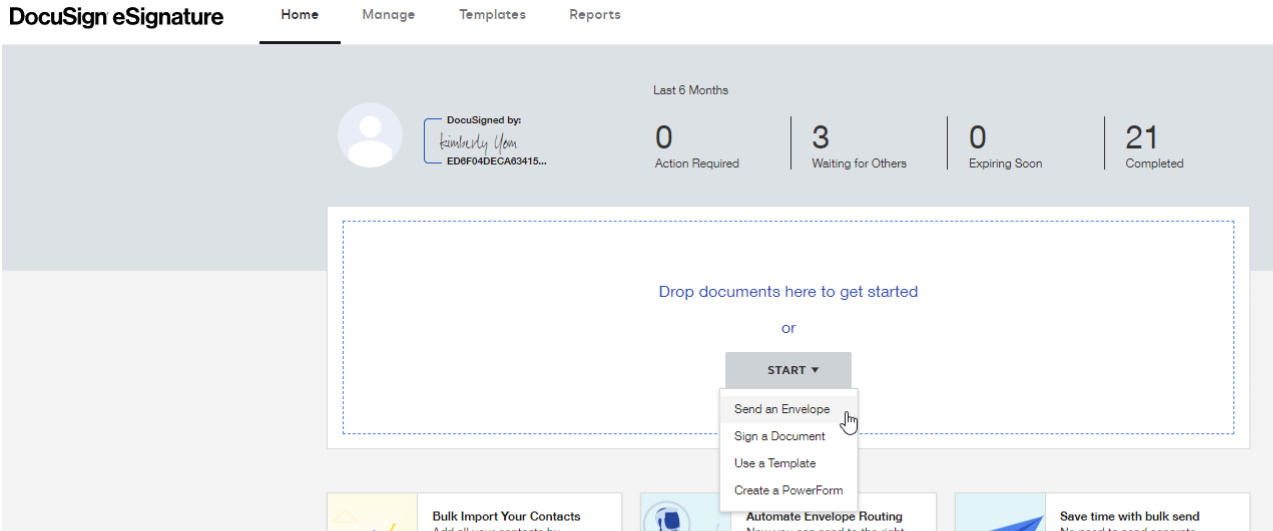
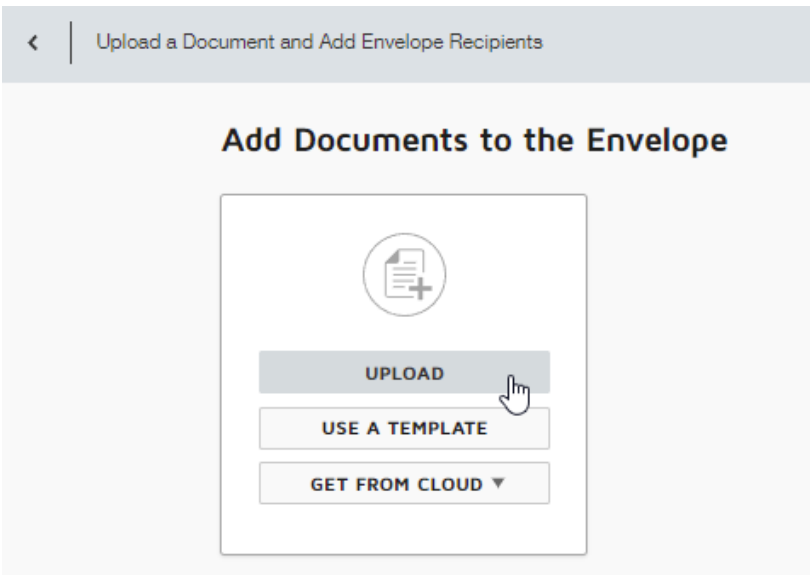


## How to Send Your Annual Review to Student Affairs

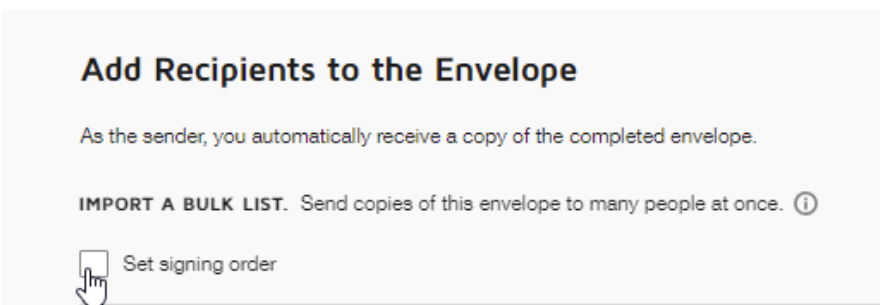
1. From the DocuSign homepage, click "Send an Envelope" in the dropdown.



2. On the next page, click the Upload button and upload your completed Annual Review.



3. Once uploaded, checkmark the box "Set Signing Order"



4. Add recipient slots by clicking the "Add Recipient" button and enter your, your faculty advisor's, and all committee members' names and email addresses, then add the Box Folder email address (see email from Student Affairs for the email address) as a CC by clicking the "Needs to Sign" dropdown (see image).

