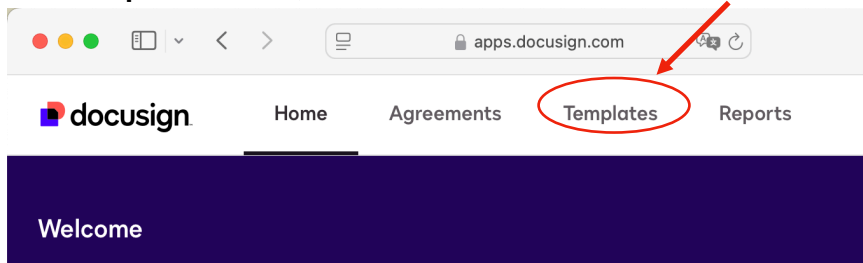


## Step-by-step Docusign Completion Guide with Screen Shots CSE Peer Advisor guide: By students, For students!

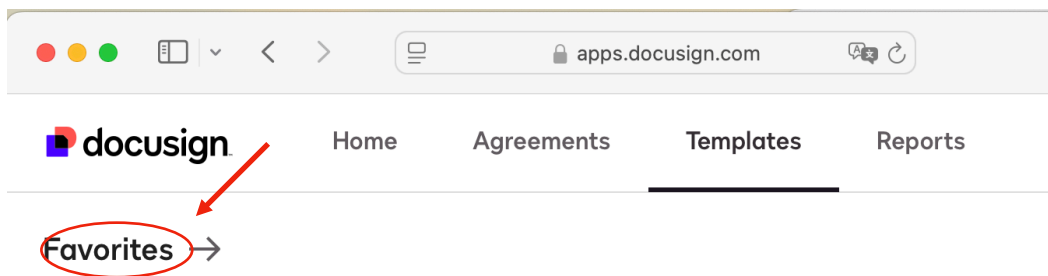
DOCUSIGN website: <https://apps.docusign.com/>

0. Find the CSE shared folder.

1) Sign in to the Docusign website with your GT account, see the top bar, and find the “**Templates**” block, Click it.



2) Click the “**Favorites**” bar to show the other folder options.

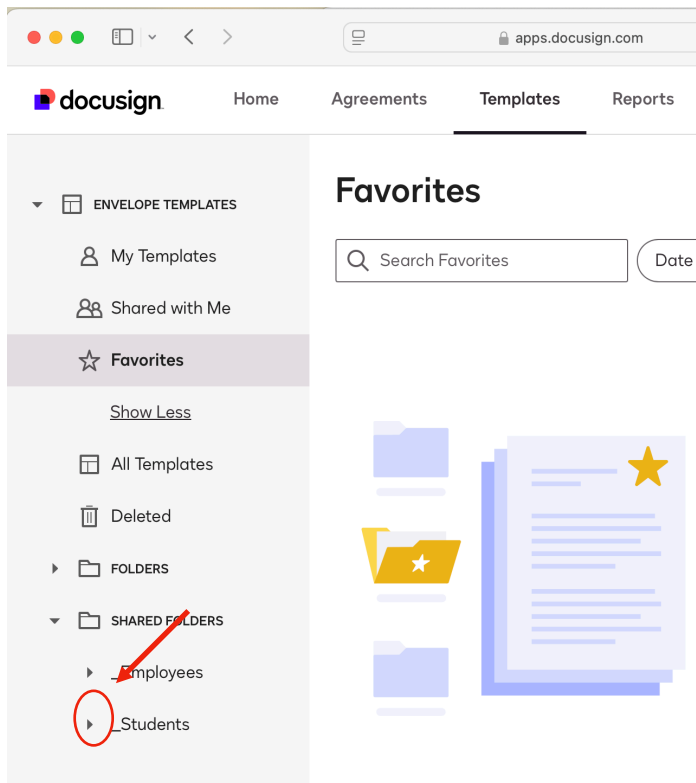


### Keep your favorite template:

When you add existing templates to your fa  
can access them more easily.

Add to Favorites

3) Look for the **SHARED FOLDERS** at left side bar, find the folder “**\_Students**” Click the **triangle**. If the side bar didn't appear, full screen or zoom-in the webpage.



4) The subfolders will appear after clicking the triangle. Find the “COC” folder, then click the triangle. Then click the “**Computer Science and Engineering**” folder. Scroll down to find the form you need.

The screenshot shows the Docusign Apps interface. The left sidebar displays a list of shared folders under the heading "SHARED FOLDERS". The folders listed are: \_Employees, \_Students, C2D2 Center for Career Di..., CoB, CoC, Computational Science ..., Computer Science, Cybersecurity and Privacy, Gvu Center, Interactive Computing, and Registration. The "Computational Science ..." folder is highlighted with a red circle and a red arrow pointing to it. The main content area shows the "Computational Science ar" page. It includes a search bar labeled "Search Shared Folder" and a "Date" dropdown menu. Below these, there is a table with columns "NAME", "OWNER", and "CREATED D". The table contains two entries:

NAME	OWNER	CREATED D
☆ CSE_Non... Eligible for matching	GT Computational Science and Engineering DocuSign Service Account	9/23/2019 03:37:06 pm
☆ CSE_CS_... Excluded from matching	GT Computational Science and Engineering DocuSign Service Account	8/22/2022 12:48:20 pm

5. Where is the Program of Study form?

In “SharedFolder → \_Students → COC → **Computer Science and Engineering**” subfolder.  
Search keyword “**Program**”, take the matched degree and Thesis/Non-Thesis option.

The screenshot shows the DocuSign application interface. The left sidebar displays a hierarchy of shared folders: SHARED FOLDERS, \_Employees, \_Students, C2D2 Center for Career Di..., CoB, CoC, Computational Science ..., Computer Science, Cybersecurity and Privacy, GUV Center, Interactive Computing, and Registration. The 'Computational Science ...' folder is selected. The main content area shows a search bar with the text 'Program' and a 'Date' dropdown. Below the search bar, a table lists search results. The first result is 'CSE\_Non...' with a star icon, labeled 'Eligible for matching', owned by 'GT Computational Science and Engineering DocuSign Service Account', and dated '9/23/2019 03:37:06 pm'. The second result is 'CSE\_CS\_...' with a star icon, labeled 'Excluded from matching', owned by 'GT Computational Science and Engineering DocuSign Service Account', and dated '8/22/2022 12:48:20 pm'. A red arrow points from the search bar to the first result.

	NAME	OWNER	CREATED D
☆	CSE_Non... Eligible for matching	GT Computational Science and Engineering DocuSign Service Account	9/23/2019 03:37:06 pm
☆	CSE_CS_... Excluded from matching	GT Computational Science and Engineering DocuSign Service Account	8/22/2022 12:48:20 pm
		GT Computational	