

Initiating a DocuSign PowerForm

- Click on the form name and complete the PowerForm Signer Information sheet. Required signers are marked with a red asterisk (*). If you are unsure of the correct person to list, contact your adviser or department.
- Confirm the email addresses are correct. An incorrect email address will keep the form from being routed appropriately and processed.
- Click "BEGIN SIGNING" and when prompted on the next screen, click the check box and "CONTINUE".
- Once you complete the form, click "FINISH". You will be redirected to the NDSU homepage. This is confirmation that form has been submitted.
- You will receive a confirmation email once after all parties have signed the document.
- If you have questions regarding a form, contact your Academic Support Specialist or email ndsugsa@ndsuedu.

Request to Form or Change Supervisory Committee

- When completing the PowerForm Signer Information sheet, include only the members you are adding or deleting plus the Adviser and Program Coordinator fields at the bottom.
- If you are changing advisers, list your new adviser in the Adviser fields at the bottom of the sheet.
- If a member of your committee (or adviser) is no longer at NDSU, use ndsugsa@ndsuedu as their email address. Your Academic Support Specialist make a note on the form prior to processing the document.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. If you have any questions about this form, please contact Melissa Selders-Ortiz at melissa.seldersortez@ndsuedu.

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

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Adviser

Name: *

Email: *

Program Coordinator

Name: *

Email: *

BEGIN SIGNING