

Accessing DocuSign to Track ETD Form Progress

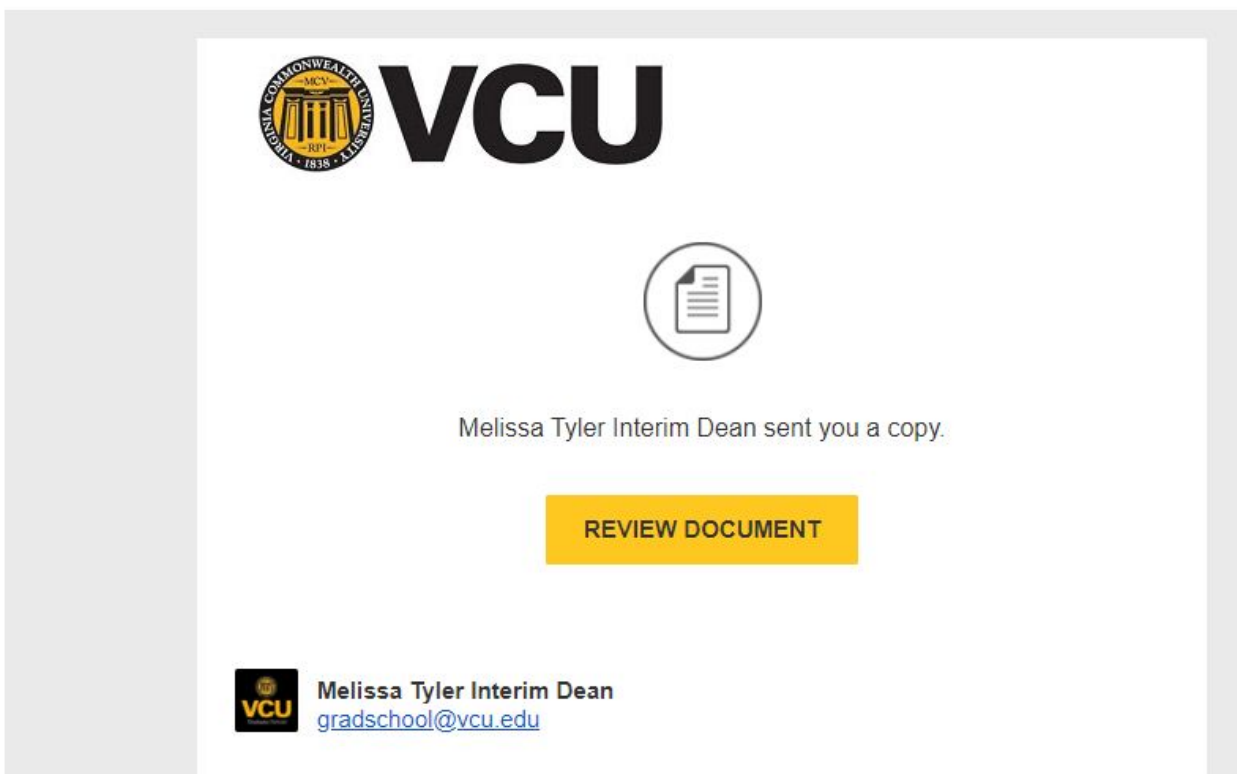
For students, program directors, and school dean/designees

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:

Rochelle Jordan has initiated the Electronic Thesis/Dissertation Form ▷ Inbox x

Melissa Tyler Interim Dean via DocuSign <dse_NA3@docusign.net>
to me ▾

8:39 AM (6 hours ago)



The screenshot shows an email notification from VCU. At the top left is the VCU logo, which includes the text "VIRGINIA COMMONWEALTH UNIVERSITY" and "1838". To the right of the logo is the large text "VCU". Below the logo and text is a circular icon containing a document symbol. Underneath the icon, the text reads "Melissa Tyler Interim Dean sent you a copy." Below this text is a prominent yellow button with the text "REVIEW DOCUMENT" in black. At the bottom left of the email content is a signature block for "Melissa Tyler Interim Dean" with the email address "gradschool@vcu.edu".

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:

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.

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).



