

## What is a DocuSign Power Form?

A DocuSign Power Form is a self-service form you can use to collect electronic signatures for Laney Graduate School forms.

You, the student, do two things –

- First, you initiate the form and provide information about who needs to sign it;
- Second, you enter the required information in your section, and then send the form on to the other signers.

### Initiate the Form

- Click the link on our web page that takes you to the form you are looking to sign.
- The link will take you to a DocuSign page with instructions. Read the instructions.
- After the instructions, the page will ask you to enter the names and emails of those who will sign the form, listed by their role.
  - The Student is you.
  - You will then be asked to provide names and emails for other signers. Depending on the form, that could be your Program Administrator, your Director of Graduate Studies or Program Director, Instructors, your Advisor, your Dissertation Committee Members, or others.
  - Enter names as they should appear on the form, and always use signers' Emory emails, if they have them. If they don't, then use their preferred email.
- When you click "Begin Signing," you will be taken to the first part of the form, where you enter your own information.

### Complete the Form

- Enter the information required by the form.
- You will see the whole form, and some elements are to be completed by the signers who come after you.
- When you click "Finish," the form will be sent to the next signer. That person will be able to see the information you entered.

When everyone has signed the form, you will be able to access and download the completed form, with signatures, as a pdf.

In almost all cases, you will need to submit the signed DocuSign pdf form along with other information using our Student Action Online form.