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

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”.

Office of Computing and Technology
732-235-3231 | sphcomputing@ca.rutgers.edu
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