Getting to and Using DocuSign

- Log into your WVM Employee Portal and scroll down and click on the DocuSign icon

![WVM Employee Portal]

- If you are unfamiliar with DocuSign scroll down and click on the “Go to I.S. Communications Portal” link.

- Inside the Information Systems Communication Portal scroll down to “Login Instructions” and click on DocuSign
Here you will find documentation on how to get started with DocuSign, including:

- DocuSign Account Tour Video
- Sending Envelopes in DocuSign Video
- Send – Setting up a Signature Video
- And other DocuSign support documentation.
DocuSign is a cloud-based electronic signature service that allows users to upload and route documents, and the cloud-based platform operates under

Learn more about DocuSign

- DocuSign Overview - Video
- WVM DocuSign Basic Training - Video
- Template Creation Training - Video

DocuSign How-To Section

- How to create a signature - Web Page
- How to send documents for signature - Video
- How to manage folders - Video
- How to correct documents - Video

- If you are familiar with DocuSign, click the “NEW” box and select “Send an Envelope.”
After uploading the form to be signed set up the signing order as follows:

- Student (it is not required that a student have a DocuSign account in order to sign the form)
- Instructor
- Division Dean, if needed/appropriate
- Carbon copy to askmc@missioncollege.edu for processing

Use only WVM issued email addresses for both the instructor and student to ensure FERPA compliance.
• After the instructor and the student sign the form, each will receive a copy of the signed form and the askmc@missioncollege.edu will receive a copy for processing.