**ESIGN Guidelines**

DocuSign’s Electronic signature (ESIGN) is a service provided by the Enterprise Systems Unit of Information Technology. It will allow UTRGV faculty, staff, and students to use with documents to electronically sign and approve without printing, scanning, or faxing. It supports processes such as agreement approval on documents. The application is managed by the Application Administration team and access is managed by Access Administration team.

**Responsibilities of Requesting Department:**

* Department is responsible for developing their powerforms and templates.
* Department data owner is responsible for providing list of users and their needed access.
* Department data owner ensures only a small group of users will have admin role needed to develop and manage templates and powerforms.
* Department data owner will govern and control changes as needed within the group.
* Department data owner develops department process for creating, testing, and approving templates and powerforms.
* Department data owner ensures department powerform and template developers have completed required training.
* Department data owner ensures developed department powerforms and templates have been tested thoroughly and successfully in TEST environment prior to moving or publishing them to Production environment.

**Roles**

* By default, all UTRGV employees and students will be granted the UTRGV Standard User role allowing them to view and sign documents using ESIGN.
* Additionally, UTRGV elevated roles for development are created and can be granted per department data discretion through a TeamDynamics Access Request. Request will need approvals from the employee and their corresponding supervisor.

**Process for Requesting Department to be setup with ESIGN:**

1. Requesting Department submits eSign service request through TeamDynamics at: My UTRGV portal (https://my.utrgv.edu/home) or https://support.utrgv.edu/TDClient/Home/
2. Request will be routed to the Application Administration team. An initial consultation meeting will be scheduled to review request and cover guidelines for application use, roles, and responsibilities.
3. A separate access request will be submitted to Access Administration team for application use. Request must include department data owner, list of users needing access, and requested role.
4. Access Administration team grants access in TEST environment.
5. Requesting department develops powerforms and templates in TEST and will follow department data owner process for Testing and Approving in order to communicate when ready to move PROD with Access Administration team.
6. Access Administration team will grant access in Production environment for department to implement their powerforms and templates.