### Access DocuSign

Access **DocuSign** through the OneCampus Portal  
https://one.purdue.edu

**Login** using your Purdue career account user ID and password

### Adjusting Account Preferences

Signers may wish to adjust their account preferences, specifically *Email Notifications*

In the upper right corner, click the drop down arrow

Choose **Preferences**

### DocuSign Home Screen

The DocuSign home screen provides an envelope status overview and many tools

Click **Awaiting my Signature** to review documents pending action on your part

**Note:** Depending on the Email Notifications you have set in Account Preferences, you may receive email notifications when a document is sent to you for signature. To sign a document through the email received, review the [Signing a Document QRC](https://one.purdue.edu).