

What is DocuSign?

DocuSign is an online platform that allows you to add text to, sign, and send pdf documents. Sixth College will accept documents through DocuSign as a means to facilitate completing and submitting academic forms during remote learning.

These instructions are for using the “Sign a Document” function of DocuSign, which sends completed forms to recipients and does not initiate signatures from others within the platform. Sixth College will download and process submitted forms separately and upload to the Virtual Advising Center.

The “Send an Envelope” feature allows you to sign, fill, and route a form to multiple people for signature within the DocuSign platform. Not all departments are utilizing DocuSign in the same way as Sixth College, so we do not recommend this feature unless you are familiar with this and have been instructed to do so by the college and/or a department.

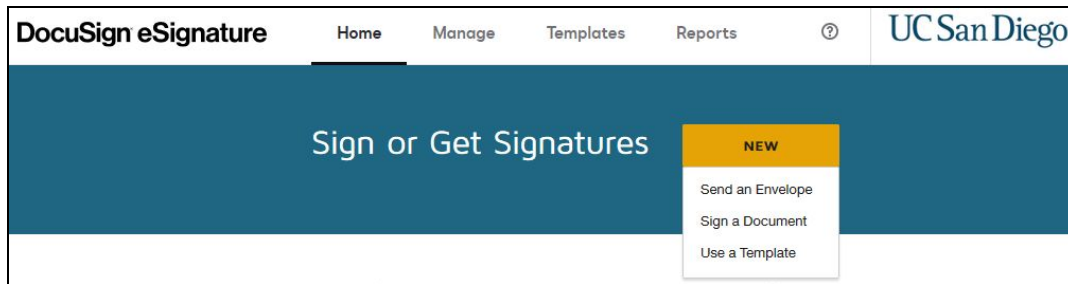
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Accessing DocuSign

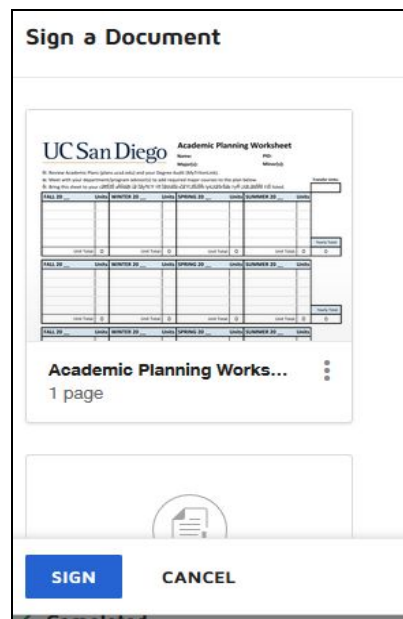
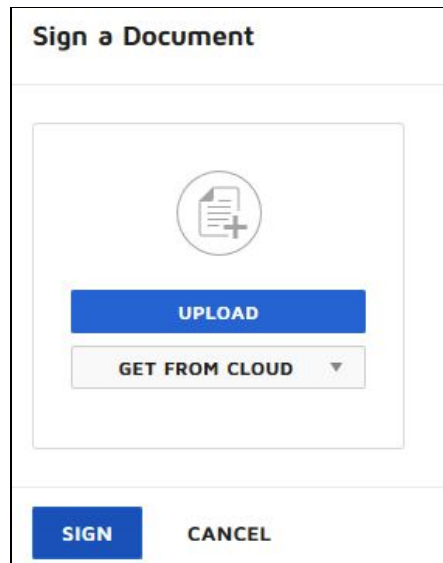
- Go to <http://docusign.ucsd.edu>
 - Login using Active Directory which is your @ucsd.edu email and password.

Uploading a Form to DocuSign to Sign a Document

- Click on the yellow New button at the top of the page to load a new document.
- Choose Sign a Document.




- Click the Upload button to upload the document you want to digitally sign. Once you see your document loaded, click on the blue Sign button.



- Click on the yellow Continue button to start filling and/or signing the form.

Please Review & Act on These Documents UC San Diego

 University of California San Diego Powered by **DocuSign**

Please review the documents below. **CONTINUE** **OTHER ACTIONS** ▾

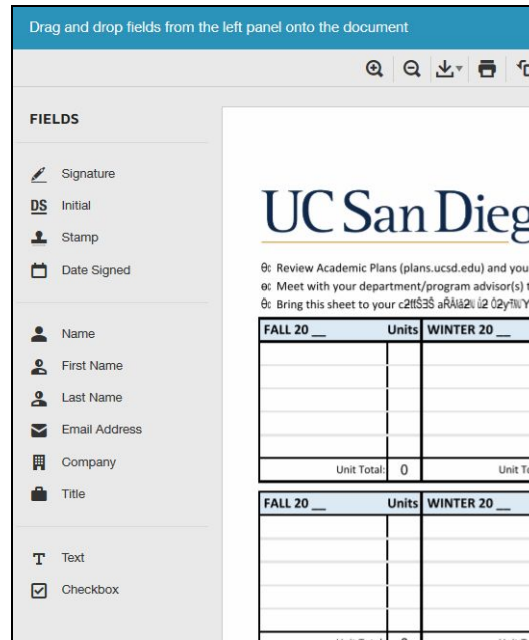
FIELDS ⌵

0: Meet with your department/program advisor(s) to add required major courses to the plan below.
0: Bring this sheet to your c211S3S aRÁA2: Ú2 02y7W.Y HI 02HÁŠá w02 YLUSŠR: IyXLU23rŠáá: IyR LU2U2ŠŠ

