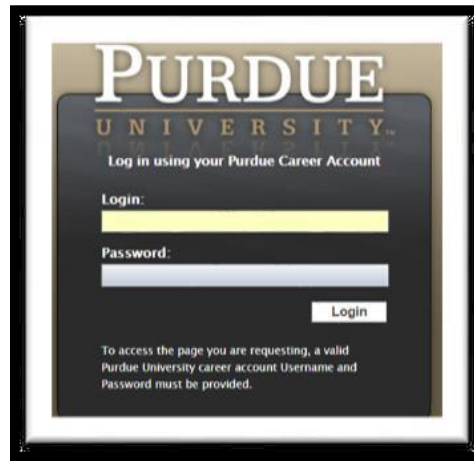


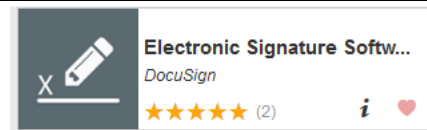
## Access DocuSign

Log in to OneCampus Portal  
<https://one.purdue.edu>  
to access DocuSign

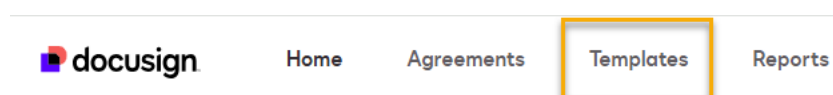
Login utilizing your Career  
Account Password



Select DocuSign or input  
DocuSign into the search bar



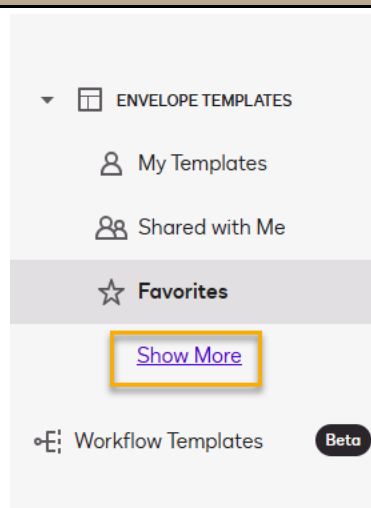
DocuSign displays. Navigate  
to “**Templates**” located on  
the top search bar and click.



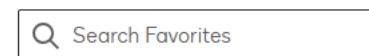
## Use the Template

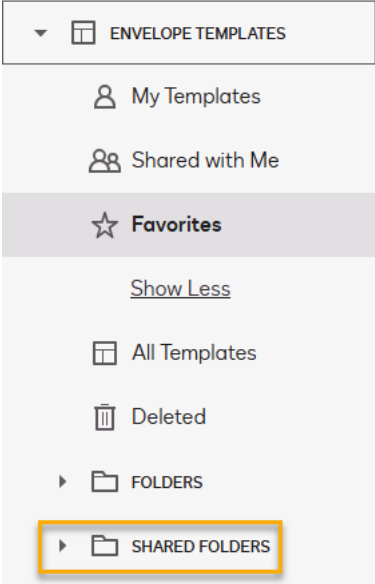
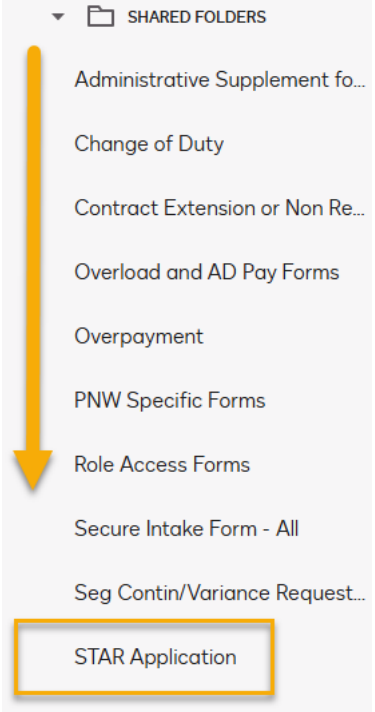
**Templates** displays. On the left  
side of the screen view the  
Employee Templates. You may  
need to click “Show More” for  
the full listing.

Scroll to the “**Shared Folders**”  
and click arrow to open the  
display options



## Favorites



	
<p>Scroll to <b>“Star Application”</b> and <b>click</b> to display the STAR Application template.</p>	

Navigate to the **“Use”** button located on the far right-hand side of the screen and **click to open** application.

**STAR Application**

Search Shared Folder Date Advanced search Clear

NAME	OWNER	POWERFORMS	CREATED DATE	LAST CHANGE	
★ Star Program Application Eligible for matching	Cathleen R Cline		3/20/2025 09:12:32 am	3/20/2025 04:02:13 pm	<b>Use</b>

STAR Application

1. Input applicant name and email.
2. Input supervisor name and email.
3. Navigate to the bottom right-hand corner and click **“Send”**

Star Program Application

Add recipients

STAR Applicant

1 Name

2 Email

STAR Applicant's Supervisor

2 Name

2 Email

STAR Program Coordinator

3 Name

3 Email

CC RECEIVES A COPY

3

ADVANCED EDIT

**SEND**

Follow the DocuSign Prompts:

- **Click Sign Now**
- **Click Continue**

**Sign Now**

Do you want to sign this document now?

Sign Later **Sign Now**

**PURDUE**  
UNIVERSITY

**Review and continue**

Message from Dorothy Lucinda Moscrip, Purdue University

Please complete the application for the STAR Program. Once completed, sign the application to be forwarded to your supervisor for review.

Change Language - English (US)

Other Options **Continue**

DocuSign STAR Program Application displays. **Click “Start”** and follow all prompts.

Click **“Finish”** once all items have been completed.

The application will automatically route to your supervisor.

Start

↑

DocuSign Envelope ID: 8FEB5112-699B-4495-A246-A22F0E0BB1E7

## STAR Program Application

To be eligible for the STAR program, participants are required to complete a program application.

Employee Information

Dorothy Lucinda Moscrip		dmoscrip@purdue.edu	
Name	Email	Prefer to be called	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Department	Job Title	Years of Service	

*You may attach a document here to supply additional information for any part of this application.*

Optional

Please answer the following questions.

1. Have you completed any of the STAR certifications?    ☐ Yes    ☐ No
  
2. Please share why you are participating in this program.

3. What are your expectations for this program? (Please choose all that apply)

☐ Potential career advancement
 ☐ Increased skills and understanding
 ☐ Other (Comment)

