ROUTING YOUR DEPARTMENTAL STUDY ABROAD PROGRAM APPROVAL FORM

There are three different ways you can route your program approval form for the necessary signatures: entirely on paper, on paper and in DocuSign, or entirely in DocuSign. Regardless of how you choose to submit your program proposal to the Study Abroad Office, you will receive it back via DocuSign.

These directions are for departments that want to route program proposals entirely via DocuSign. At this time we recommend you fill out the proposal in its editable PDF format and only upload it when it is ready for routing for signatures.

1) Log in to DocuSign https://one.purdue.edu/task/all/docusign

2) Click on the yellow "NEW" button and select "Send an Envelope" from the drop-down menu.
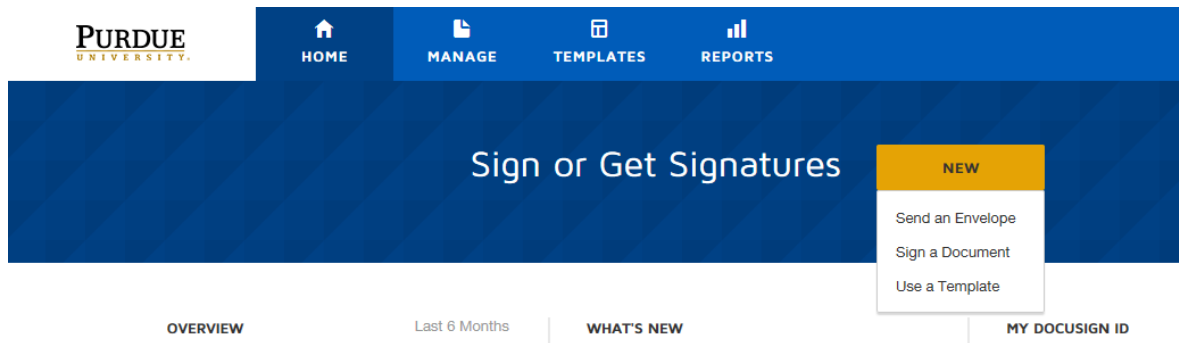
3) Click the blue "UPLOAD" button to upload your completed program proposal. Please note: A completed program proposal will include the completely filled out proposal, the ICL worksheet, the program description, the preliminary itinerary, and the preliminary budget. It should all be saved into one document before uploading to DocuSign.
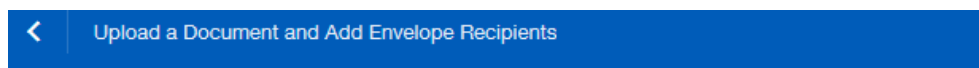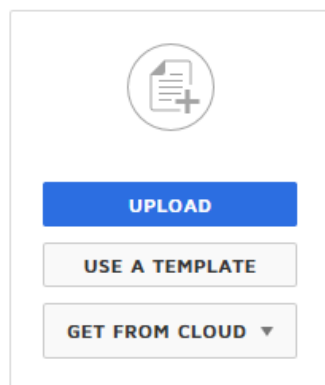
4) Scroll down to the "Add Recipients" section and check the "Set Signing Order" box. This is where you will enter who needs to sign the proposal and in which order they should sign it. You should enter signers for at least all of the following roles: Program Leader, Department Head, College Dean

5) After you've entered the routing for your department, enter the Study Abroad Office routing information exactly as pictured below. Paula and Katherine should both be assigned the same signing number recipient level so they can review different parts of the proposal simultaneously before moving it along in the approval process.

6) After you've correctly entered the signing order, click on the yellow "NEXT" button in the upper right hand corner.


7) This screen is where you will assign signing fields for the members of your department/college that you listed in the signing order. You WILL NOT assign signing fields for Study Abroad Office staff (Paula Memmer, Katherine Yngve, Brian Harley, and Meghan Smith). After you've assigned the appropriate files, click the yellow "SEND" button in the upper right hand corner.

NOTE: If you are new to DocuSign, you can utilize the Quick Reference Cards posted here: https://spa2013.itap.purdue.edu/itea/docusign/Pages/DocuSign%20Support.aspx

8) You will then receive a message requesting that you place fields for the Study Abroad Office staff. Do not do this! Click the "SEND WITHOUT FIELDS" button (it doesn't look like a button, but it is).
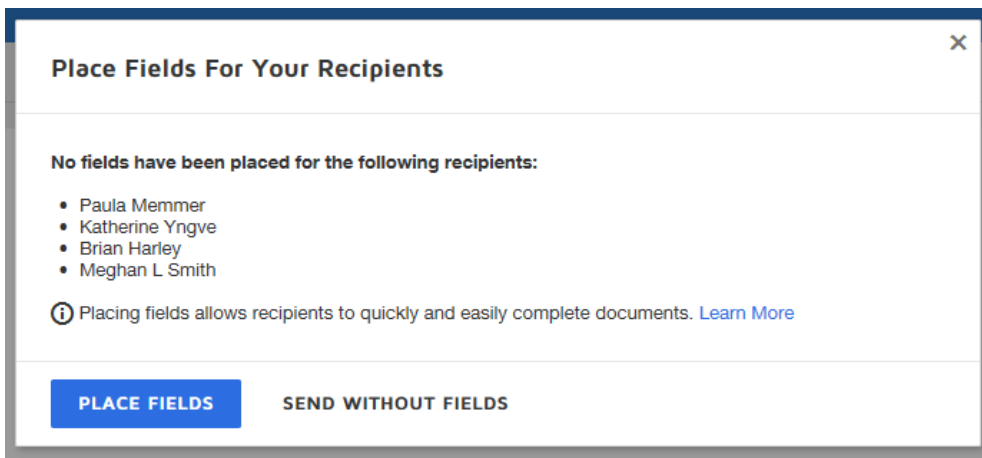
9) That's it! You will receive a notification that the document has been completed after all parties in the Study Abroad Office have signed off on your program approval form. This notification email will include a link to your form where it is stored in DocuSign.

To track where your proposal is at in the approval process, please reference these directions: https://support.docusign.com/en/guides/ndse-user-guide-managing-documents

To turn off viewing confirmation emails and other notifications, please reference these directions: https://spa2013.itap.purdue.edu/itea/docusign/Pages/DocuSign%20-%20Account%20Management.pdf