1. Go to https://ucdh.service-now.com/itss and select Request Service

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UCDAVIS HEALTH				nguesta 🧰 Contact Us + 🍞 Cart 🚱 Paul Parma
	Welcon	ne to the IT Serv	ice Hub	
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	Come See What's New How to Submit, Get Status, and Approve a Request	Get Help Contact support to report an issue	Request Service Report new how the service catalog	
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2. Type DocuSign in the search bar

	Get Help My Tickets Request Service My Surveys
Home > Search	DocuSign
> All	Search results for 'DocuSign'
> Questions and Answers	DocuSign Access
> Catalogs	Request Access to DocuSign
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3. Select DocuSign Access and complete the request fields; then Add to Cart

DocuSign Access Request Access to DocuSign			Ħ	Add to Cart
Access Request	DocuSign			
	Docusign is a self-service software tool that automates document routing for electron signatures.	11C		
	Any unit that has business processes that require signatures can benefit from a tool li DocuSign.	ke		
	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 <u>DocuSign</u> access for one us	ser, for approximately 500 envelopes per year.			

4. View Cart

Your item has been added to your Cart.	To make changes to the items in your cart, click <u>View Cart</u>	E I	Add to Carl
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?	· · · · · · · · · · · · · · · · · · ·		
* Department			
Comments			
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5. Complete the fields and click *Checkout*

You are ordering items for yourself. Change This		
ur Cart		
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Access Request	DocuSign Access Request Access to DocuSign	. 🛛 🖉 🖻
Please select a	in Approver	Detailed Description of Cart Request
Calvin Chang Brief Cart Title DocuSign Acce	. (ex. Access for John Doe) ss for Paul <u>Pannu</u>	Paul <u>Pannu</u> would like access to <u>DocuSign</u> to create approximately 500 envelopes per year.
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