- See [Filling a Form on DocuSign](#) or [Signing a Form on DocuSign](#) for additional instructions.

Filling a Form on DocuSign

- In the left column, there are various Fields options you can use to fill out the form



Drag and drop fields from the left panel onto the document

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

UC San Diego

0: Review Academic Plans (plans.ucsd.edu) and your f
ec: Meet with your department/program advisor(s) to
0: Bring this sheet to your c21535 aR1a2: 12 02y1WY H

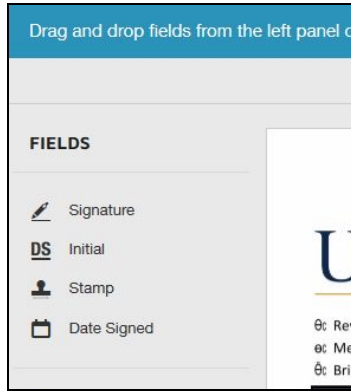
FALL 20 __	Units	WINTER 20 __
Unit Total:	0	Unit Tot

FALL 20 __	Units	WINTER 20 __
Unit Total:	0	Unit Tot

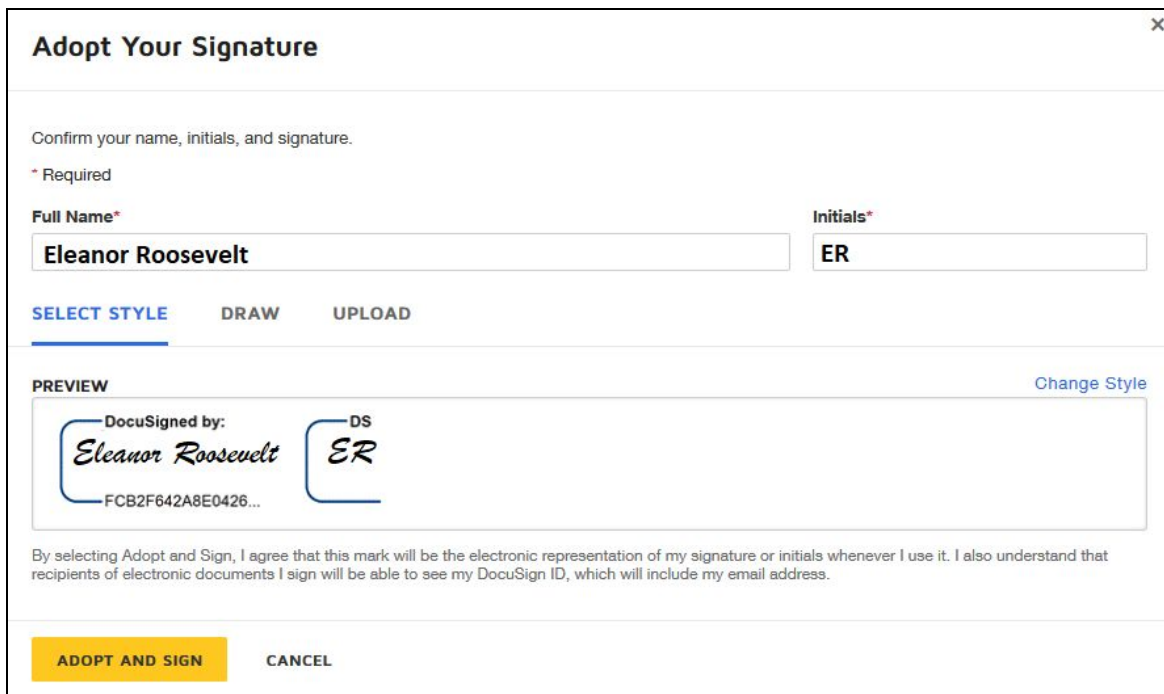
- Click on the option you want to use to fill out the form. This will activate the option you want.
- Move your cursor (mouse) to the area on the form you want to perform that action and click your mouse once. This will anchor your option to the form.
 - If you make a mistake, click the red X button on the option to delete it and try again.
- Fill out the form using the option you chose.
- See [Signing a Form with a Signature in DocuSign](#) if you also need to sign the form. Otherwise, click the yellow Finish button at the top right.
- A Sign and Return window will open. If you need to send the form to someone, see [Sending Your Form in DocuSign](#). Otherwise click No Thanks.
- See [Viewing/Saving a Completed Form in DocuSign](#) to download the completed form.

