

# Employees – Student Administration Confidentiality/Security Agreement Form (DocuSign)

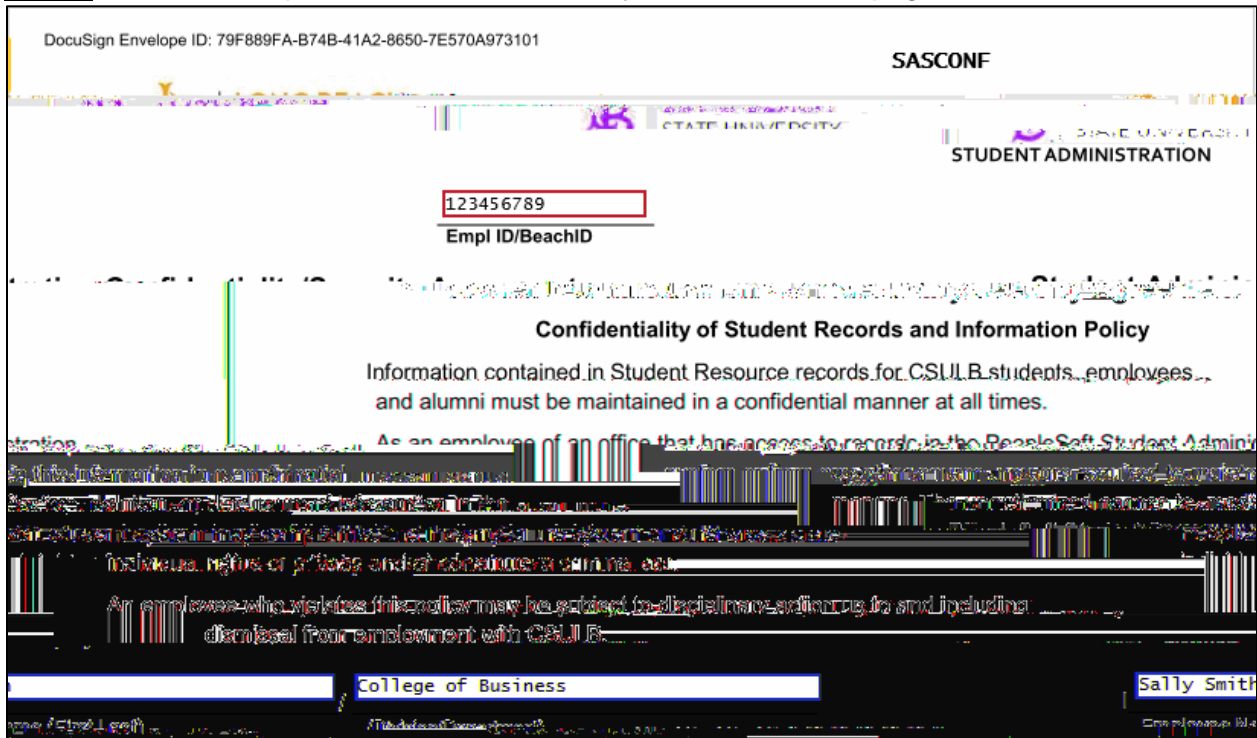
## [Steps for Requestor](#)

Step 1

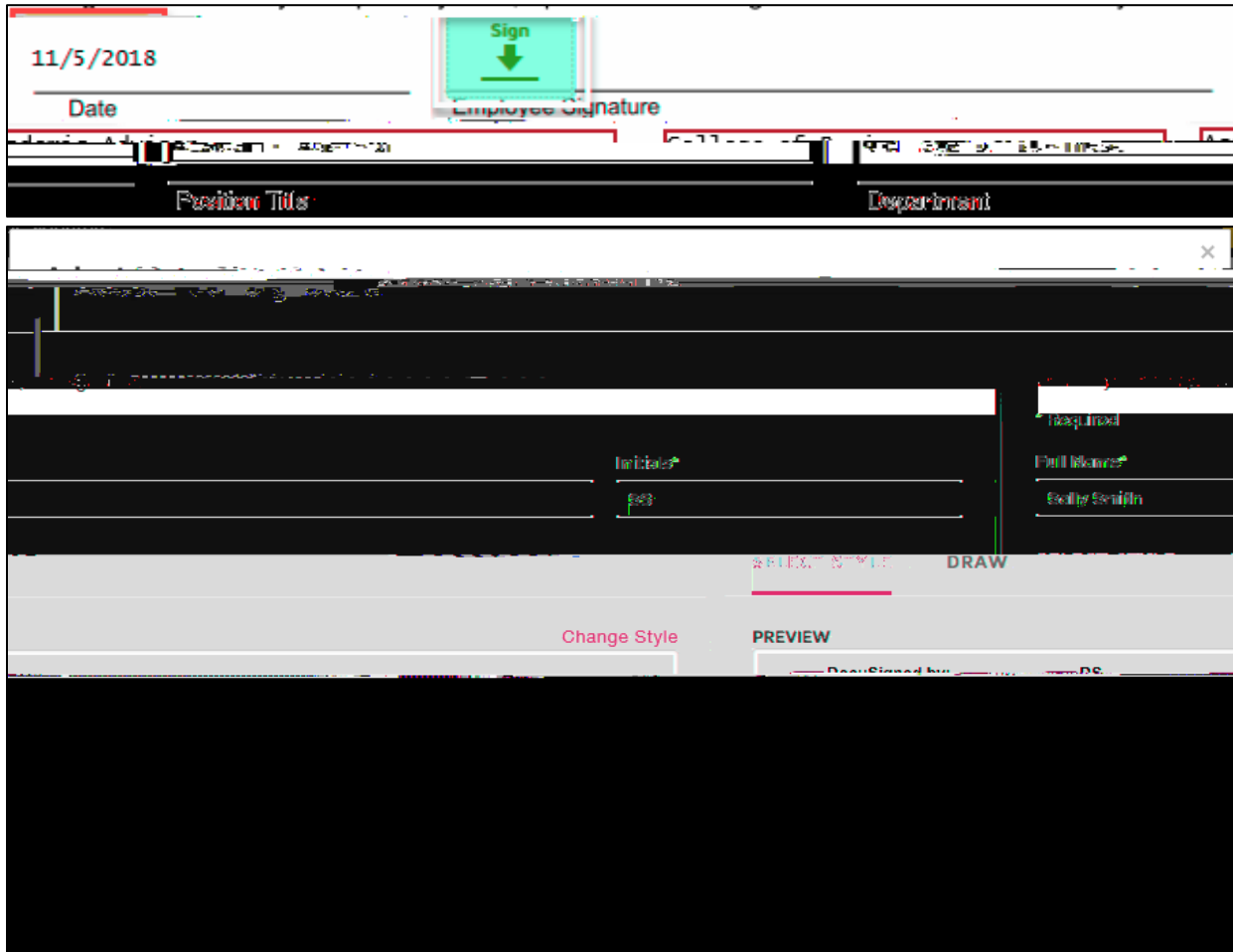
**Step 2:** Click the checkbox to agree to use electronic records and signatures and then click "Continue".



