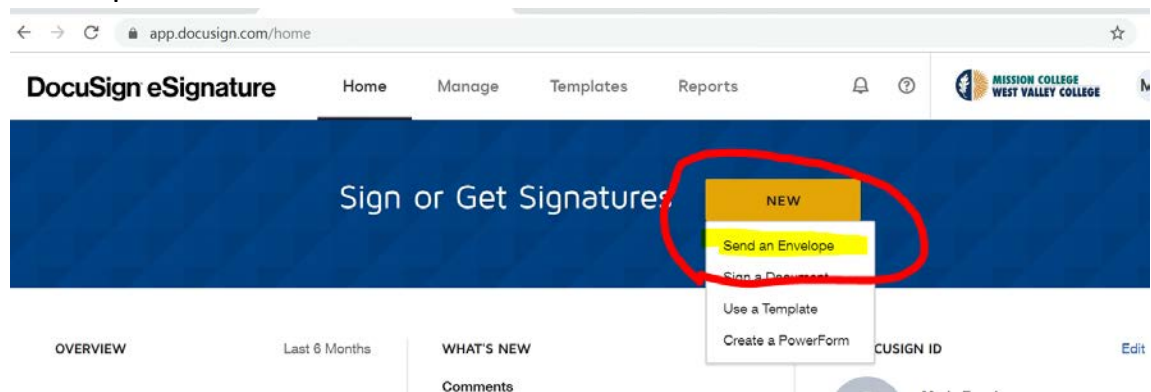
[How to create a signature](#) - Web Page

[How to send documents for signature](#) - Video

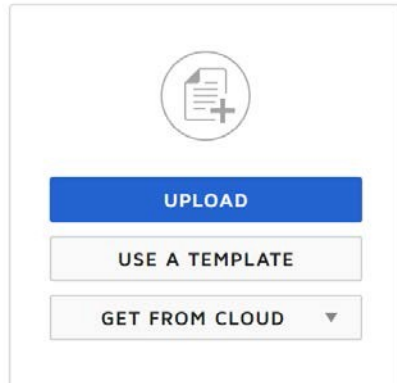
[How to manage folders](#) - Video

[How to correct documents](#) - Video

- If you are familiar with DocuSign, click the “NEW” box and select “Send an Envelope.”



Add Documents to the Envelope




- After uploading the form to be signed set up the signing order as follows:
 - Student (it is not required that a student have a DocuSign account in order to sign the form)
 - Instructor
 - Division Dean, if needed/appropriate
 - Carbon copy to askmc@missioncollege.edu for processing

Use only WVM issued email addresses for both the instructor and student to ensure FERPA compliance.






Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

 ADD FROM

[Import a bulk list](#). Send copies of this envelope to many people at once. 

Set signing order

1	<p>Name *</p> <p>Student Name </p> <p>...</p> <p>Email *</p> <p>studentname@mywvm.wvm.edu</p>	CC RECEIVES A COPY ▾ MORE ▾	
2	<p>Name *</p> <p>Instructor Name </p> <p>...</p> <p>Email *</p> <p>instructorname@missioncollege.edu</p>	 NEEDS TO SIGN ▾ MORE ▾	
3	<p>Name *</p> <p>Admissions </p> <p>...</p> <p>Email *</p> <p>askmc@missioncollege.edu</p>	CC RECEIVES A COPY ▾ MORE ▾	

- After the instructor and the student sign the form, each will receive a copy of the signed form and the askmc@missioncollege.edu will receive a copy for processing.

DocuSign eSignature Home **Manage** Templates Reports

NEW **Completed**

Shared Envelopes Filtered by: Date (Last 6 Months) | [Edit](#)

	Subject	Status
<input type="checkbox"/> ✓	Please DocuSign: Incomplete Form - test.pdf To: Maria Escobar, Mickey Mouse :)	Completed