

Need to submit a petition or other
academic forms?

Docu*Sign*

is an online resource that allows
students to upload, sign, and send pdf
documents to departments using this
platform

Accessing DocuSign

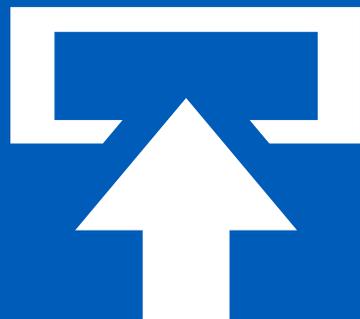
Go to <http://docusign.ucsd.edu>
Sign in using Active Directory
with your UCSD email and
password.



Uploading a form

Go to the top of the page and click on the yellow New button to upload a form.

When it is uploaded, click the blue Sign button. Then click the yellow Continue button to fill and/or sign your form.



Filling out a Form

**On the left side of the page,
there are options you can use to
fill out your form.**



Signing a form

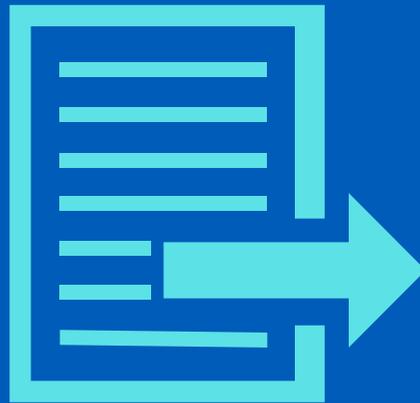
At the top left side of the page, click the Signature button. Use your cursor or choose a digital signature style to sign your name.



Sending a form

Click the yellow Finish button at the top right once your form is completed.

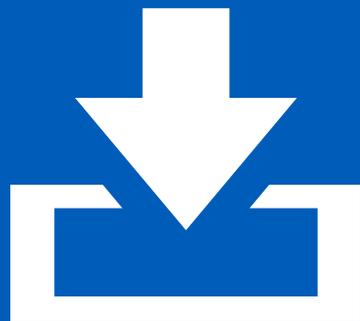
A Sign and Return window will open. Enter the department name and email address you are sending the form to.



Viewing and saving your completed form

Go to the *Manage* tab at the top of the page and click the name of the form.

Click the arrow down on the right. Select the files you would like to download.



Questions?

Refer to the [DocuSign Instructions](#)
for more details or contact ERC
Academic Advising.

If you submit a form to ERC, we
will be notified and may take up
to 7 business days before we
review it. We will contact you
through the Virtual Advising
Center (vac.ucsd.edu) with
updates.

