

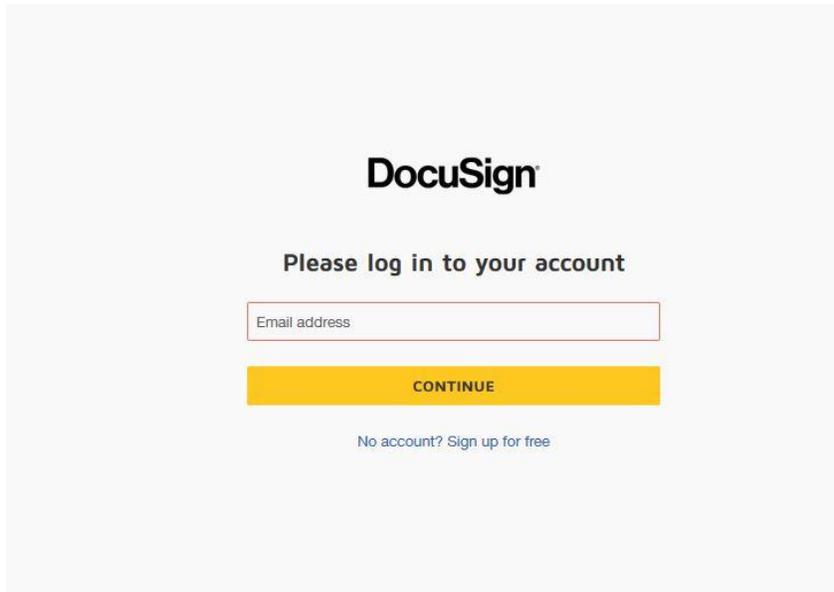


Application for Admission to Candidacy

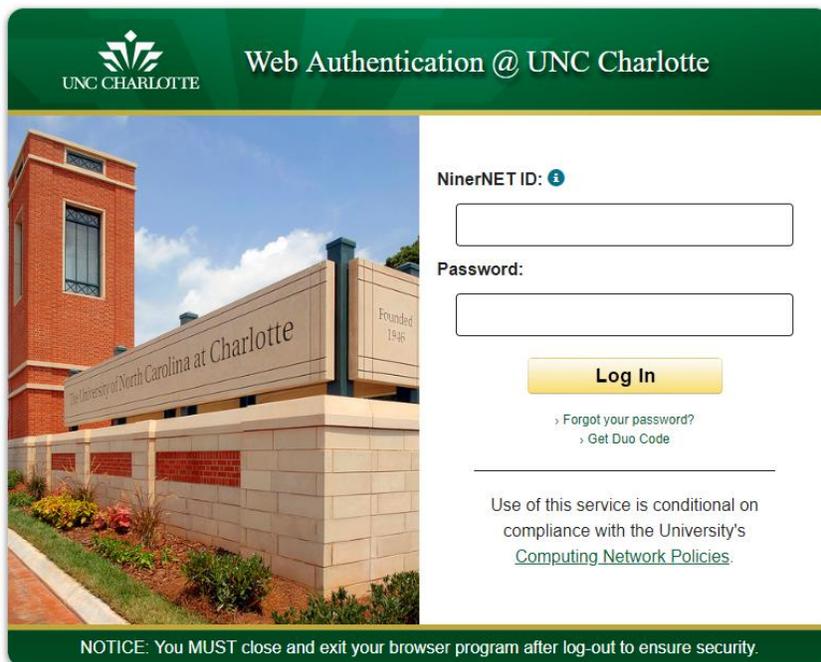
Honors College DocuSign User Guide

1. Login to DocuSign using your UNC Charlotte Ninernet email and credentials

<https://docusign.uncc.edu>



2. Type in your UNC Charlotte email address using ninernet@uncc.edu. DO NOT use email alias.





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The screenshot shows the DocuSign user interface. At the top is a green navigation bar with the UNC Charlotte logo on the left and 'HOME', 'MANAGE', and 'REPORTS' in the center. On the right of the bar are a help icon and a user profile icon. Below the bar is a dark green banner with the text 'Welcome to DocuSign'. The main content area is divided into three columns. The first column, titled 'OVERVIEW', shows a list of document statuses: 'Action Required' (with a blue exclamation mark icon), 'Waiting for Others' (with a clock icon), 'Expiring Soon' (with a red triangle icon), and 'Completed' (with a green checkmark icon). Each item has a '-- >' link. The second column, titled 'WHAT'S NEW', contains three sections: 'Comments' (with a blue exclamation mark icon), 'Bulk Send for Multiple Recipients' (with a blue exclamation mark icon), and 'Template Sorting' (with a blue exclamation mark icon). Each section has a brief description and a 'More Info' link. The third column, titled 'MY DOCUSIGN ID', shows the user's profile for Donna J McLain (email: djmclain@uncc.edu, member since 2019) and a 'Create Your Signature' button.

3. To update your profile and signing settings click on the Edit button in upper right of screen.
4. Select **Notifications** on the menu on the left side of the screen and update your email notification preferences. Click the **SAVE** button at the bottom of the screen to have the system retain your changes.



Application for Admission to Candidacy

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The screenshot shows the DocuSign user interface for the 'Application for Admission to Candidacy' user guide. The top navigation bar is green with the UNC Charlotte logo on the left and 'HOME', 'MANAGE', 'TEMPLATES', and 'REPORTS' on the right. A left sidebar contains a menu with categories: ACCOUNT (Personal Information, Signatures, Electronic Notary Public, Privacy & Security, Regional Settings, Contacts), SIGNING AND SENDING (Custom Fields, Template Matching, Document Sources), and Notifications (highlighted). The main content area is titled 'Notifications' and has 'SAVE' and 'CANCEL' buttons at the top. It is divided into three sections: 'Sending Notifications' (with a sub-header 'Notify me when I am the sender and:'), 'Recipient Notifications' (with a sub-header 'Notify me when I am a recipient and:'), and a final 'SAVE' and 'CANCEL' button at the bottom. The 'Sending Notifications' section has 8 items, with 5 checked. The 'Recipient Notifications' section has 13 items, with 10 checked.

