

Instructions for the Georgia Tech Career Center Forms using DocuSign

Example = Request for Admission to PhD Candidacy

Step 1 - Go to website, <https://esignature.gatech.edu> .

Step 2 - Select Login.



Step 3 - Select Company Login.

New to GT eSignature?



Please log in to your account

gburdell3@gatech.edu

Password 

LOG IN

[Forgot password](#)

 **USE COMPANY LOGIN**

[Sign in as a different user](#)

I understand how to login

Login

Step 4 - Please use your standard GT login name, i.e. gburdell3@gatech.edu . Using your GT login will allow you to track the progress of everyone who has been asked to sign your form.



Enter your GT Account and Password
Login requested by: **idp.gatech.edu**

GT Account:

Password:

Warn me before logging me into other sites.

ATTENTION: When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

TERMS OF USE

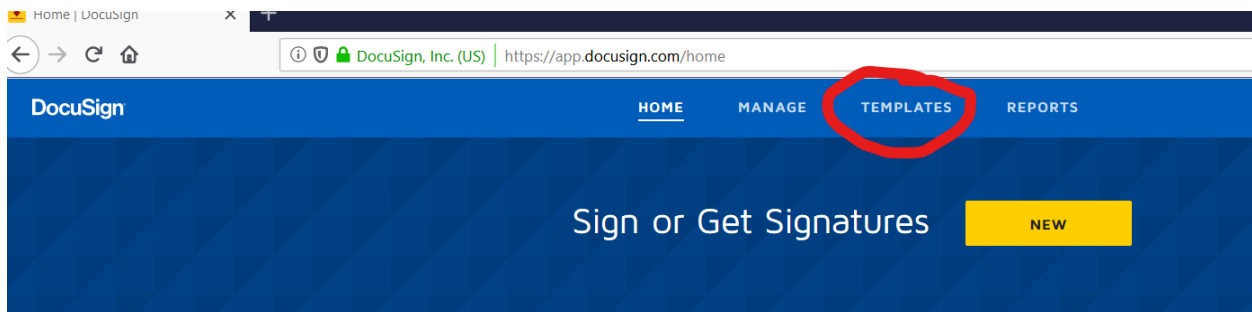
This computer system is the property of the Georgia Institute of Technology. Any user of this system must comply with all Institute and Board of Regents policies, including the Acceptable Use Policy, Cyber Security Policy and Data Privacy Policy (<http://b.gatech.edu/it-policies>). Users should have no expectation of privacy, as any and all files on this system may be intercepted, monitored, recorded, copied, inspected, and/or disclosed to authorized personnel in order to meet Institute obligations.
By using this system, I acknowledge and consent to these terms.

[I don't know my GT Account](#)

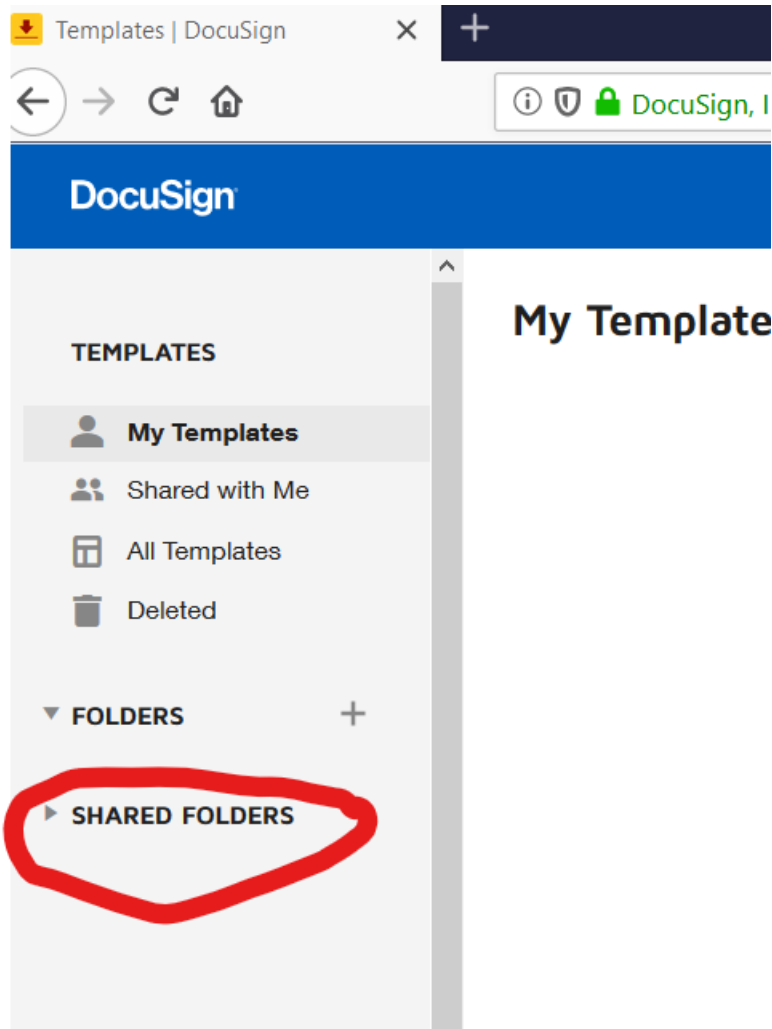
[I don't know my password](#)

