**Instructions for Changes to Student’s Committee or a Graduate Faculty’s appointment:**

1. Templates are available via DocuSign.

2. Log in to my.pitt.edu

3. On the right panel of available resources, find “DocuSign” – click on it.
4. Click on the “Templates” page

5. Click on the arrow next to “Shared Folders” on the left menu tab, to expand the folder. Select Change in Status/Committee forms.
6. Click “use” on the Change form template you want to use (i.e. Change in Faculty’s Appointment or Change in Committee).

7. a. For either form, fill in the Graduate Program Coordinator name and email address.
   b. For Change in Committee Form: fill in the name and email address of the major advisor and program director as well.
c. **For Change in Faculty’s Appointment:** *ONLY IF* the change in the faculty’s appointment is resulting in a new major advisor for a student, fill in the new major advisor’s name+email address (red arrow), and scroll down for Graduate Program Director. If not, hover over the field, and then click on the “X” next to each of those fields to remove it (blue arrow).

8. In the field “Message to All Recipients” enter the email subject “Please DocuSign: **Student Name** Change in Committee”. Enter a message if you would like.

9. Select “Send”

10. If you are listed as program coordinator, you will receive a notification immediately asking you if you want to sign the document. You can either do it immediately, or later. This will take you to the milestone form itself, where you have to enter the student’s information.

11. Fill out the required fields in the form.
12. You will be able to see when all recipients have signed it in the “Manage” page; check on “Sent” tab. When all have signed, a green check mark will appear. You can also see other views (blue arrow).

13. When a form is complete (i.e. all the faculty have signed it), click on the arrow next to “Move”, and select “Forward”.
14. Enter Name: Lauren Zielinski; email: lez26@pitt.edu; Change the action from “Needs to Sign” to “Receives a Copy”, so that Lauren receives a copy in DocuSign and can process the paperwork in PeopleSoft.

15. Enter Email Subject “Student Name Change in Committee”, add Message if you would like to, and Select Send Now.