



# DocuSign Electronic Form Instructions

## How to Complete the DocuSign Electronic Form :

1. Before starting, gather email contact information for your advisor, committee members, and program director as applicable on the form. You can find emails by using the employee directory: [University Directory](#)
2. Complete the required asterisk fields. Once all required fields have been entered on the form, click **Begin Signing**. *Below is an example of one type of form that requires signatures. Signatures required will vary by form.*

**PowerForm Signer Information**

Fill in the name and email for each signing role listed on the Declaration of Advisor/Major/Committee Chair form. Signers will receive an email inviting them to sign this document. Only complete the co-advisor if you have a co-advisor.

Please enter your name and email to begin the signing process.

**Student**

**Your Name: \***

  
**Your Email: \***  

Please provide information for any other signers needed for this document.

**Advisor**

**Name: \***

  
**Email: \***  

**Co-Advisor**

**Name:**

  
**Email:**  

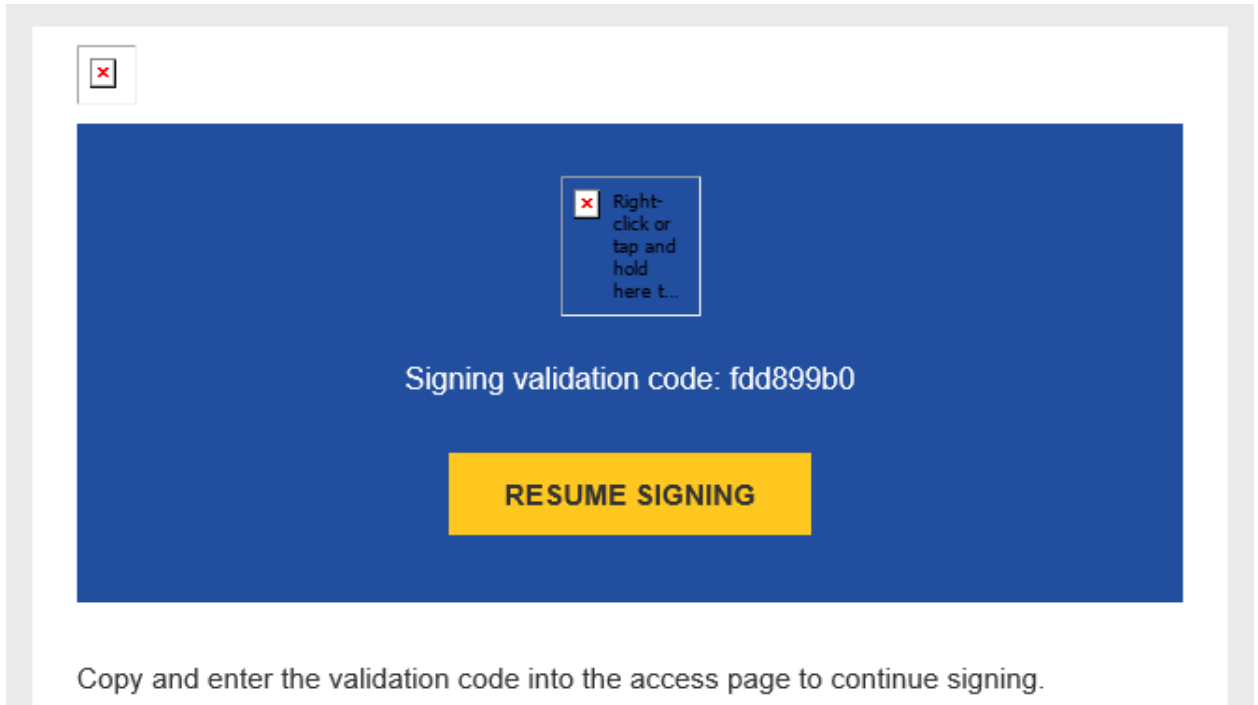
**Program Director**

**Name: \***

  
**Email: \***  


**BEGIN SIGNING**

3. You will receive an access code from the email you entered on the form from “Graduate School via DocuSign.” It may potentially route to your Spam folder, so please check this folder if not received within a few minutes. Click on **Resume Signing** to enter in the validation code.



4. Click **Validate** to proceed with the form.

**Please enter the access code to view the document**

 Graduate School  
University of Nevada, Reno

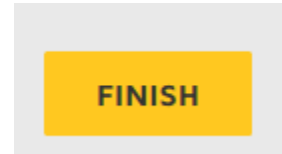
An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

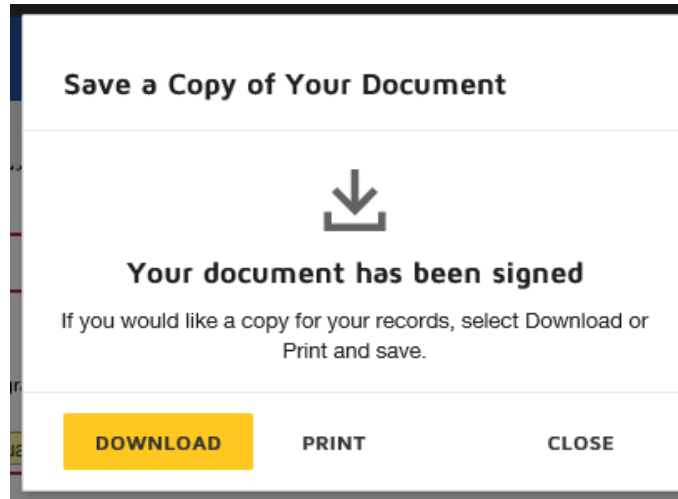
[Show Text](#)

**VALIDATE** **I NEVER RECEIVED AN ACCESS CODE**

- Once the form loads, click **Continue** to proceed with filling in the required fields. Items highlighted in **RED** are required to complete the form. When finished completing the form, click **FINISH** at the bottom of the page or at the upper right hand corner.



- A pop up screen will appear asking if you would like to save a copy of your document. This is optional. You automatically will receive a finished copy once all members entered at the beginning of the process have signed the document.



- Click **Close**. The form will route to the contacts you entered for signing.
- If you have questions on the process, please contact our office at 775-784-6869 or email at [gradprogression@unr.edu](mailto:gradprogression@unr.edu).