Logging Into DocuSign

For First Time

& Returning Users
Preparing to Use DocuSign

• Before logging into UT’s DocuSign, users will need:
  • To be active-status faculty or staff
  • Their EID & password 🚧
    • https://idmanager.its.utexas.edu/eid_self_help/
  • To be registered with Duo -
    • https://utdirect.utexas.edu/apps/duo/register/
Start: http://docusign.utexas.edu

Click here to begin
Enter EID & Password

If you need to update your EID password, use the Self-Service Tools: https://idmanager.its.utexas.edu/eid_self_help/
Select Preferred Duo Authentication

Select Duo option and be ready to answer the app push; phone call; or use the passcodes provided via SMS.
Option 1: Select DUO Push

When selecting “Send Me a Push”, Duo sends an alert to the user’s mobile device app. The app must be launched to confirm authentication.
Option 2: Select Call Me

When selecting “Call me”, Duo calls the phone number(s) that are registered with that EID.

Duo calls from 512.475-9400.

The listener will be prompted to press any key to confirm login.
Option 3. Selecting Enter Passcode

When selecting “Enter a Passcode”, Duo will indicate which code to use next.
New Users: Initial Landing Page

Opening this page using your UT EID/password and Duo authentication creates your UT DocuSign account.

Note: Initial Login does not have a Templates tab.
Once a New Account is Created

- **Stop** and let the DocuSign Unit Contact (DUC) know
  - The DUC must request user account updates from the UT DocuSign Administrator
  - The DUC will notify users when account is updated
- While waiting, users can update preferences and signature by follow these instructions:
  - [http://docusign.utexas.edu/user-profile-management](http://docusign.utexas.edu/user-profile-management)
  - See further instructions on next slide
If you are going to be sending documents, after privileges are updated, the Templates tab is available at top of screen and the New button appears.
Occasionally, users are presented with a non-UT login screen. Enter any UT email address that ends in \texttt{utexas.edu} and click Continue. DocuSign will forward to the EID login on Slide 4. Note: EID login page has no information about the email address that was entered. Use your EID & password on that page.