**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 ndsu.gsa@ndsu.edu.

**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 ndsu.gsa@ndsu.edu as their email address. Your Academic Support Specialist make a note on the form prior to processing the document.