


Logging Into DocuSign

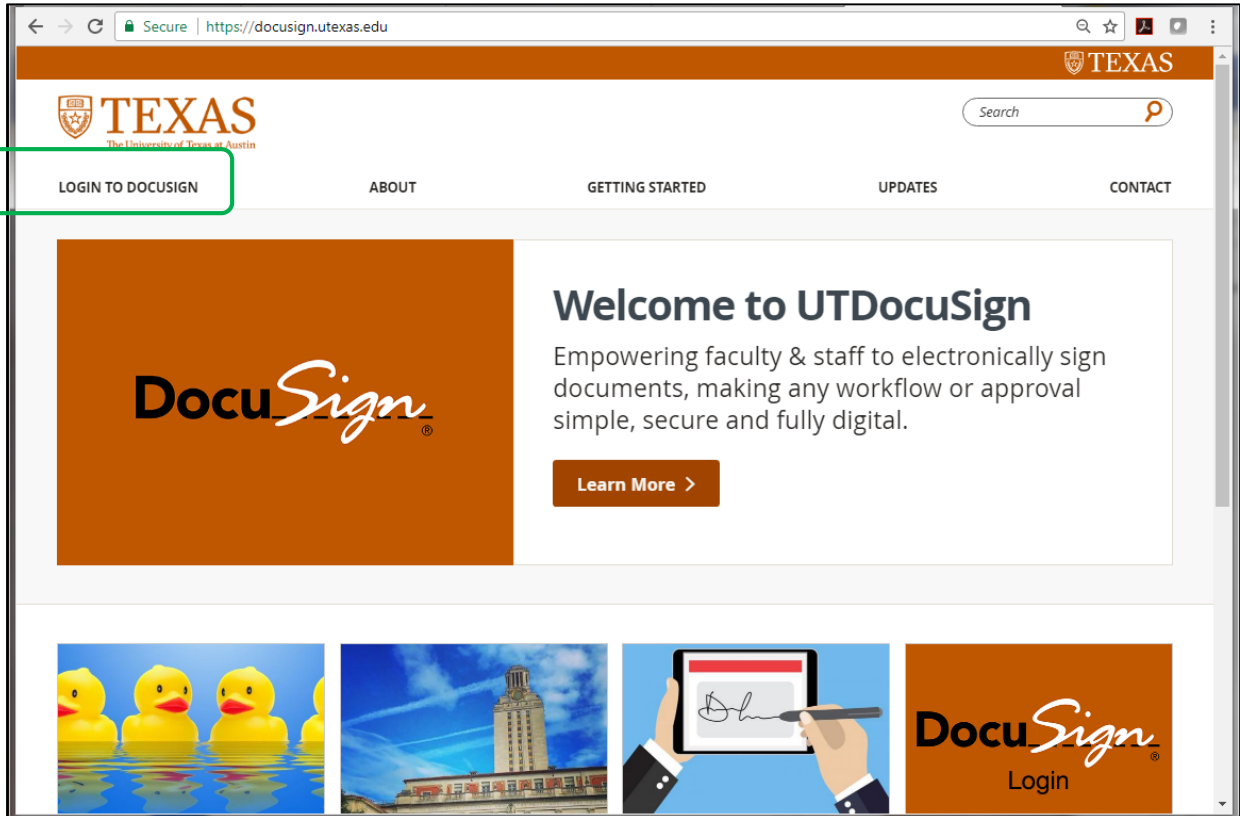
For First Time
& Returning Users

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/>

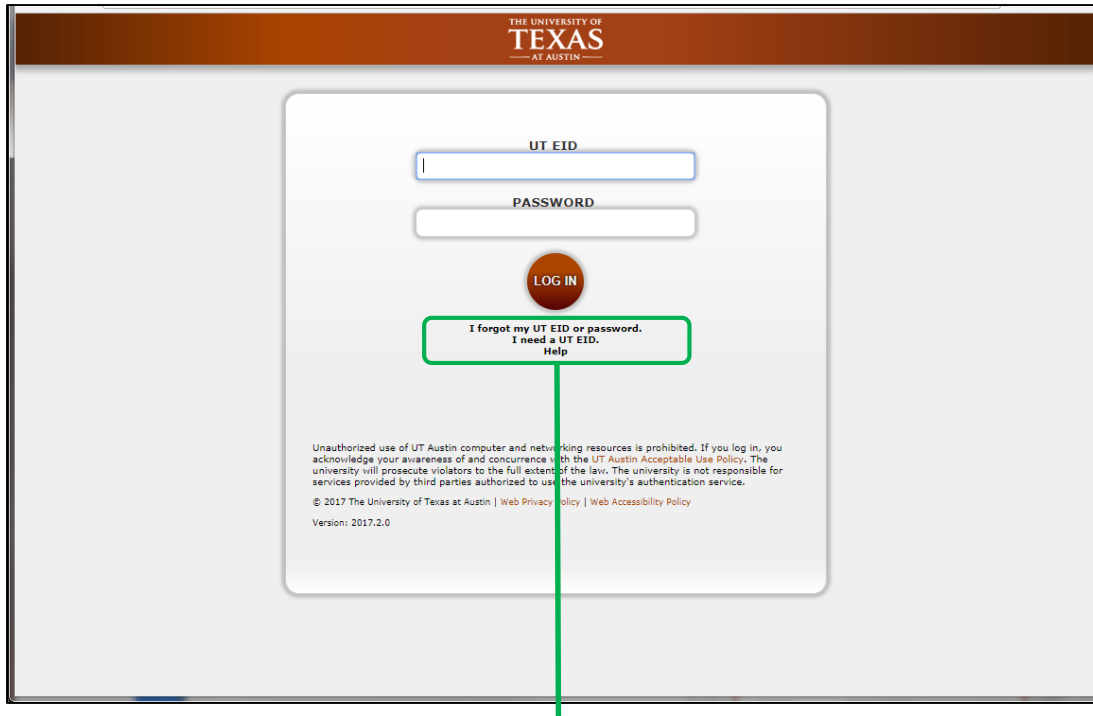
Start: <https://docusign.utexas.edu>

Click
here to
begin



The screenshot shows a web browser window with the URL <https://docusign.utexas.edu>. The page features the University of Texas logo and a search bar. A navigation menu includes links for **LOGIN TO DOCUSIGN**, **ABOUT**, **GETTING STARTED**, **UPDATES**, and **CONTACT**. The **LOGIN TO DOCUSIGN** link is highlighted with a green box. The main content area displays the **DocuSign** logo on a brown background, followed by the heading **Welcome to UTDocuSign** and the text: "Empowering faculty & staff to electronically sign documents, making any workflow or approval simple, secure and fully digital." Below this is a **Learn More >** button. At the bottom, there are four image tiles: yellow rubber ducks, a building, a hand signing a document on a tablet, and a **DocuSign Login** button.

