



## **DocuSign in the Grad Rebel Gateway: Online Submission, Review, Signing & Routing of GC Forms**

### **Issue & Background**

In order to facilitate faster processing and improved accessibility, we are moving to electronic forms, routing, and signatures. DocuSign adds security, mobility, accessibility, and reliability to these processes.

### **Key Info and Tips**

- Fall 2018 marks the beginning of our transition into DocuSign in the Grad Rebel Gateway
- Graduate College forms will be electronic and we will cease to use, or accept, any paper forms
- Current graduate students will have access to their student forms through their Grad Rebel Gateway portal on a new Forms tab
- Forms submitted by graduate students will be dynamic and will be linked to a student's Grad Rebel Gateway Account. This will allow many important functionalities:
  - Required forms will be listed in a student's portal so they know what they'll need to submit as they move through their program
    - Example: Appointment of Advisory Committee
  - Additional, optional, forms will also be listed in a student's portal
    - Example: Leave of Absence
  - Fields will auto-populate whenever possible
    - Example: Name, NSHE, Plan
  - Limitation of choices in fields will prevent inaccurate and flawed data
    - Example: When selecting Advisory Committee members a student will only see faculty who have the required Graduate Faculty Status and are eligible to serve
  - Submitted forms will be automatically sent to DocuSign and routed to required signatories based on the form selected

- Each signatory will receive an email when a form is ready for them to sign and will not continue until it has been signed
  - Signatories will approve or deny each form and then electronically sign
    - Students will be able to track their submitted forms as they route for signatures
    - Completed forms will be easily accessible by faculty/staff with access to the Grad Rebel Gateway, as they will be attached to the student's record
- Additional electronic forms will be located on the Graduate College website
  - Example: Graduate Faculty Status Application
- Stay tuned for in-person training sessions, webinars, and an online users' guide to assist with the transition from paper to e-forms.

### **Action Items**

- Refrain from distributing paper versions of Graduate College forms to your students. The Degree Audit Companion form will be removed from the Graduate College website December 10, 2018 and no longer accepted after Monday, January 2, 2019. All other forms will be removed from the Graduate College website on February 1, 2019 and will no longer be accepted after March 1, 2019.
- Graduate Coordinators, Chairs, & Deans will need to monitor their generic email accounts as this is where DocuSign emails will be sent
- Graduate faculty should be aware of this transition and be prepared to sign any forms that are sent through DocuSign to their UNLV.edu email account

### **Project Timeline & Important Dates**

- DocuSign roll-out is planned for December 2018

### **Who to Contact with Questions**

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