Dear Graduate Coordinators,

Thank you to those who participated in yesterday's presentation on the DocuSign process. For those who were unable to attend, the recorded presentation is available on the Academic Affairs collab site; the PDF quick guide is available at the same site: https://collab.ucsd.edu/x/MgluBQ.

We have also added the link to our collab page on the homepage of the Student DB. It is the last entry under the Apps tab.

We ask that you share this information with your faculty and notify them that they should expect to receive email notification of forms to sign through DocuSign. You may want to attach the PDF quick guide for them as a preview or simply direct them to the collab instruction page. I've also attached the initial announcement to department/program chairs/directors from Dean Antony if you'd like to resend that as well.

A question came up yesterday regarding the possibility of using a role email account to initiate the forms. If your role account is an actual AD (active directory) account it should function the same as an individual AD email account. You can check this with whomever manages your AD accounts. Another option might be to set up a group account in DocuSign that multiple staff have access to. I suggest that you contact the DocuSign support group directly to discuss your program's needs:

https://blink.ucsd.edu/technology/esignature/overview.html

Again, we understand that this is yet another transition during an already challenging time. As stated in the presentation, we will continue to accept forms that have been initiated using the fillable PDF and email process through the end of June. We encourage departments to quickly move to DocuSign in order to better preserve form submission integrity and official record keeping, and to reduce the likelihood of error. Beginning on July 1st, we will only accept forms submitted through DocuSign.

Please let us know if you have any questions. Thank you for your continued good work on behalf of our students.

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