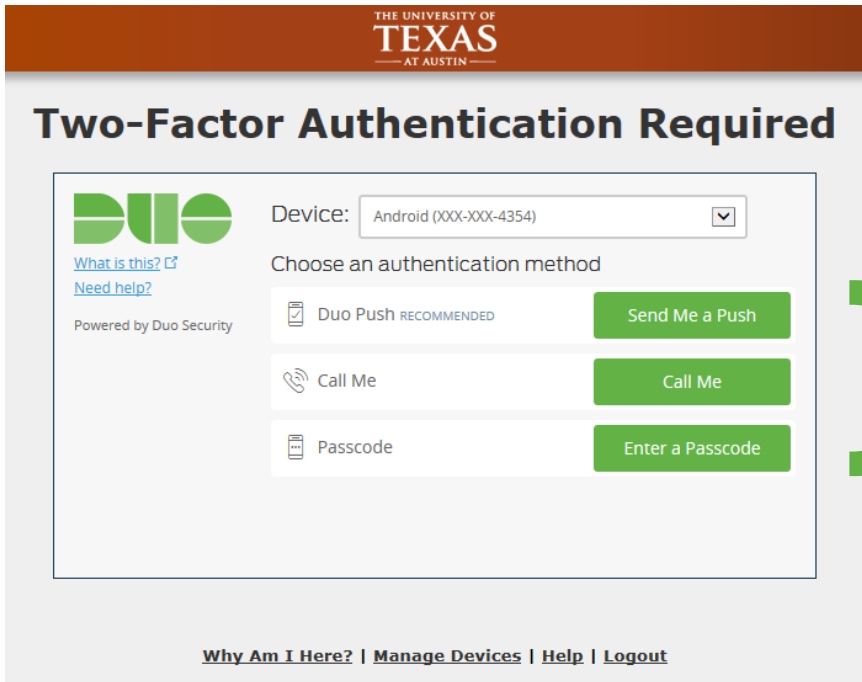
Enter EID & Password



The screenshot shows the login interface for The University of Texas at Austin. At the top, there is a brown header with the university's name and logo. Below this, a white box contains the login form. The form has two input fields: 'UT EID' and 'PASSWORD'. Below the fields is a red 'LOG IN' button. Underneath the button is a green-bordered box with the text: 'I forgot my UT EID or password. I need a UT EID. Help'. A green line extends from the 'Help' link down to the text below. At the bottom of the white box, there is a disclaimer: 'Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service.' Below the disclaimer, it says '© 2017 The University of Texas at Austin | Web Privacy Policy | Web Accessibility Policy' and 'Version: 2017.2.0'.

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



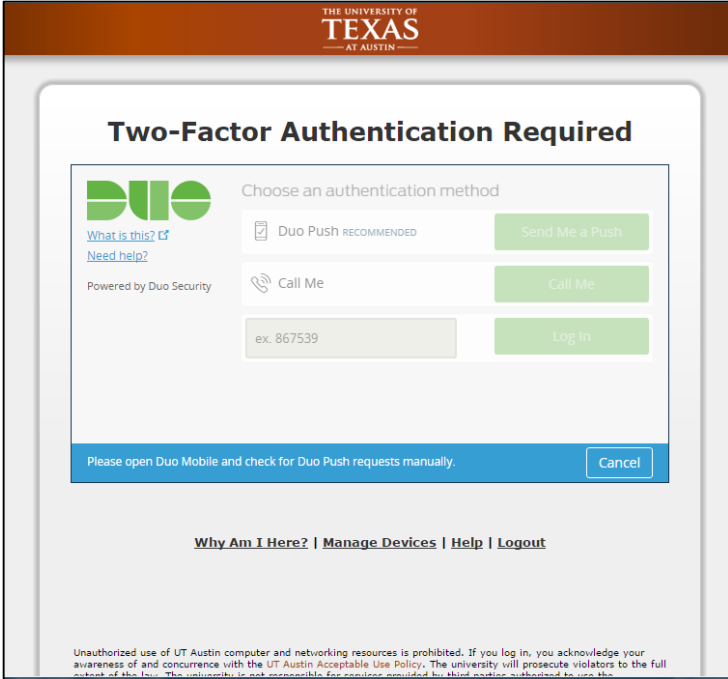
The screenshot shows the Duo Two-Factor Authentication interface. At the top, it says "THE UNIVERSITY OF TEXAS AT AUSTIN". Below that, the heading "Two-Factor Authentication Required" is displayed. On the left, there is the Duo logo and links for "What is this?" and "Need help?". Below the logo, it says "Powered by Duo Security". In the center, there is a "Device:" dropdown menu showing "Android (XXX-XXX-4354)". Below this, the text "Choose an authentication method" is followed by three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there are links for "Why Am I Here?", "Manage Devices", "Help", and "Logout".