VCU



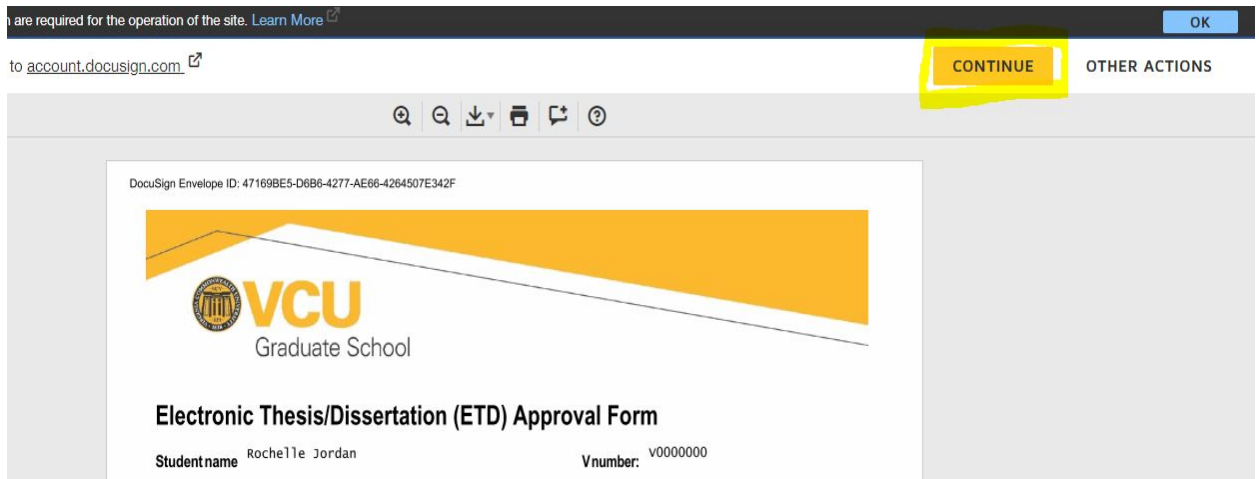
Melissa Tyler Interim Dean sent you a copy.

REVIEW DOCUMENT

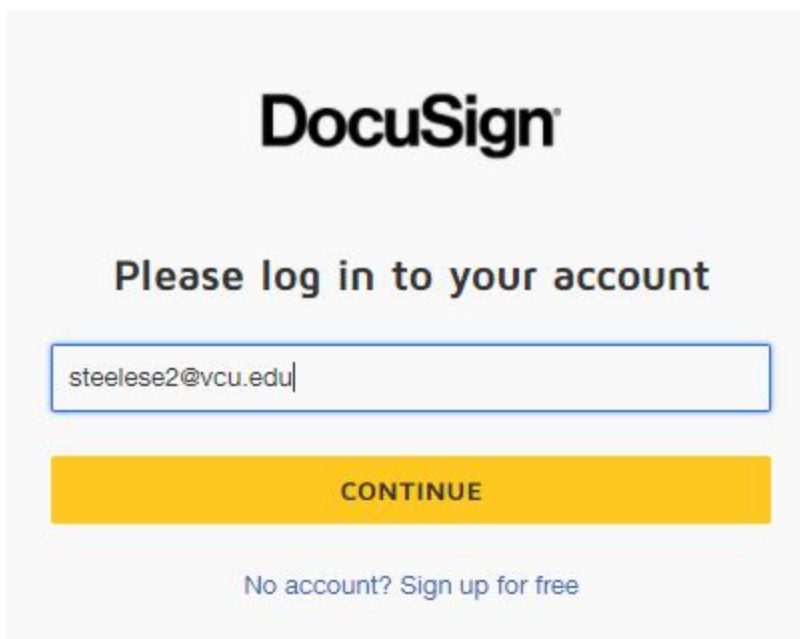


Melissa Tyler Interim Dean
gradschool@vcu.edu

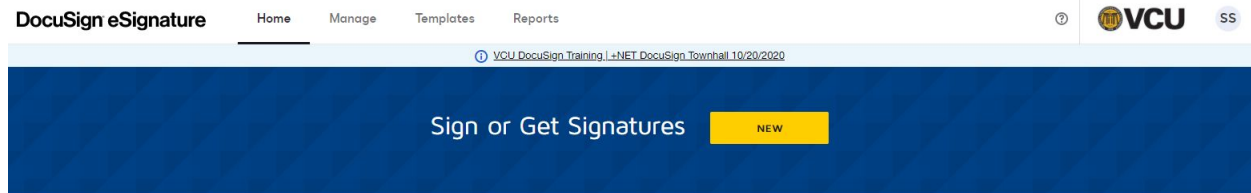
- Then click “Continue” (yellow button at the top right of the screen).



- 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.