Signing a Form with a Signature in DocuSign

- In the left column, towards the top of the Fields options are how you can use to fill out the form



- Click on the Signature option. This will activate the signature option on your cursor (mouse).
- Move your cursor (mouse) to the area on the form you want to perform that action and click your mouse once. This will anchor your option to the form.
 - If you make a mistake, click the red X button on the option to delete it and try again.
- A pop-up window will open to have you adopt a signature.

A screenshot of a pop-up window titled 'Adopt Your Signature'. The window has a close button (X) in the top right corner. Below the title, it says 'Confirm your name, initials, and signature.' followed by '* Required'. There are two input fields: 'Full Name*' containing 'Eleanor Roosevelt' and 'Initials*' containing 'ER'. Below these fields are three tabs: 'SELECT STYLE' (which is selected and underlined), 'DRAW', and 'UPLOAD'. Under the 'SELECT STYLE' tab, there is a 'PREVIEW' section. The preview shows a signature 'Eleanor Roosevelt' and initials 'ER' in a blue ink style. To the right of the preview is a blue link that says 'Change Style'. Below the preview, there is a small text block: 'By selecting Adopt and Sign, I agree that this mark will be the electronic representation of my signature or initials whenever I use it. I also understand that recipients of electronic documents I sign will be able to see my DocuSign ID, which will include my email address.' At the bottom of the window, there are two buttons: 'ADOPT AND SIGN' (in a yellow box) and 'CANCEL'.

- If you want to change the style, click on the blue Change Style link on the right, above the preview box. Select the style you want.

- If the style is to your liking, or once you choose a style you like, click Adopt and Sign.
- Click the yellow Finish button at the top right once you're done.
- A Sign and Return window will open. If you need to send the form to someone, see [Sending Your Form in DocuSign](#). Otherwise click No Thanks.
- See [Viewing/Saving a Completed Form in DocuSign](#) to download the completed form.

Sending a Form in DocuSign

This does not initiate the signature process for the recipient. This sends a copy of your completed form to them. You may see a "Form Completed" after this process. Once Muir Advising receives these forms, we process them separately and upload to the Virtual Advising Center. Petitions can take up to 7 business days to review. We will contact you in the Virtual Advising Center with updates.

- Once you have completed a form, click the yellow Finish button at the top right.
- This will open the Sign and Return window. To send a document to the college please enter Sixth College and use the muiradvising@ucsd.edu email. Include your name and PID in the subject.
 - Note that if the form requires department signatures, the college must receive this form last. Consult the department that needs to sign your form to determine if they will accept your form in DocuSign or if they have alternative instructions for receiving electronic documents.
- Click Send and Close. Muir Advising will be notified that you have submitted a document.

Sign and Return ×

Send your signed document to anyone you would like. Enter an optional email address below.

Full Name: **Email Address:**

[+ADD RECIPIENT](#)

Subject:

Message:

250 characters remaining

SEND AND CLOSE **NO THANKS**

- See [Viewing/Saving a Completed Form in DocuSign](#) to download the completed form.

Viewing/Saving a Completed Form in DocuSign

- Go to Manage
- Click the title of the document

DocuSign eSignature Home **Manage** Templates Reports UC San Diego RT

NEW **Inbox** **FILTERS**

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

Subject	Status	Last change	
<input type="checkbox"/> Degree Approval Required From: UC San Diego Provost Forms	Completed	4/10/2020 01:30:55 pm	MOVE ▼
<input type="checkbox"/> Please DocuSign: Undergrad_Petition.pdf To: Ruben Torres, Sixth College	Completed	4/9/2020 03:35:44 pm	MOVE ▼
<input type="checkbox"/> Degree Approval Required From: UC San Diego Provost Forms	Completed	4/9/2020 09:01:16 am	MOVE ▼

ENVELOPES

- Inbox**
- Sent
- Drafts
- Deleted
- PowerForms

- Click the arrow down on the right hand side

DocuSign eSignature Home **Manage** Templates Reports UC Sa

Degree Approval Required ⓘ

From: UC San Diego Provost Forms
Last change on 4/10/2020 | 01:30:55 pm
Sent on 4/9/2020 | 02:30:11 pm

✓ **Completed**

MOVE **MORE** ▼

Recipients **SIGNING ORDER**

1 ✓ **Ruben Torres**
rmtorres@ucsd.edu

Signed
on 4/9/2020 | 02:31:03 pm
Signed in location

- Select applicable options and click download

DOWNLOAD



Select which files you want to download:

- All 3 files
- Document 2 PDFs
- Certificate of Completion 1 PDF

Combine all PDFs into one file

DOWNLOAD

CANCEL



Signed

on 4/10/2020 1