Select Duo option and be ready to answer the app push; phone call; or use the passcodes provided vis 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.



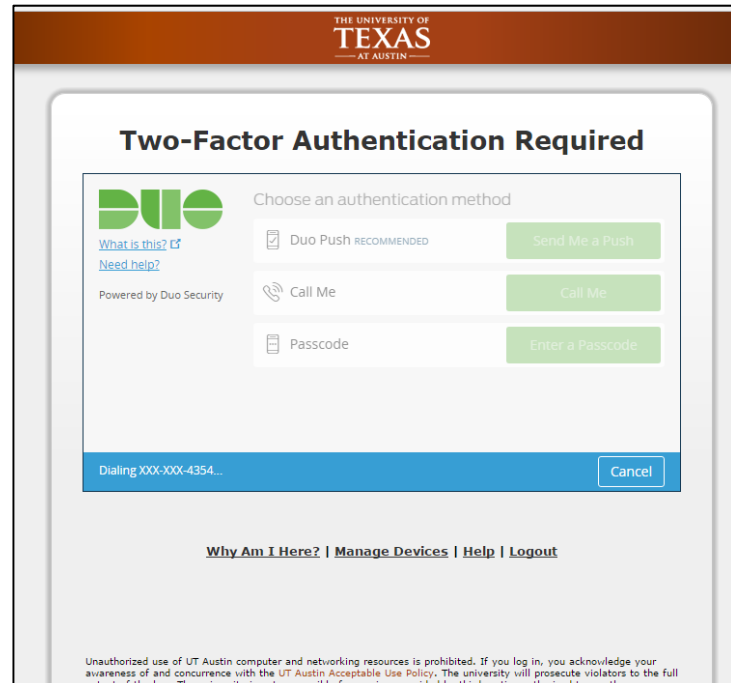
The screenshot shows a web-based authentication interface. At the top, it says "THE UNIVERSITY OF TEXAS AT AUSTIN". The main heading is "Two-Factor Authentication Required". On the left is the Duo logo and links for "What is this?" and "Need help?". Below that, it says "Powered by Duo Security". The main area is titled "Choose an authentication method" and contains three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and a text input field containing "ex. 867539" with a "Log In" button. A blue banner at the bottom of the form says "Please open Duo Mobile and check for Duo Push requests manually." with a "Cancel" button. At the very bottom, there are links for "Why Am I Here?", "Manage Devices", "Help", and "Logout". A small disclaimer at the bottom of the page states: "Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The university will prosecute violators to the full extent of the law. The university is not responsible for content provided by third parties authorized to use the..."

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.

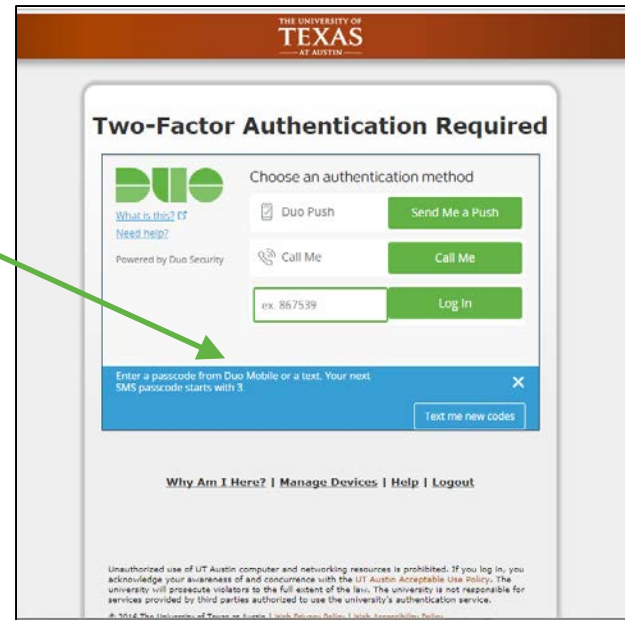
The listener will be prompted to press any key to confirm login.