5

Name \*

Box Folder

Email \*

2021\_22.bejy8iywwkj1bq4@u.box.com

CC RECEIVES A COPY

CUSTOMIZE

- Needs to Sign
- In Person Signer
- ✓ CC Receives a Copy
- Needs to View
- Specify Recipients
- Allow to Edit
- Update Recipients
- Signs with Notary

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

Once entered, the signing order and recipients should look like this:

### 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. ⓘ

Set signing order

1

Name \*

Student

NEEDS TO SIGN

CUSTOMIZE

Email \*

Student's email address

2

Name \*

Faculty Advisor

NEEDS TO SIGN

CUSTOMIZE

Email \*

Faculty Advisor's email address

3

Name \*

Committee Member #1

NEEDS TO SIGN

CUSTOMIZE

Email \*

Committee Member #1's email address

4

Name \*

Committee Member #2

NEEDS TO SIGN

CUSTOMIZE

Email \*

Committee Member #2's email address

5

Name \*

Box Folder

CC RECEIVES A COPY

CUSTOMIZE

Email \*

2021\_22.bejy8iywwkj1bq4@u.box.com

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

- Under the section "Message to All Recipients", modify the Email Subject to include your last name and first name.

**Message to All Recipients**

Custom email and language for each recipient

**Email Subject \***

Please DocuSign: LastName\_FirstName\_PhDAnnual\_ReviewFormPostC.docx

Characters remaining: 34

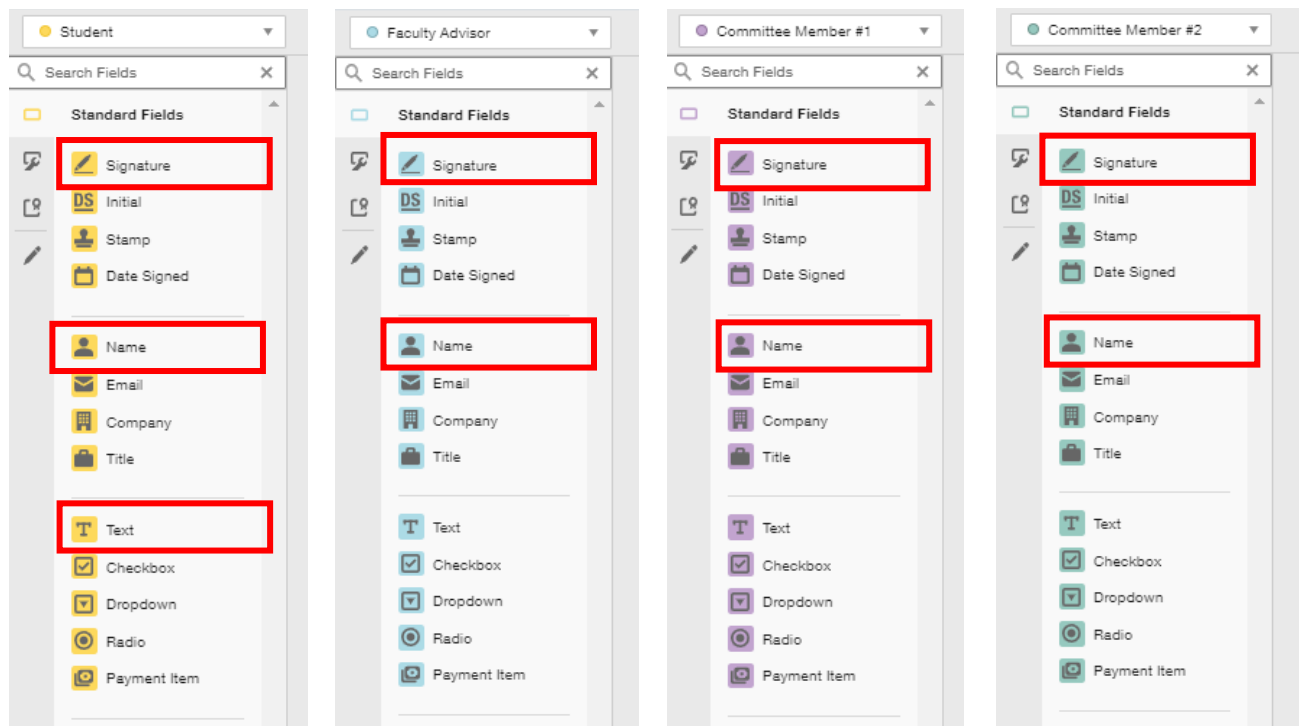
**Email Message**

Enter Message

Characters remaining: 10000

Click "Next" on the top bar in the upper right corner.

- On the following page, click on the fields in the left toolbar to drag and drop them onto the 11. Signatures section of your annual review, changing the assigned signer by clicking the Recipient dropdown.
  - Student: Signature, Name, Text
  - Faculty Advisor, all committee members: Signature, Name



You can adjust the size of the signature field by dragging out one of the corners):



Once all fields are placed, it should look like this:

**11. Signatures** (Required from all committee members)

By signing this form, the faculty advisory and members of this PhD committee acknowledge that they met with the student and are aware of his/her academic progress. Electronic signatures via DocuSign or email are acceptable.

Print Names	Signatures (Required)
Student <input type="text" value="Full Name"/>	<input type="text" value="Sign ↓"/>
Faculty Advisor <input type="text" value="Full Name"/>	<input type="text" value="Sign ↓"/>
Committee Member #1 <input type="text" value="Full Name"/>	<input type="text" value="Sign ↓"/>
Committee Member #2 <input type="text" value="Full Name"/>	<input type="text" value="Sign ↓"/>

*Add rows as needed.*

Meeting Date:

7. Click "Send" on the top bar in the upper right corner.
8. Sign your annual review form and you're all set!