DocuSign@SFSU

FALL 2018

TRAINING!
Customized Online & In-person trainings are regularly offered to SFSU faculty and staff:

- Receive hands-on DocuSign education
- Get familiarized with DocuSign terminology

Result: Participants are ready to use DocuSign for campus transactions.

HIGHLIGHTS:

- 38 DocuSign training sessions have been delivered
- 269 Employees completed the trainings
- Overall attendance rate: 73%

DocuSign Users

- 308 registered DocuSign accounts

Most Active Departments:

- Housing, Dining, and Conference Services
- Enterprise Risk Management
- Fiscal Affairs

Users by Division

- Administration & Finance, 118
- College of Health & Social Sciences, 5
- College of Extended Learning, 6
- College of Ethnic Studies, 6
- Librarry, 8
- Tiburon Center, 12
- Office of Research & Sponsored Programs, 14
- Graduate College of Education, 23
- College of Liberal & Creative Arts, 31
- Student Affairs & Enrollment Management, 11
- University Advancement, 33
- Other, 12

DocuSign TEMPLATES

1. Alcohol Clearance Form (Enterprise Risk Management)
2. Trust and Special Project Agreement (Fiscal Affairs)
3. Chartfield Value Request Form (Fiscal Affairs)
4. CANRA Acknowledgement Form, General Reporters (Human Resources)
5. CANRA Acknowledgement Form, Limited Reporters (Human Resources)
6. Dock Notice (Human Resources)
7. Employment Verification Request (Human Resources)
8. External Advertisement Approval Form (Human Resources)
9. Recruitment Request Form (Human Resources)
10. Recommendation to Hire Form (Human Resources)

From 10/15 to 11/14:

- 167 DocuSign transactions were sent.
- 64% completed within a day.
- Over 1,000 pages were saved.

Quality Assurance | docusign.sfsu.edu | Email: qateam@sfsu.edu | Phone: (415) 405-7316