The screenshot displays the Duo Two-Factor Authentication interface. At the top, it says "THE UNIVERSITY OF TEXAS AT AUSTIN". Below that, the heading "Two-Factor Authentication Required" is centered. On the left, the Duo logo is shown with links for "What is this?" and "Need help?", and it notes "Powered by Duo Security". The main area is titled "Choose an authentication method" and lists three options: "Duo PUSH RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. A blue bar at the bottom of the selection area shows "Dialing XXX-XXX-4354..." and a "Cancel" button. Below the selection area, there are links for "Why Am I Here?", "Manage Devices", "Help", and "Logout". At the very bottom, a small disclaimer states: "Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties selected to use the..."


Option 3. Selecting Enter Passcode

When selecting “Enter a Passcode”, Duo will indicate which code to use next.





THE UNIVERSITY OF
TEXAS
— AT AUSTIN —

Two-Factor Authentication Required

 Choose an authentication method

[What is this?](#) [Need help?](#)

Powered by Duo Security

 Duo Push	<input type="button" value="Send Me a Push"/>
 Call Me	<input type="button" value="Call Me"/>
ex. 887539	<input type="button" value="Log In"/>

Enter a passcode from Duo Mobile or a text. Your next SMS passcode starts with 3.

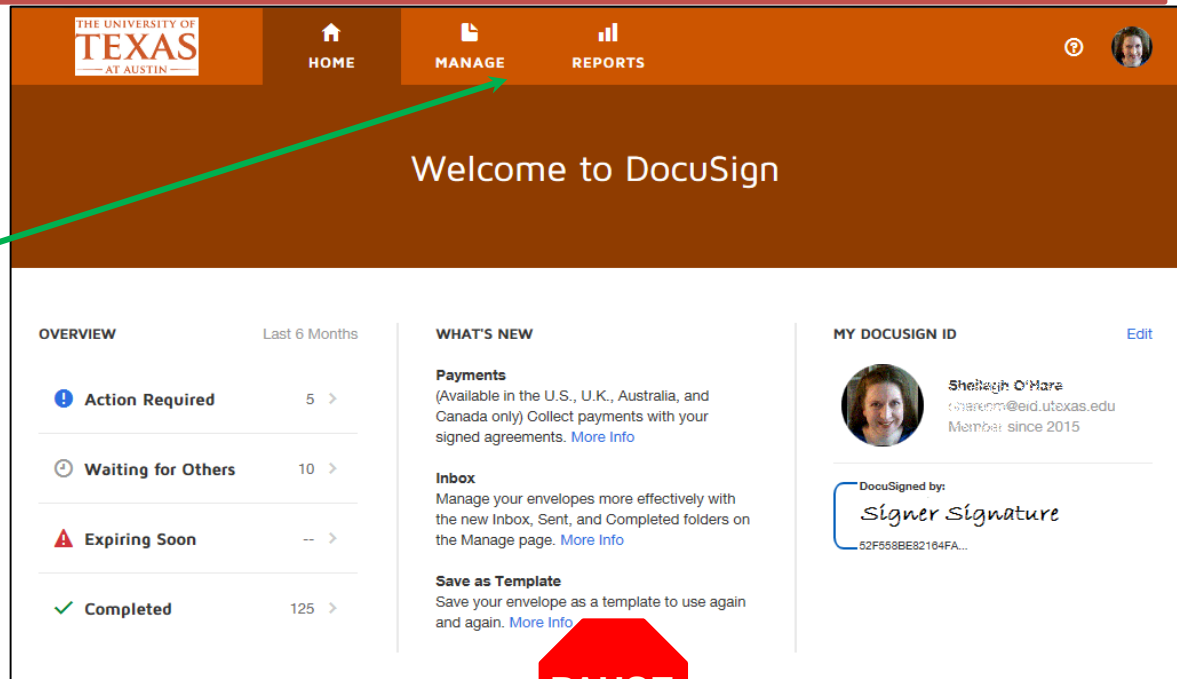
[Why Am I Here?](#) | [Manage Devices](#) | [Help](#) | [Logout](#)

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© 2014 The University of Texas at Austin. [Link Privacy Policy](#) | [Link Accessibility Policy](#)

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.



