Request a New OU Admin Account

1. Please read these instructions carefully!
2. Click on the URL for the form: OU Admin request form on DocuSign
3. You must fill in all of the fields of the “PowerForm Signer Information” form (see below).
4. The Requestor is the person filling in the form on behalf of the Employee. The Employee will become the OU Admin. The Requestor and the Employee may be the same person. Department/School Head is the person that will approve this request for the Employee.
5. When complete, click the Begin Signing.
6. At this point you are presented with the following access screen.
7. You will also receive the following email including the validation code.

8. Either copy the validation code from the email into the initial screen you received after entering your data, or click on the Resume Signing button from the email. The access code is necessary in order to access the document.

9. The Requester will then receive an email to begin the form.
10. Go through the document and complete all fields which are required. Once all required fields are completed, the **FINISH** button will appear. Click on the **FINISH** button.

11. Once completed, the next person in the list will receive a notification to complete their portion of the form. Once again, once finished click the **FINISH** button.

12. At the end of the workflow, everyone in the flow will receive a copy of the final document (via a link into DocuSign).

13. If, at any point, you need to leave and come back to the document, click on the **Other Action** button and Finish Later.
Check Status of an Existing OU Admin Request

1. Sign into DocuSign (https://account.docusign.com)
2. Click on the Manage Tab in black bar at the top of the screen.
3. Click on the sent icon in the envelopes section to list all of your DocuSign Requests or Out for Signature under the search folder. In the right window pane, click on the request you wish to learn more about.