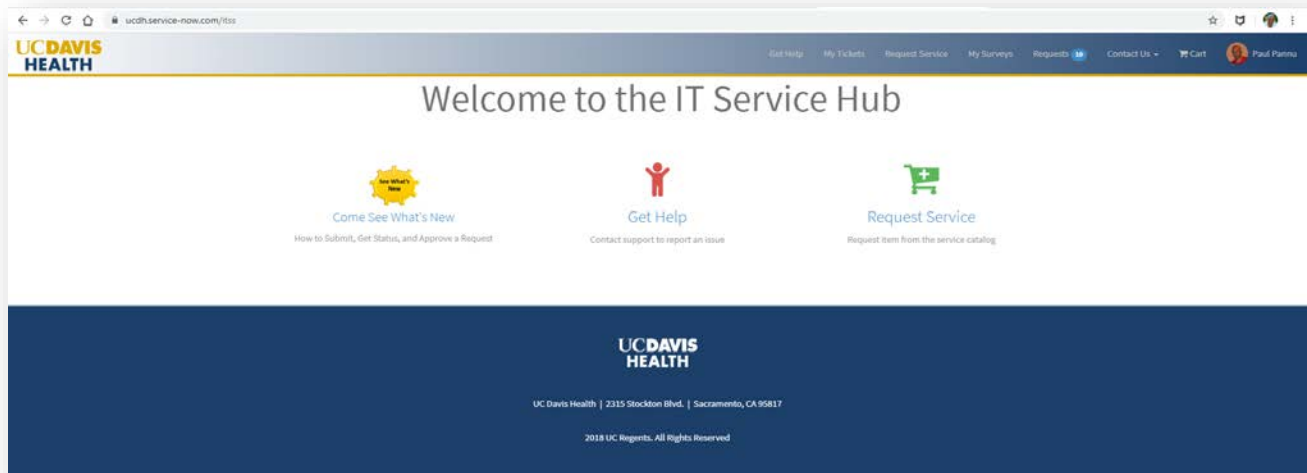
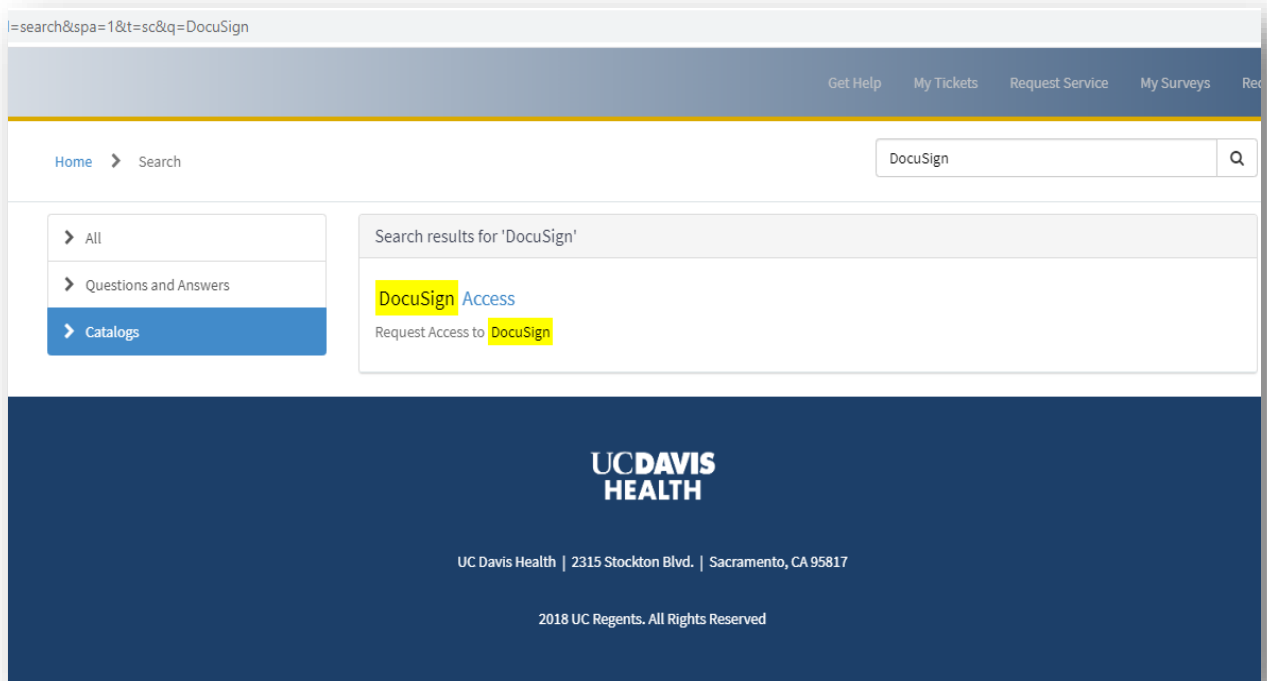


