Using DocuSign: Faculty Members
Sign in First

- Before you get started, sign into DocuSign using your TAMU credentials.
- 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.
Faculty Roles in the Process

• Depending on the form, students, department staff, or Graduate and Professional Studies staff will start the process.

• Faculty members look for an email or notification on the DocuSign app.
Complete the information in the boxes highlighted in red → provide a signature → click Finish.
Last Sign-Off on Form

• After you sign, you will have a chance to download the form, print it, or close the system.

• The person who initiated the form will receive an email notification when all parties have signed.
Other Resources

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