

# College of Natural Sciences DocuSign Guidance

Following this guidance will assist you in completing College of Natural Sciences Flexible Work Arrangement forms via DocuSign. If this is your first-time using DocuSign, please pay special attention to Step 1.

## Step 1: Before you begin, be sure to have the following

- Before working with the CNS forms in DocuSign, establish your baseline DocuSign view/signing account by logging in via the UT DocuSign page: <https://docusign.utexas.edu/signer-setup-guide>
- Ensure that you have the access code available to enter into the CNS DocuSign forms which is **CNS2021**.
- Reminder: Enter your name as the Employee when beginning the form, but when asked to enter your email, enter your UT EID email address like this: **[InsertEID]@eid.utexas.edu**. **Do not use your UT work email address.**

## Step 2: Begin CNS DocuSign Form

Once you have established a DocuSign view/signing account, click the applicable DocuSign link for the form you need located on the [CNS Return to Campus Working Guidelines](#) page.

Review the landing page instructions for applicable approvers that are required in order to complete the request.

1. Enter your name as the 'Employee' and your email – be sure to enter your **[InsertEID]@eid.utexas.edu** email address.

**Note:** If you use your regular email (@austin.utexas.edu), then the DocuSign document will only be accessible from your Outlook email via the notification from DocuSign. It will not be accessible from within DocuSign itself.

2. Enter any applicable approvers or others that need to sign the DocuSign document by entering their name and then their email as their **[InsertEID]@eid.utexas.edu** as well.
3. Click **Begin Signing**

## Step 3: Entering the Access Code:

1. Enter the Access Code: **CNS2021** and click **Validate**.

**Note:** Clicking the I never received an access code link will not do anything.

2. You should then be directed to the actual document, click the appropriate action:

**NOTE:** If you have additional questions, please contact [personnel@cns.utexas.edu](mailto:personnel@cns.utexas.edu) **BEFORE** finalizing the CNS DocuSign form.

### **DocuSign Resources**

- [Getting Started with DocuSign](#)
- [Signer Setup Guide](#)