How To Request DocuSign Access

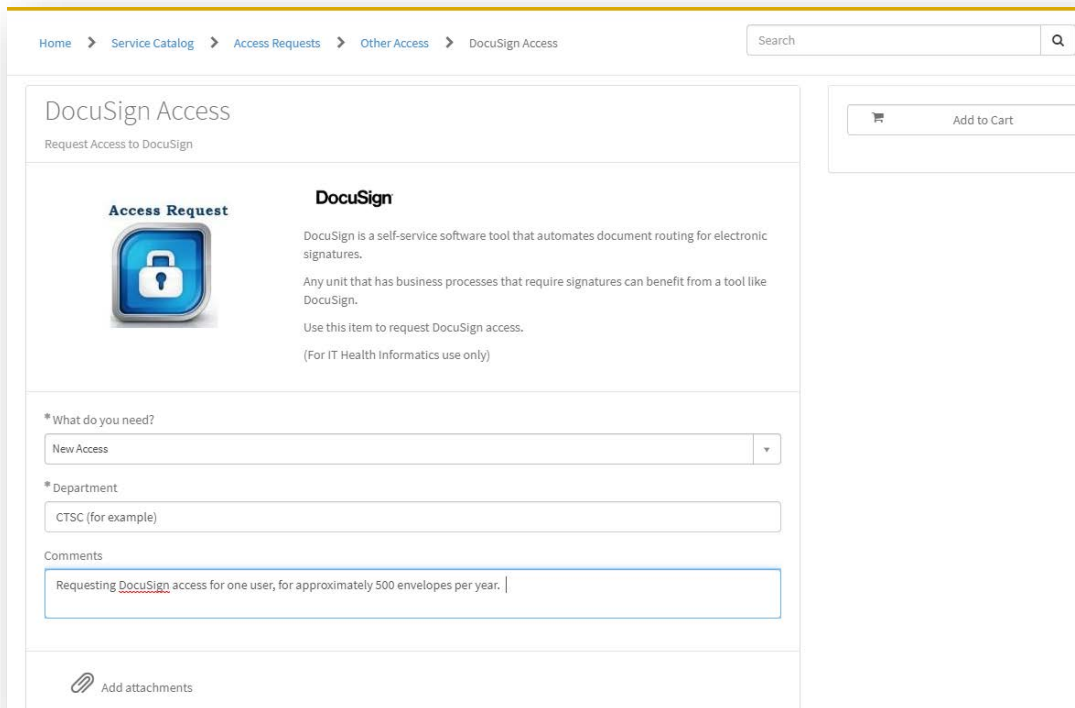
1. Go to <https://ucdh.service-now.com/its> and select *Request Service*



2. Type DocuSign in the search bar



3. Select DocuSign Access and complete the request fields; then Add to Cart




Home > Service Catalog > Access Requests > Other Access > DocuSign Access

Search

DocuSign Access

Request Access to DocuSign

Access Request



DocuSign

DocuSign is a self-service software tool that automates document routing for electronic signatures.

Any unit that has business processes that require signatures can benefit from a tool like DocuSign.

Use this item to request DocuSign access.

(For IT Health Informatics use only)

*What do you need?
New Access

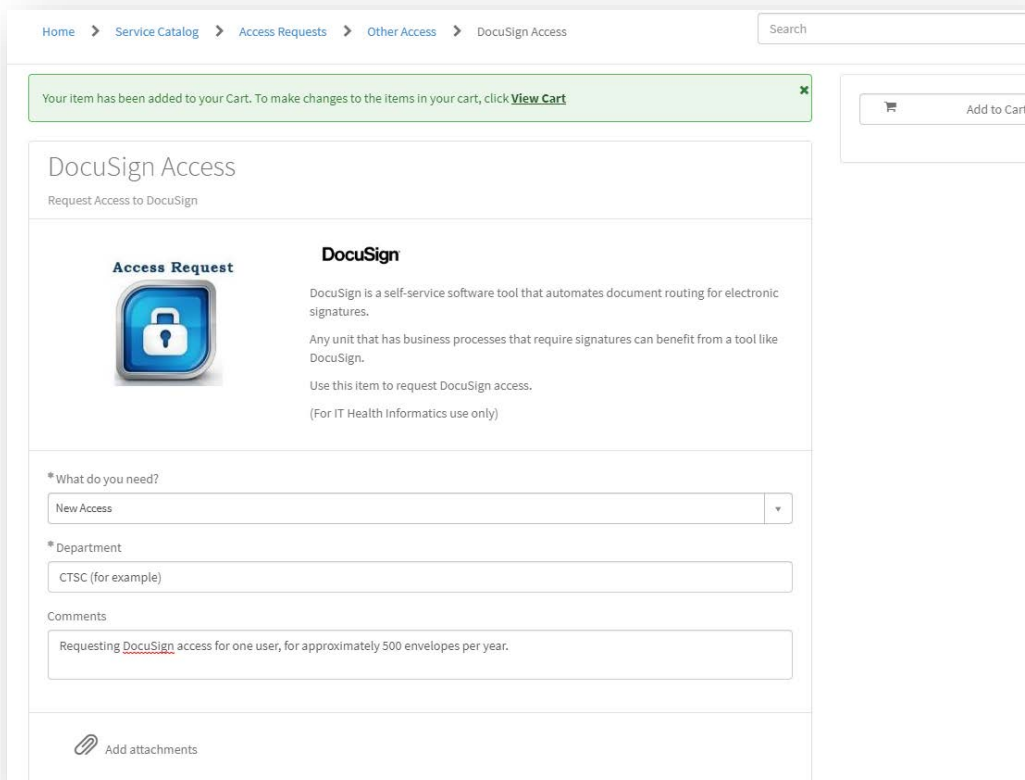
*Department
CTSC (for example)

Comments
Requesting DocuSign access for one user, for approximately 500 envelopes per year.

Add attachments

Add to Cart

4. View Cart



Home > Service Catalog > Access Requests > Other Access > DocuSign Access


Search

Your item has been added to your Cart. To make changes to the items in your cart, click [View Cart](#)

DocuSign Access

Request Access to DocuSign

Access Request



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CTSC (for example)

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Add attachments

Add to Cart

5. Complete the fields and click *Checkout*

You are ordering items for yourself. [Change This](#)

Your Cart

Product	Quantity
 DocuSign Access Request Access to DocuSign	-  

* Please select an Approver

* Brief Cart Title (ex. Access for John Doe)

* Detailed Description of Cart Request

[Continue Shopping](#) [Save as Bundle](#) [Clear Cart](#) [Checkout](#)

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