Completing the CAFSNR Summer Session Contract in DocuSign

Complete one form for each instructor.

1) An **Authorized Department Representative** (Chair/Head/Director, Business Coordinator, Admin Staff) will start the form.

2) Open the [Summer Session Contract](#) (you may be required to login to DocuSign using your NDSU/Bison login information.)

3) The Authorized Department Representative will fill in their name and email address, the instructor’s name and email address, and the department business coordinator’s name and email address.

4) Click “Begin Signing”

![PowerForm Signer Information](#)

**CAFSNR Summer Session Contract**
Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

**Authorized Department Representative** (Chair/Head/Director, Business Coordinator, Admin Staff)

Your Name: *
Full Name

Your Email: *
Email Address

Instructor

Name: *
Full Name

Email: *
Email Address

Department Business Coordinator

Name: *
Full Name

Email: *
Email Address

BEGIN SIGNING
5) The Authorized Department Representative will complete the “Assignment and Salary” section of the Summer Session Contract and click on the signature box at the bottom of the form to sign.

6) Click “Finish” at the top or bottom of the document to send it on to the Instructor at the email address already entered on the PowerForm Signer Information page.

7) The Instructor will complete the “Grants” section and click on the signature box at the bottom of the form to sign.

8) Click “Finish” at the top or bottom of the document to send it on to the next signer.

9) The form is programmed to be sent to the Associate Dean and the Vice President/Dean for their signatures.

10) After all signatures are complete, a Carbon Copy of the finished document will be sent to the Authorized Department Representative, Department Business Coordinator, Instructor, and Ag Budget.