Getting to and Using DocuSign

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

- 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.