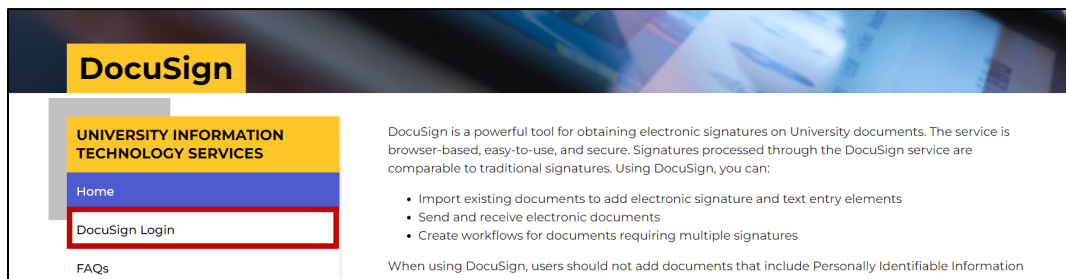


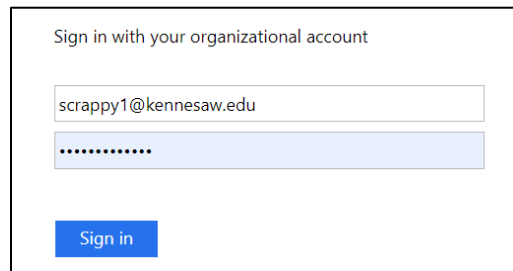
How to Complete the PeopleSoft Financials Access Form via DocuSign

Follow these steps to complete your PeopleSoft Security Form via DocuSign. In order to successfully complete the below steps, you must first have a copy of the PeopleSoft Financials Access Form. For more information regarding access to Kennesaw State's financial systems, please visit [Fiscal Services – Accounting](#).

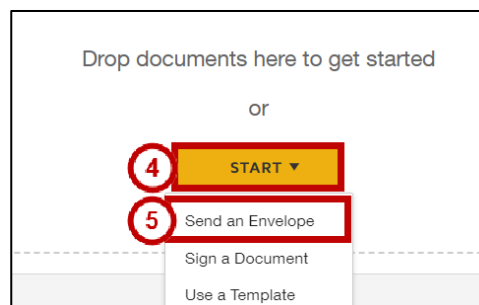
1. Go to [KSU's instance of DocuSign](#).
2. Click **DocuSign Login**.



3. The SSO will display. Login with your **Net ID** and **password**.

A screenshot of a sign-in form titled 'Sign in with your organizational account'. It features two input fields: an email field containing 'scrappy1@kennesaw.edu' and a password field filled with dots. Below the fields is a blue 'Sign in' button.

4. Click **Start**.





5. Select **Send an Envelope** from the corresponding dropdown menu.
6. A new window will appear. Under Add Documents to the Envelope, click **Upload**.

Add documents

Drop your files here or

6 **UPLOAD** ▼

7  **Browse**

 Use a template

7. Select **Browse**. Attach the previously saved *PeopleSoft Financials Access Form* PDF.
8. Once the file is uploaded, check **Set signing order**.


Add recipients


☒ Set signing order [View](#)


1

Name *

Email *

 NEEDS TO SIGN ▼

 CUSTOMIZE ▼



9. Click **Add Recipient** three times so there are four different recipients.

- a. Type in your **name** and **email** for the first recipient. This should match the Employee Name on the PeopleSoft form.
- b. Type in your **supervisor** name and **email** for the second recipient. This should match the name of the Supervisor on the PeopleSoft form.
- c. Add peoplesoftaccess@kennesaw.edu as the third recipient as a signer.
- d. Add peoplesoftaccess@kennesaw.edu as the fourth recipient.
- e. Click the **Needs to Sign** tab. A drop-down menu will appear. Click **CC receives a copy**. This will route the signed form to Fiscal Services once all signatures are completed.

10. Enter in the **Email Subject**.

- Click the **Next** button to continue.
- Add **Employee Signature** and **Date Signed** to the form by dragging these fields from the left of the document and placing them on the form.

Scrappy Owl

Search Fields

Standard Fields

- Signature
- DS Initial
- Date Signed

Name

Email

Company

Title

must be in writing and should be forwarded immediately to the Division of Legal Affairs or to the President's Office prior to any response from a KSU employee.

By my signature, I acknowledge and agree that I am aware of the regulations set out above, violations of which may result in disciplinary actions up to and including dismissal from the University and/or employment.

Required Approval Signatures from Employee's Department

<p>EMPLOYEE SIGNATURE :</p> <p>Sign</p> <p>↓</p>	<p>DATE:</p> <p>Date Signed</p>	<p>EMPLOYEE NAME :</p> <p>Scrappy Owl</p>
<p>SUPERVISOR SIGNATURE :</p>	<p>DATE:</p>	<p>SUPERVISOR NAME :</p> <p>Scrappy's Supervisor/Manager</p>
<p>PEOPLESOFTACCESS SIGNATURE:</p>	<p>DATE:</p>	<p>INCLUDE PEOPLESOFTACCESS@KENNESAW.EDU IF USING DOCUSIGN TO COMPLETE APPROVAL FLOW:</p>

13. Click on the **employee name** in the top left corner. A dropdown menu will appear. Select the next person who needs to sign the document.

PeopleSoft Access

Scrappy Owl

Scrappy's Manager/Supervisor

✓ PeopleSoft Access

Edit Recipients

Date Signed

Name

Email

Company

Title

Decline

13

Must be in writing and should be forwarded immediately to the Division of Legal Affairs or to the President's Office prior to any response from a KSU employee.

By my signature, I acknowledge and agree that I am aware of the regulations set out above, violations of which may result in disciplinary actions up to and including dismissal from the University and/or employment.

Required Approval Signatures from Employee's Department

<div>EMPLOYEE SIGNATURE :</div> <div><div>Sign</div></div>	<div>DATE:</div> <div><div>Date Signed</div></div>	<div>EMPLOYEE NAME :</div> <div>Scrappy Owl</div>
<div>SUPERVISOR SIGNATURE :</div> <div><div>Sign</div></div>	<div>DATE:</div> <div><div>Date Signed</div></div>	<div>SUPERVISOR NAME :</div> <div>Scrappy's Supervisor/Manager</div>
<div>PEOPLESOFT ACCESS SIGNATURE:</div> <div><div>Sign</div></div>	<div>DATE:</div> <div><div>Date Signed</div></div>	<div>INCLUDE PEOPLESOFTACCESS@KENNESAW.EDU IF USING DOCSIGN TO COMPLETE APPROVAL FLOW:</div>

Fiscal Services and Security Administrator Signatures Required

SHORTCUTS

Documents

Pages: 2

1

2

BACK

SEND

Note: You should have a different color for each signer as shown – all signers should match employee names already on the PeopleSoft form.

14. Once all signatures and date signed fields have been added, click **Send**.