OVERVIEW	Last 6 Months
Action Required	5 >
Waiting for Others	10 >
Expiring Soon	-- >
Completed	125 >

WHAT'S NEW

Payments
(Available in the U.S., U.K., Australia, and Canada only) Collect payments with your signed agreements. [More Info](#)

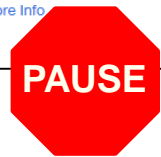
Inbox
Manage your envelopes more effectively with the new Inbox, Sent, and Completed folders on the Manage page. [More Info](#)

Save as Template
Save your envelope as a template to use again and again. [More Info](#)

MY DOCUSIGN ID [Edit](#)

Sheelagh O'Mara
sheelagm@eid.utexas.edu
Member since 2015

DocuSigned by:
Signer Signature
52F558BE82164FA...



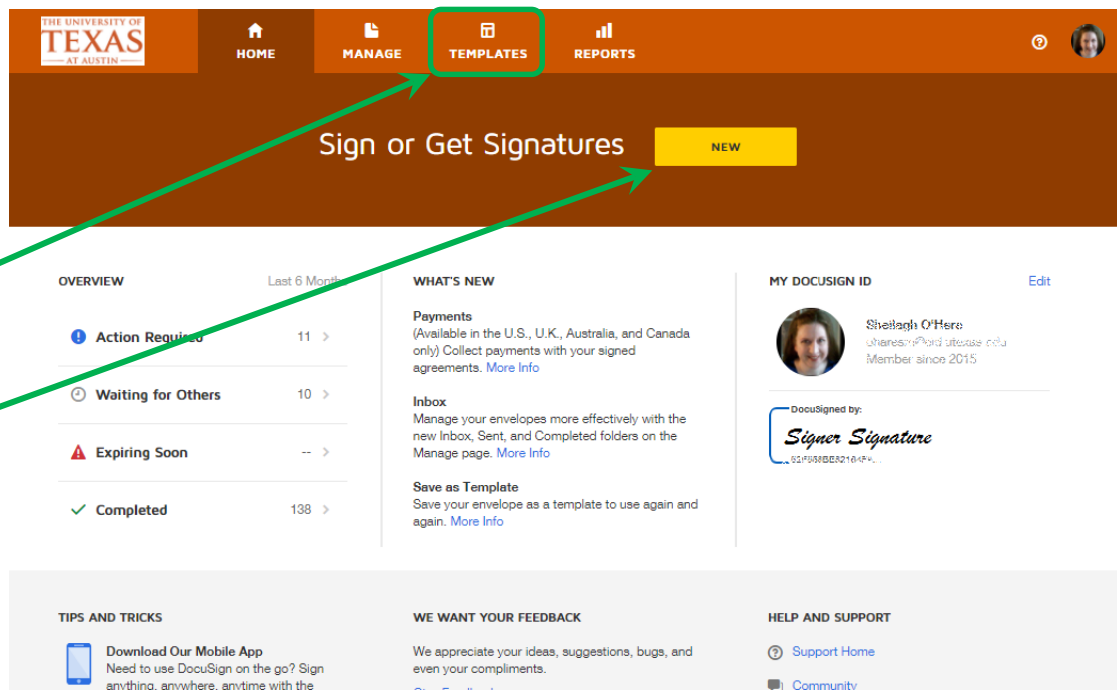
See next slide!

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>
 - See further instructions on next slide

Login page after privileges have been updated

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.



Generic DocuSign Login Page

Occasionally, users are presented with a non-UT login screen.

Enter any UT email address that ends in **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.