Notifications

SAVE CANCEL

Sending Notifications

Notify me when I am the sender and:

- Select All
- An envelope is complete
- A signer assigns an envelope to someone else
- A signer declines to sign
- A signer withdraws consent to do business online
- The first time each recipient views an envelope
- Envelope delivery to a recipient fails
- A signer's offline signature fails to synchronize
- Documents will be purged from the system

Recipient Notifications

Notify me when I am a recipient and:

- Select All
- I have an envelope to sign
- An envelope is completed
- I am a copy-only recipient
- I am an acknowledge recipient
- Another signer declines to sign
- The sender voids an envelope
- The sender corrects an envelope
- A signer assigns an envelope to me
- Documents will be purged from the system
- My fax is received
- Another signer made changes that require my approval
- I can edit an envelope, or specify or update recipient information
- An envelope I signed offline fails to synchronize
- An envelope is sent to a signing group to which I belong

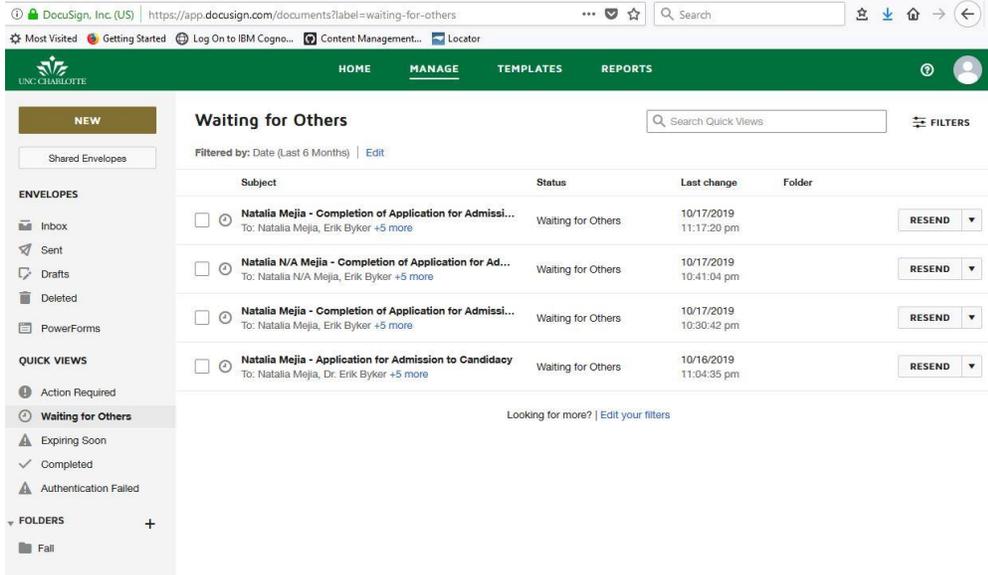
SAVE CANCEL

Click Save at the bottom to save and exit the profile settings.

5. To Manage or track the progress of Application in route click Manage tab at top of screen.

Application for Admission to Candidacy

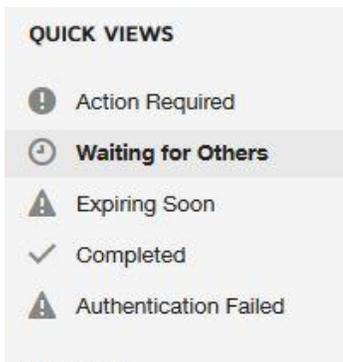
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The screenshot shows the DocuSign interface for UNC Charlotte. The main content area is titled "Waiting for Others" and displays a table of applications. The table has columns for Subject, Status, Last change, and Folder. There are four rows of applications, all with a status of "Waiting for Others". Each row has a "RESEND" button. The interface also includes a sidebar with navigation options like "NEW", "ENVELOPES", "QUICK VIEWS", and "FOLDERS".

Subject	Status	Last change	Folder
Natalia Mejia - Completion of Application for Admissi... To: Natalia Mejia, Erik Byker +5 more	Waiting for Others	10/17/2019 11:17:20 pm	RESEND
Natalia N/A Mejia - Completion of Application for Ad... To: Natalia N/A Mejia, Erik Byker +5 more	Waiting for Others	10/17/2019 10:41:04 pm	RESEND
Natalia Mejia - Completion of Application for Admissi... To: Natalia Mejia, Erik Byker +5 more	Waiting for Others	10/17/2019 10:30:42 pm	RESEND
Natalia Mejia - Application for Admission to Candidacy To: Natalia Mejia, Dr. Erik Byker +5 more	Waiting for Others	10/18/2019 11:04:35 pm	RESEND

- If you were a participant in the Application signing, then based on the status of the application processing use QUICK VIEWS to see the status of applications.



The screenshot shows the "QUICK VIEWS" menu with five options: "Action Required", "Waiting for Others", "Expiring Soon", "Completed", and "Authentication Failed". The "Waiting for Others" option is currently selected and highlighted.

- By default, the view is filtered to display items from the "Last 6 Months". Click *Edit* at the top of the screen to change this filter.



The screenshot shows the "Completed" quick view filter. Below the title, it says "Filtered by: Date (Last 6 Months) | [Edit](#)".

- Click on the Application to see where it is in the signing process.