Instructions for the Center for Career Discovery and Development (C2D2) Forms using DocuSign
Example = Request for Admission to PhD Candidacy

Step 1 - Go to website, https://esignature.gatech.edu.

Step 2 - Select Login.
Step 3 - Select Company Login.

New to GT eSignature?

☐ I understand how to login

Login
Step 4 - Please use your standard GT login name, i.e. gburdell3@gatech.edu. Using your GT login will allow you to track the progress of everyone who has been asked to sign your form.

Step 5 - Choose Templates from Top Bar:
Step 6 - Choose Shared Folders from Left Bar:
Step 7 - Choose Students Folder, then C2D2 Center for Career Discovery and Development Folder:

Step 8 - Find the form you need on the right side of the screen, then select blue box marked “USE.”

Step 9 - For each Georgia Tech recipient, please choose the address book icon to ensure the recipient signs in with GT credentials. This will allow them to track the progress of your document and access your signature request in DocuSign. For non GT recipients, simply enter the name and email address.
Step 10 - - Please add your name to the Email Subject so that C2D2 can more easily track your request.
Step 11 - Once you have entered all requested information, select “SEND.”

After clicking SEND, the document is electronically routed via email to each recipient. You, as the student and first recipient, will complete the form in DocuSign (via the email link you receive or in your DocuSign account). When all recipients have finished signing the document, everyone will receive a PDF copy of the signed form via email attachment. Save the attachments since DocuSign only retains documents for 6 months.