[My correct username and password aren't working](#)

Step 5 - Choose Templates from Top Bar:



Step 6 - Choose Shared Folders from Left Bar:



Step 7 - Choose Students Folder, then C2D2 Center for Career Discovery and Development Folder:

The screenshot shows the 'My Templates' interface. On the left, there is a sidebar with 'TEMPLATES' and 'FOLDERS' sections. Under 'FOLDERS', the 'Students' folder is expanded, and the 'C2D2 Center for ...' folder is circled in red. The main area displays a table of templates. The first row is for 'OGS_C2D2_Graduate Internship Program Application', which is marked as 'Eligible for matching'. The 'USE' button in the 'Folders' column is highlighted with a blue box.

Name	Owner	PowerForms	Created Date	Last Change	Folders
OGS_C2D2_Graduate Internship Program Application Eligible for matching	Clarence Anthony	1 Active	5/28/2019 03:47:38 pm	10/22/2019 12:02:20 pm	GEFD Professi... + 2 more folders USE

Step 8 - Find the form you need on the right side of the screen, then select blue box marked "USE."


This screenshot is similar to the previous one, but the 'USE' button in the 'Folders' column of the table is circled in red. The 'C2D2 Center for ...' folder in the sidebar is also circled in red. The 'OGS_C2D2_Graduate Internship Program Application' row in the table is underlined in red.

Name	Owner	PowerForms	Created Date	Last Change	Folders
OGS_C2D2_Graduate Internship Program Application Eligible for matching	Clarence Anthony	1 Active	5/28/2019 03:47:38 pm	10/22/2019 12:02:20 pm	GEFD Professi... + 2 more folders USE

Step 9 - For each Georgia Tech recipient, please choose the address book icon to ensure the recipient signs in with GT credentials. This will allow them to track the progress of your document and access your signature request in DocuSign. For non GT recipients, simply enter the name and email address.

Student ✍️ NEEDS TO SIGN MORE ▾


Name *



Email *

Department/Grad Coordinator ✍️ NEEDS TO SIGN MORE ▾


Name *



Email *

Dissertation Chair/Faculty Advisor ✍️ NEEDS TO SIGN MORE ▾

Name *



Email *

Step 10 - - Please add your name to the Email Subject so that C2D2 can more easily track your request.

Message to All Recipients

Custom email and language for each recipient

To: Student

Email Language *

English (US) ▾

Email Subject *

George Burdell - Graduate Internship Program Application

Characters remaining: 44

Email Message

Student, please complete the information below to the best of your ability. Please attach a PDF form your offer letter to the form so that it can be reviewed by the Graduate Coordinator/Academic Advisor and/or your Dissertation

Advanced Options | [Edit](#)

- Recipients can sign on paper
- Recipients can change signing responsibility
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 0 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

Step 11 - Once you have entered all requested information, select "SEND."

After clicking SEND, the document is electronically routed via email to each recipient. You, as the student and first recipient, will complete the form in DocuSign (via the email link you receive or in your DocuSign account). When all recipients have finished signing the document, everyone will receive a PDF copy of the signed form via email attachment. Save the attachments since DocuSign only retains documents for 6 months.