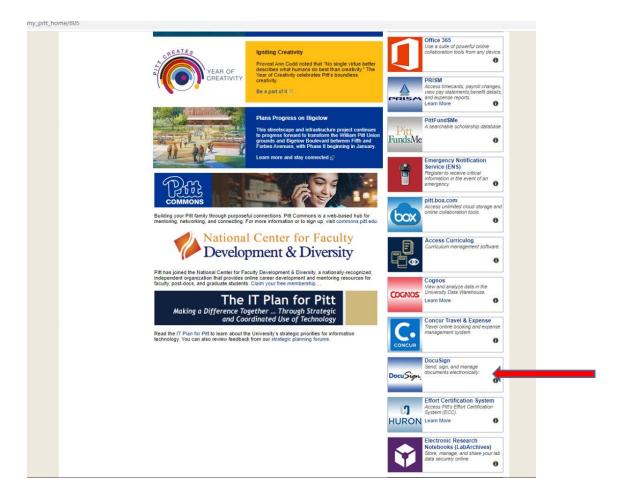


NEW Instructions for Signatures for Milestone Forms:

- 1. Milestone form templates are available via DocuSign.
- 2. Log in to my.pitt.edu
- 3. On the right panel of available resources, find "DocuSign" click on it.



4. Click on the "Templates" page

0.5.	or Get Signatures		
OVERVIEW Last 0 Months.	WHAT'S NEW	MY DOCUSION ID Edit	
Action Required ->	Comments Ask and answer questions about documents and receive real-time comment notifications. More info	Deepti Ramadoss der73@ptit.edu Member since 2020	
② Waiting for Others - >	Bulk Send for Multiple Recipients Include multiple recipients in each envelope. Send to more recipient types and specify envelope	DecesSpeed by: Deepti: Remadoss	
🛕 Expiring Soon — >	custom field values. More info Template Sorting Sort your templates by name.	2052204319774CE	
✓ Completed 4 >			
ESTIMATED ENVIRONMENTAL IMPACT	WE WANT YOUR FEEDBACK	HELP AND SUPPORT	
You've Reduced Carbon Emissions by	Want to be the first to try out new features and give feedback on new ideas?	Support Home	
113,230 Lb By using DocuSign instead of paper, University of Pittsburgh has reduced carbon	Join Our Customer Panel	Community	
emissions by 113,230 pounds. See your total estimated impact		Trust Center	

5. Click on the arrow next to "**Shared Folders**" on the left menu tab, to expand the folder. Click on the arrow next to Milestone Forms, and it will expand to two sub folders, MS Milestone Forms and PhD Milestone Forms. Click on those folders, to see all the milestone forms for that degree.

DocuSign eSigr	nature	Home	Manage	Templates	Reports	0	DR Pittsburgh
NEW	Milestone Forms					Q Search Shared Folder	∓ FILTEF
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6. Click "use" on the milestone template you want to use.

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PhD Milestone Fo ED FOLDERS +	□ ☆	Dissertation Approval Report Eligible for matching	Deepti Ramadoss		3/19/2020 04:51:26 pm	3/19/2020 05:40:11 pm	PhD Milestone	USE 🔻
	□ ☆	Admission to Candidacy Eligible for matching	Deepti Ramadoss		3/19/2020 04:14:14 pm	3/19/2020 05:58:49 pm	PhD Milestone	USE 🔻

7. Fill in the Graduate Program Coordinator name and email address, followed by name and email address of each Faculty member who needs to sign.

DocuSign eSign	Dissertation Defense Report 1	Reports	On University of Pittsburgh ×
NEW			
TEMPLATES	Recipients		
My Templates	1 Graduate Program Coordinator	🖌 NEEDS TO SIGN MORE 🔻	USE
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Milestone Forms	Name *		
Transfer Forms	3		USE
▶ SHARED FOLDERS +	Email *		

8. If there are more Faculty listed than you need on your form, you can delete the extra fields. Hover over the field, and you will see an "X" next to the field appear. Click on the "X". It will warn you that the field you want to delete has other fields associated with it, and will ask you if you want to delete. Click on DELETE. Note: You cannot delete "Chair". If a milestone has no Chair, fill the Chair role with the Advisor's name/email address.

 My Pitt Home ↔ → C a app.docu DocuSign eSign 	sign.com/t	Templates DocuSign X M Please DocuSign: Dissertation Dir X Information Technology Univer: X + emplates?orderBy=name Hannae Templates Denorts	- G × ☆ ② : m Yeinsburgh DR
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Deleted FOLDERS + Grad Faculty Nomi Milestone Forms Transfer Forms	2	Faculty 6	
▶ SHARED FOLDERS +	SENI	ADVANCED EDIT DISCARD	USE V

In the field "Message to All Recipients" enter the email subject "Please DocuSign: Student Name Milestone Name". Enter a message if you would like.

