Accessing DocuSign and Changing User Settings

DocuSign allows you to create, distribute, and sign forms and documents online. The following quick guide walks you through how to access DocuSign, set your signature, as well as how to adjust notification settings.

Note: When using DocuSign, it is critical that users comply with KSU’s Data Security Policy to protect sensitive University Data. To learn more about the types of data that can be stored in DocuSign, please visit the UITS Document Management website.

Logging into DocuSign

The following explains how to log into DocuSign.

1. In an internet browser, navigate to http://docusign.kennesaw.edu
2. In the Email Address field, enter your KSU email address (see Figure 1).
3. Click Continue (see Figure 1).

![Figure 1 - Enter your email address](image)

4. In the password page, click Use Company Login (see Figure 2).

![Figure 2 – Use Company Login](image)

5. You will be taken to the login page. Enter your KSU email address and password (see ).
6. Click Sign In (See ).

![Figure 3 - Signing In](image)

Note: If you are already logged into KSUmail, you will be taken directly into DocuSign upon completing Step 4.
7. You will be taken into the DocuSign homepage. The layout is as follows:

![DocuSign Home Page](image)

Figure 4 - DocuSign Home Page

a. **Home** – Takes you to the home page of DocuSign (see Figure 4).
b. **Manage** – Allows you to access sent envelopes, view and take action on envelopes sent to you, as well as determine the status of sent envelopes (see Figure 4).
c. **Templates** – Allows you to view DocuSign templates shared with you (see Figure 4).
d. **Reports** – Takes you to a report of envelopes that have been sent to recipients (see Figure 4).
e. **New** – Send an envelope, sign a document, or select a template to use (see Figure 4).
f. **Overview** – Displays an overview of envelopes that require action. For instance, you can see envelopes that require your action, envelopes that are awaiting a recipient signature, items that are expiring soon, as well as envelopes that have been signed (see Figure 4).
g. **What’s New** – Displays new features from DocuSign (see Figure 4).
h. **My DocuSign ID** – Allows you to view your signature, upload a profile photo, edit your profile, or change your signature (see Figure 4).

**Editing your Signature**

When using DocuSign, you have the ability to set a signature that will be used whenever signing documents. For instance, you can select a signature from a list of options, draw your own signature, or upload a signature. The following explains how to select a signature that can be used when signing documents.
1. From the Home page, click **Edit**, located under *My DocuSign ID*.

![Figure 5 - Click Edit](image)

2. You will be taken to the **Personal Information** page. To edit your signature, click **Edit**, located under *Signatures*.

![Figure 6 - Click Edit](image)

3. You will be taken to the **Create Your Signature** page. Select your preferred signature from the list of provided signatures.

![Figure 7 - Select a Signature](image)

4. Click **Create**

![Figure 8 - Click Create](image)
Managing Notifications

DocuSign also provides email notifications when you are a sending envelopes or receiving envelopes. The following explains how to modify your notification settings.

1. From the *Home* page, click **Edit**, located under *My DocuSign ID*.

![Figure 9 - Click Edit](image)

2. You will be taken to your *Personal Information*. To access your notification settings, click **Notifications**, located on the left-hand side of the window.

![Figure 10 - Click Notifications](image)
3. You will be taken to the *Notifications* page. Select what items that you prefer to receive notifications for as desired.

![Sending Notifications](image1)

**Figure 11 - Adjusting Notification Settings**

4. When you have finished editing your notifications, click **Save**.

![Notifications](image2)

**Figure 12 - Click Save**