### Access DocuSign

Access **DocuSign** through the OneCampus Portal

[https://one.purdue.edu](https://one.purdue.edu)

Login using your BOILERKEY

Select **DocuSign**

Select **Start**

Select **Use a Template**

Type in **Name of Template** within the search bar

or

Select **Shared Folders** click on triangle to expand list
<table>
<thead>
<tr>
<th>Select Template</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Templates</strong></td>
<td></td>
</tr>
<tr>
<td>👤 Shared with Me</td>
<td></td>
</tr>
<tr>
<td>🌐 All Templates</td>
<td></td>
</tr>
<tr>
<td>⭐ Favorites</td>
<td></td>
</tr>
<tr>
<td><strong>Folders</strong></td>
<td></td>
</tr>
<tr>
<td>➡️ Shared Folders</td>
<td></td>
</tr>
</tbody>
</table>

Select the **Folder** that contains the form you wish to send

- Change of Duty
- Contract Extension or Non Renewal
- Overload and AD Pay Forms
- Overpayment
- Role Access Forms
- Secure Intake Form - All
- Segment Contingency Request Forms
- Variance Request Forms
Select the **Template**

Click **ADD SELECTED**

Enter the Recipients of the form as requested

---

**Adding/Removing Signers**

**REMOVE SIGNER**

If **Specific Signer** is not needed

Hover over the signature block

Remove by clicking X

---

**ADD ADDITIONAL SIGNER**

If you need to add an additional signer

---
Click **Advanced Edit**

Scroll to the last signer towards the bottom

Click **Add Recipient**

Enter signers information

**NOTE:** This will put the newly added recipient in the last position

The placement of the signer can be changed by clicking on the rectangle **box made of dots**

or

by **typing in the number** of the where the signer will fall into the order

Click **Next**

Located bottom right of your screen
Adding signing line for additional signer

Click **drop-down** top right

Select **Role Name** of additional signer (example shows my role name as Added Additional Signer)

---

Add Name of Added Additional Signer to the bottom of the form by clicking on **Name**

**Click on Name** and drag onto form at the bottom
Repeat above step for **Signature**

**Select Signature** and place next to name

<table>
<thead>
<tr>
<th><strong>CUSTOM EMAIL MESSAGE TO SIGNERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you want a custom message to go to the individual who are signing the form:</td>
</tr>
<tr>
<td>Click the <strong>Check Box</strong> next to custom email</td>
</tr>
<tr>
<td>Enter <strong>Message</strong></td>
</tr>
<tr>
<td>Click <strong>Send</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>STATUS OF FORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>View <strong>Status</strong> of form</td>
</tr>
<tr>
<td>Click on <strong>Home</strong></td>
</tr>
<tr>
<td>Select <strong>Waiting for Others</strong></td>
</tr>
</tbody>
</table>
Select **Form** to see who has signed and who needs to sign.