

How do I request access to UCDH DocuSign?

To request access to UCDH DocuSign:

1. Go to the UCDH DocuSign request form: https://ucdh.servicenow.com/itss?id=sc_cat_item&sys_id=d75f488fdb2f8850e613327e9d961918
2. Complete the form with your information and click **Add to Cart**

The screenshot shows the 'DocuSign Access' request form. The breadcrumb trail is: Home > Service Catalog > Access Requests > Other Access > DocuSign Access. A search bar is at the top right. The form title is 'DocuSign Access' with the subtitle 'Request Access to DocuSign'. On the right, there is an 'Add to Cart' button. The main content area is divided into two columns: 'Access Request' with a lock icon and 'DocuSign' with a description: 'DocuSign is a self-service software tool that automates document routing for electronic signatures. Any unit that has business processes that require signatures can benefit from a tool like DocuSign. Use this item to request DocuSign access. (For IT Health Informatics use only)'. Below this are three required fields: 'What do you need?' with a dropdown menu set to 'New Access', 'Department' with a text box containing 'CTSC (for example)', and 'Comments' with a text box containing 'Requesting DocuSign access for one user, for approximately 500 envelopes per year. |'. At the bottom left, there is an 'Add attachments' link.

3. Click on **View Cart**
4. Complete the fields and click **Checkout**

The screenshot shows the 'Your Cart' page. At the top, it says 'You are ordering items for yourself.' with a 'Change This' link. Below is a table with one item: 'DocuSign Access' (Request Access to DocuSign) with a quantity of 1. Below the table are two required fields: 'Please select an Approver' with a dropdown menu set to 'Calvin Chang', and 'Brief Cart Title (ex. Access for John Doe)' with a text box containing 'DocuSign Access for Paul Pannu'. To the right of these fields is a 'Detailed Description of Cart Request' text box containing 'Paul Pannu would like access to DocuSign to create approximately 500 envelopes per year.'. At the bottom, there are three buttons: 'Continue Shopping', 'Save as Bundle', and 'Clear Cart', followed by a 'Checkout' button.

UCDAVIS
HEALTH

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UCDH will review your request and approve it. When your account gets approved you will receive an email to activate your DocuSign account.

DocuSign



Action Required - Activate Your DocuSign Account

ACTIVATE

Thank you for choosing DocuSign. You're just one step away from experiencing the benefits of DocuSign's electronic signature solution.

Please click the 'Activate' button above to verify your email address and complete your account registration process.

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

About DocuSign

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