1 page			
Add Recipients to the Envelope As the senser, you automatically receive a copy of the compared envelope. Import a low iii. If sand copies of the envelope to many people at once. Get signing oncer			2 АБО FROM CONTACTS 12 SIGNING ORDER
Name *	Z NEEDS TO SIGN Y	MORE *	
** ADD RECIPIENT ADD CONDITIONAL RECIPIENT			
Message to All Recipients Custom email and language for each recipient Email Subject*		RecipiRecipi	ced Options Eat ents can verw documents more easily on mobile devices with responsive signing New ents can charge signing responsibility prefere enverginge engine 100 days after send date
Please DocuSign Test2 pdf Characters remaining: 74		• Comm	ents are warned 3 day(s) before request expires ents are enabled ins can use etter quick send or advanced edit
Emsil Message			

- 9. Select "Send"
- 10. If you are listed as program coordinator, you will receive a notification immediately asking you if you want to sign the document. You can either do it immediately, or later. This will take you to the milestone form itself, where you have to enter the student's information.

11. Fill out the required fields in the milestone form, e.g. shown below.

Review and sign document(s) X	+	- 0 ×
← → ♂ ✿	▲ Ø https://na2.docusign.net/Signing/?insession=1&ti=6cfe06fc393b4a7	± m/ ⊡ ⊜ ≡
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	Signature	•
Powered by DocuSign	🌐 Change Language - English (US) 🔻 🕴 University of Pittsburgh 🗹 📔 Terms Of Use & Privacy 🔻 🕴	Copyright @ 2020 DocuSign Inc. V2R

12. You will be able to see when all recipients have signed it in the "Manage" page; check on "Sent" tab. When all have signed, a green check mark will appear. You can also see other views (blue arrow).

inature		Home	Manage	Templates	Reports			
NEW	Ser					Q. Search Sent and F	olders	₽ FILTER
Shared Envelope	es Filte by: Date (Last 6 Month	is) Edit						
ENVELOPES	Subject					Status	Sent	
inbox	Test To: Lauren Zielinski					Completed	3/16/2020 12:03:24 pm	MOVE
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A Expiring Soon								
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13. When a milestone form is complete (i.e. all the faculty have signed it), click on the arrow next to "Move", and select "Forward".

ure		Home	Manage	Templates	Reports			0
NEW	Sent					Q Search Sent and Folder	S	⊋ FILTERS
Shared Envelopes	Filtered by: Date (Last 6 Months) Edit							
ENVELOPES	Subject					Status	Sent	
inbox	To: Lauren Zielinski					Completed	3/16/2020 12:03:24 pm	MOVE *
Sent Drafts	Please DocuSign: Test.pdf To: Deepti Ramadoss, John P Horn					Completed	3/13/2020 03:52:09 pm	Forward Create a Copy
 Deleted PowerForms 	□ ✓ Please DocuSign: Test.pdf To: Deepti Ramadoss					Completed	3/12/2020 05:17:18 pm	Save as Template History
QUICK VIEWS				Looking for mo	re? Edit your filters			Form Data Export as CSV Delete
Waiting for Others Expiring Soon								
Completed Authentication Failed								
FOLDERS +								

14. Enter Name: Lauren Zielinski; email: <u>lez26@pitt.edu</u>; Change the action from "Needs to Sign" to "Receives a Copy", so that Lauren receives a copy in DocuSign and can process the paperwork in PeopleSoft.

Please DocuSign: Test2.pdf	Actions Recipient preview	NEXT
1 page 2		
Add Recipients to the Envelope As the sensor, you automatically receive a copy of the completed envelope. Import a bulk tett. Send copies of this envelope to many people at once. Get agoing order	2 ADD FROM CONTACTS	
Name *	Z NEEDS TO SIGN * MORE *	
* ADD RECIPIENT ADD CONDITIONAL RECIPIENT		
Message to All Recipients	Advanced Options Eat	
Custom email and language for each recipient	Recipients can view documents more easily on mobile devices with responsive signing NEW Recipients can change signing responsibility	
Email Subject"	Incomplete envelopes expire 120 days after send date Pecipients are warned 3 day(s) before request expires	
Please DocuSign: Test2.pdf Characters remaining: 74	Comments are enabled	
	Senders can use either quick send or advanced edit	
Email Message Enter Message		
Erika wazandia.		
Characters remaining: 10000		
	SEND NOW	NEXT

15. Enter Email Subject "*Student Name Milestone Name*", add Message if you would like to, and Select Send Now.

Please DocuSign: Test2.pdf			0		RECIPIENT PREVIEW	NEXT
1 page						
Add Recipients to the Envelope As the sender, you automatically receive a copy of the completed envelope. Import a bulk list. Send copies of this envelope to many people at once. Bet signing order		Ε	ADD FROM CONTACTS	E signing	ORDER	
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Message to All Recipients Custom email and language for each recipient Email Subject*	- Re - Re	conced Options Edit cipients can view documents more easily on mobile device cipients can change signing responsibility complete envelopes expire 120 days after send date	es with responsive signing	NEW		
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