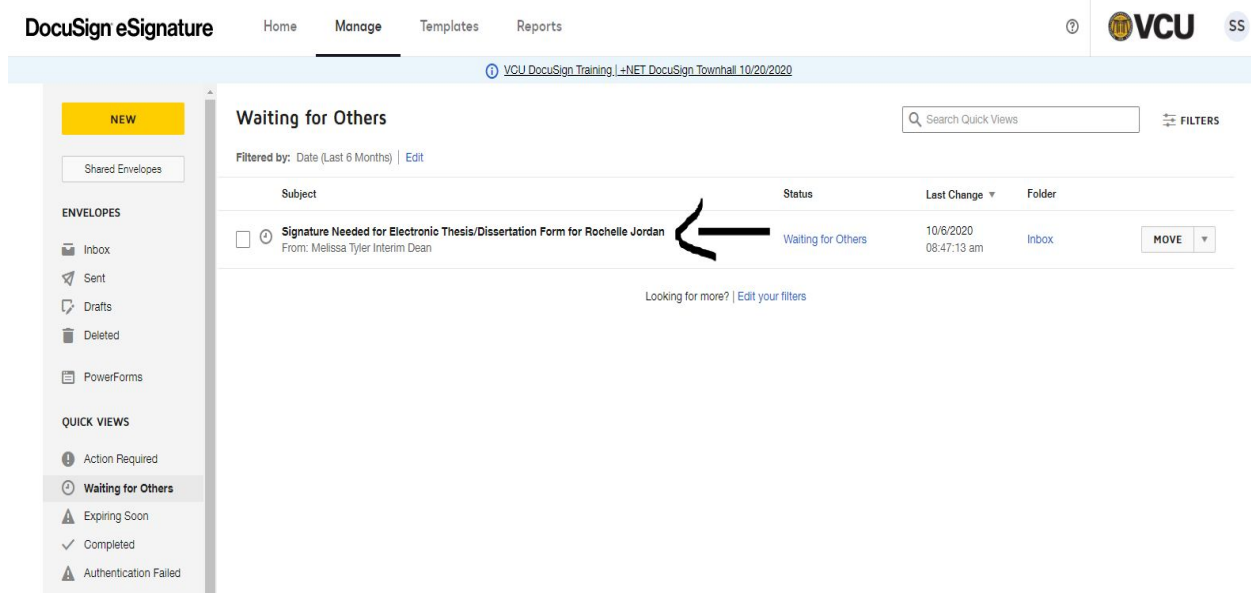


- Click on the tab “Waiting for Others” on the left side of the screen.



This screenshot shows the 'OVERVIEW' section of the dashboard, filtered for 'Last 6 Months'. It lists four categories: 'Action Required', 'Waiting for Others' (highlighted in yellow), 'Expiring Soon', and 'Completed'. To the right, there are sections for 'WHAT'S NEW' (Comments, Bulk Send for Multiple Recipients, Template Sorting) and 'MY DOCUSIGN ID' (Sarah Steele, Member since 2020).

- 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.

Signature Needed for Electronic Thesis/Dissertation Form for Rochelle Jordan ⓘ

From: Melissa Tyler, Interim Dean
 Last change on 10/6/2020 | 08:47:13 am
 Sent on 10/6/2020 | 08:38:05 am

ⓘ Waiting for Others

MOVE MORE ▾

ETDApprovalFor...
 Page: 2
 1 of 2

Recipients		COMPLETED	SIGNING ORDER
1	✓ Rochelle Jordan mjordan@vcu.edu	Signed on 10/6/2020 08:29:35 am Signed in location	
	✓ Rochelle Jordan mjordan@vcu.edu	CC Copy Received	
	✓ Sarah Steele steelsa2@vcu.edu	CC Copy Received on 10/6/2020 08:02:12 am	
2	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.		
	✓ Test gradschool@vcu.edu	CC Copy Received	
3	✓ Test graddean@vcu.edu	Signed on 10/6/2020 08:47:13 am Signed in location	
		CURRENT	
3	Shelley mjordan@vcu.edu	Needs to Sign	
	Test gradschool@vcu.edu	Needs to Sign	
		WAITING	
4	Sarah Steele steelsa2@vcu.edu Private Message: Your signature as PROGRAM DIRECTOR is needed on the electronic thesis/dissertation (ETD) form for the above-mentioned student. Your prompt response is necessary so that there is no delay in clearing the student for graduation. If you have questions, contact gradschool@vcu.edu.	Needs to Sign	
5	Test gradschool@vcu.edu	Needs to Sign	
6	Sarah Steele steelsa2@vcu.edu Private Message: Your signature as ADVISOR is needed on the electronic thesis/dissertation (ETD) form for the above-mentioned student. Your prompt response is necessary so that there is no delay in clearing the student for graduation. If you have questions, contact gradschool@vcu.edu.	Needs to Sign	
7	Melissa Tyler, Interim Dean/Designee graddean@vcu.edu	Needs to Sign	

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