



Office of Information and Technology

FAQ's

I need to send a form out to be signed. (Faculty & Staff Members)

Sign onto your [DocuSign](#) (DocuSign.com) account. The email address is: NetID@rutgers.edu

Follow instructions provided by [DocuSign](#).

Where can I find additional Training Videos?

<https://support.docusign.com/en/videos>

Who can DocuSign a form?

Anybody can "sign" a DocuSign form. This process does not require a user to sign in.

Guidance on signing a DocuSign form from Office of Registrar

PowerForm Signer Information

Fill in the full name and SPH email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please consult with your academic advisor prior to submitting this form.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Current Academic Advisor - Required

Name:

Email:

Department Chair/Concentration Director (of new dept/conc) - Required

Name:

Email:

Follow the on-screen instructions.

The importance of **Roles** and **Emails**:

1. When you initiate the DocuSign Form, the first contact is (you). It's important that you enter your **Full Name** and **Email Address**. This will allow follow up procedures for when the DocuSign form is complete.
2. **Additional Contacts:**
 - a. These contacts are required participants to help move the process along. Please contact your respective representative to obtain this information if you do not have the contact information.
3. **Proceeding: Sign Form**
 - a. Signing a form is self-explanatory. Complete all the required fields and submit. The form will be redirected to the next "**Signer**".