Signing a Document in DocuSign

In DocuSign, you may receive documents that require a signature or other information associated with it. When someone sends a DocuSign document requiring an electronic signature, you will receive a notification email sent on behalf of the sender. The following explains how to sign a DocuSign document sent to you via email.

1. In your KSUmail, navigate to the DocuSign email requiring your signature.
2. Click Review Document.

![DocuSign Notification Email](image)

3. You will be taken to the document. To begin, place a check next to I agree to use electronic records and signatures (see Figure 2).

4. Click Continue (see Figure 2).
5. You will be taken to the document. Fill in the **document fields** as necessary.

![UITS iPad Inventory Form](image)

**UITS iPad Inventory Form**

Please do not save this form on your hard drive as it may be updated periodically. All Inventory Forms, as well as additional information regarding IT Equipment, can be accessed at: [http://uits.kennesaw.edu/support/techequipment/procedures.php](http://uits.kennesaw.edu/support/techequipment/procedures.php)

**NOTE:** In the event that possession of the iPad is transferred to another faculty/staff member (via retirement, department transfer, or separation from KSU), the iPad Inventory Form must be updated. Otherwise, the **below named individual shall be responsible** for reporting the current location of the equipment during an audit. This may also include this person **producing the equipment** for the Auditor to verify.

<table>
<thead>
<tr>
<th>Name</th>
<th>Net ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Building Designation/Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>UITS</td>
<td>PS 243</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Model</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad Mini 4</td>
<td>2345678910</td>
</tr>
</tbody>
</table>

**Items Received with iPad**

- Keyboard Dock
- Case / Smart Cover
- Camera Kit
- USB Power Adapter
- VGA Adapter
- Apple Wireless Keyboard
- Earphones and Mic
- Digital AV Adapter
- Procurement of iTunes Applications (apps) notification
- Setup with KSU wireless documentation
- Transfer Instructions
- **[Sign icon]**

**Technician**

**Date**

![Figure 3 - Filling out the Document](image)

6. To add a signature to the document, click the **Sign icon** where it appears.

![My signature below acknowledges the following:](image)

My signature below acknowledges the following:

1. The use of KSU-issued IT assets, and enterprise IT services, are governed by all applicable USG and KSU IT policies as to appropriate use. Particular attention should be paid to Section 5.4 of the USG IT Handbook "USG Information Asset Management and Protection Standards" and the KSU Computer Usage Policy, available at [http://policy.kennesaw.edu](http://policy.kennesaw.edu) and [http://www.usg.edu/assets/information_technology_services/documents/IT_Handbook.pdf](http://www.usg.edu/assets/information_technology_services/documents/IT_Handbook.pdf)

2. I have received all the parts and accessories listed above on this form.

3. Before my final departure from KSU, I will work with my supervisor and UITS to have all the devices and accessories listed above returned to KSU.

4. I may be asked to produce the above listed items for audit and inventory purposes and I will be required to return the above listed items at time of separation. Failure to produce these items at the time of the request will result in the loss being reported to KSU Public Safety for further investigation.

5. In the event this equipment is lost or stolen, it’s my responsibility to immediately contact KSU Public Safety,

   UITS, x6620.

   **Signature**

   **Date**

   (Return completed, signed form to: RICOH scan folder #TechInventory or to mail drop 1902)

![Figure 4 - Click Sign](image)
7. If this is your first time using *DocuSign*, you will be prompted to adopt a signature. The layout of the page is as follows:

![Setting your signature](image)

- **Full Name** – Allows you to confirm or change your full name (See Figure 5).
- **Initials** – Allows you to confirm or change your initials (See Figure 5).
- **Select Style** – Allows you to select your preferred signature style (See Figure 5).
- **Draw** – Allows you to draw a signature (See Figure 5).
- **Upload** – Allows you to upload a signature (See Figure 5).
- **Change Style** – Click this to change your signature style (See Figure 5).
- **Preview** – Provides a preview of your signature (See Figure 5).
- **Adopt and Sign** – Clicking this will adopt your signature and sign the document (See Figure 5).

8. When you are ready to adopt your signature, click **Adopt and Sign**.

![Click Adopt and Sign](image)

9. Your Signature will be added to the document. When you are ready to send your document, click **Finish**.

![Click Finish](image)
10. Your document will be submitted. You may close your browser or browser tab.

You're done!

Thanks for using DocuSign.
After all recipients finish signing, you will receive an email with a link to the document.

Figure 8 - DocuSign Confirmation