Checking the Status of Signatures After You Complete Your Section of a Form in DocuSign

- Access the email generated by DocuSign after you accessed the form

Requests via DocuSign   Curricular Practical Training Agreement Form
<https://na2.docusign.net/Member/Image.aspx?i=logo&l=5dd0f02f-3e56-4956-9fc5-9c92963114fa>

CU DocuSign
UNIVERSITY OF COLORADO **BOULDER**

Requests sent you a document to review and sign.

REVIEW DOCUMENTS

- Once you are in DocuSign, click on "Other Actions" in the lower right corner

Help & Support ⤢   About DocuSign ⤢

View History   View Certificate (PDF) ⤢

CONTINUE | OTHER ACTIONS ▾

- Click on "View Certificate"

On the Certificate:

Signer Events	Signature	Timestamp
F-1 Student's Name F1StudentsEmail@Colorado.edu Security Level: DocuSign.email ID: 1 4/25/2016 1:41:19 PM Electronic Record and Signature Disclosure: Accepted: 4/5/2016 2:03:23 PM ID: 1a2b3c24-6789-01de-fgh2345i6j89	DocuSigned by: *F-1 Student* 478231520EC5492... Using IP Address: 867.530.90.00	Sent: 4/25/2016 1:41:18 PM Viewed: 4/25/2016 1:41:24 PM Signed: 4/25/2016 1:43:04 PM
Work Supervisor's Name WorkSupervisorsEmail@BestJobEver.com		Sent: 4/25/2016 1:43:09 PM
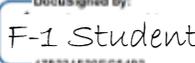
F-1 Student has received the document, viewed it, and signed it

Next signer's name and email address

Document was sent to Work Supervisor; Has not been viewed or signed yet