**Accessing DocuSign to Track ETD Form Progress**
For students, program directors, and school dean/designees

When an ETD form is submitted using DocuSign, the student, their program director, and their school dean/designee will receive an email notification that the ETD form has been initiated and is in workflow. The email will read as follows:

This is a **notification only** to let you know that the student has initiated the form. It is now in the process of getting all of the necessary signatures and is not yet complete. If you scroll down a little further in the email, you will see the following message to confirm this:
As long as you have a notification email with “Review Document”, you can then access the ETD form in DocuSign to track progress at any time by following these steps:

- Click on “Review Document” in the email (yellow button).

PRIVATE MESSAGE

The above-referenced student has initiated the Electronic Thesis/Dissertation Form and listed you as the program director. You are receiving this email as a NOTIFICATION ONLY. You will receive an invitation to sign the student's ETD Form after the Advisory Committee has signed. If you have questions, please contact gradschool@vcu.edu.

Melissa Tyler Interim Dean sent you a copy.
• Then click “Continue” (yellow button at the top right of the screen).

• Type in your email address and click “Continue”. This will take you to your VCU DocuSign account. You may be required to authenticate to the VCU Network using your eID/password and two-factor authentication (DuoMobile).
  ○ Remember: If you prefer for students to list a general school email address for ETD forms, make sure to log into DocuSign at this step using the address for that general account since that is where the forms will go.
- Click on the tab “Waiting for Others” on the left side of the screen.

- Now you can see a list of all forms in your DocuSign account that are waiting for signatures/not yet completed. Click on the form you would like to see the status.
- The next page shows you in order who has already signed the form (time stamped), who currently has the form waiting for their signature, and who will sign the form next. In the example below, the form has been signed by two people (see “Signed” to the right) and is waiting with the third person for signature before it continues through workflow.

<table>
<thead>
<tr>
<th>Recipients</th>
<th>Completed</th>
<th>Sign Owner</th>
<th>Signed</th>
<th>Time Stamped</th>
<th>Sign Owner</th>
<th>Signed</th>
<th>Time Stamped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rochelle Jordan</td>
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<tr>
<td>Sarah Blaze</td>
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<tr>
<td>Shirley</td>
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<tr>
<td>Melissa Yuki</td>
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</tbody>
</table>

In viewing the status of the ETD form, you can also verify that the required signers are listed with correct email addresses. If you notice an error, please email gradschool@vcu.edu for assistance.

Updated 10/6/20