**Step 3:** Fill out the required fields as indicated by the red boxes on pages 1 and 2.



Step 4: Click “Sign” to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click “Adopt and Sign” when done.



Step 5: Click “Finish” when done signing.

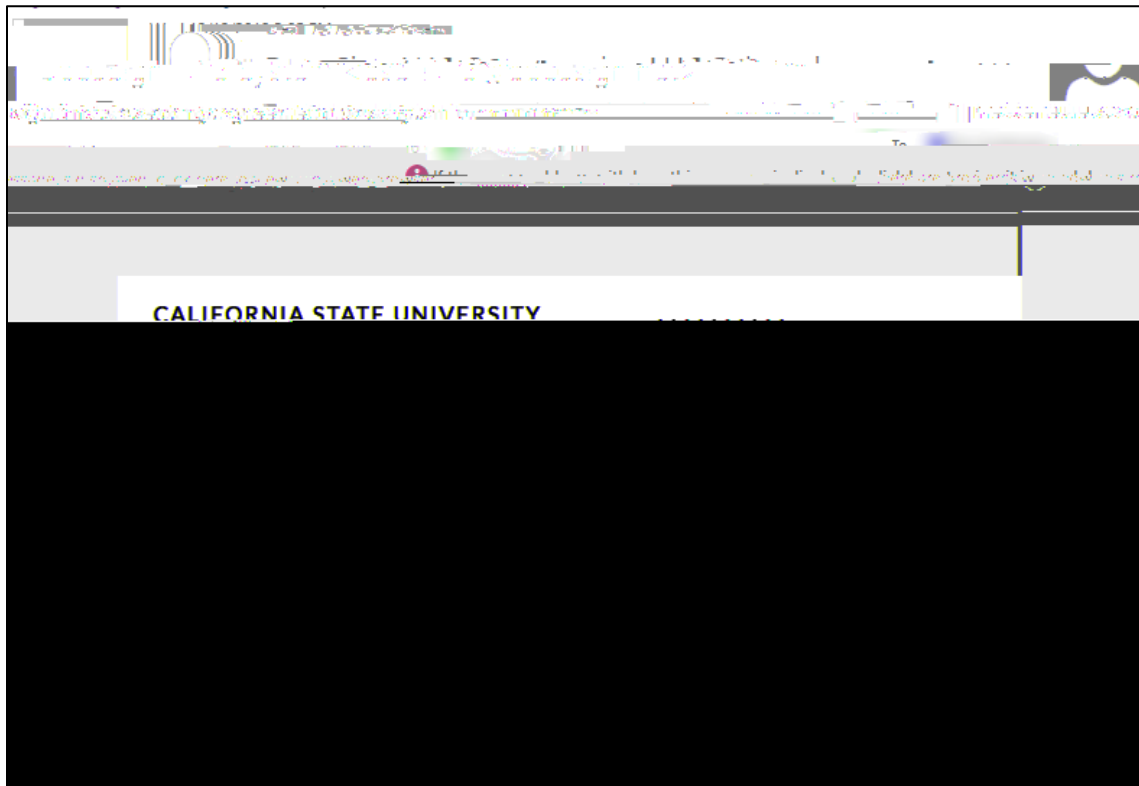


Step 6 (optional) : If desired, download or print a copy of the form for your records. Otherwise, click “Close”.

The form will now route to the supervisor indicated on the PowerForm for their signature.

### Steps for Supervisor

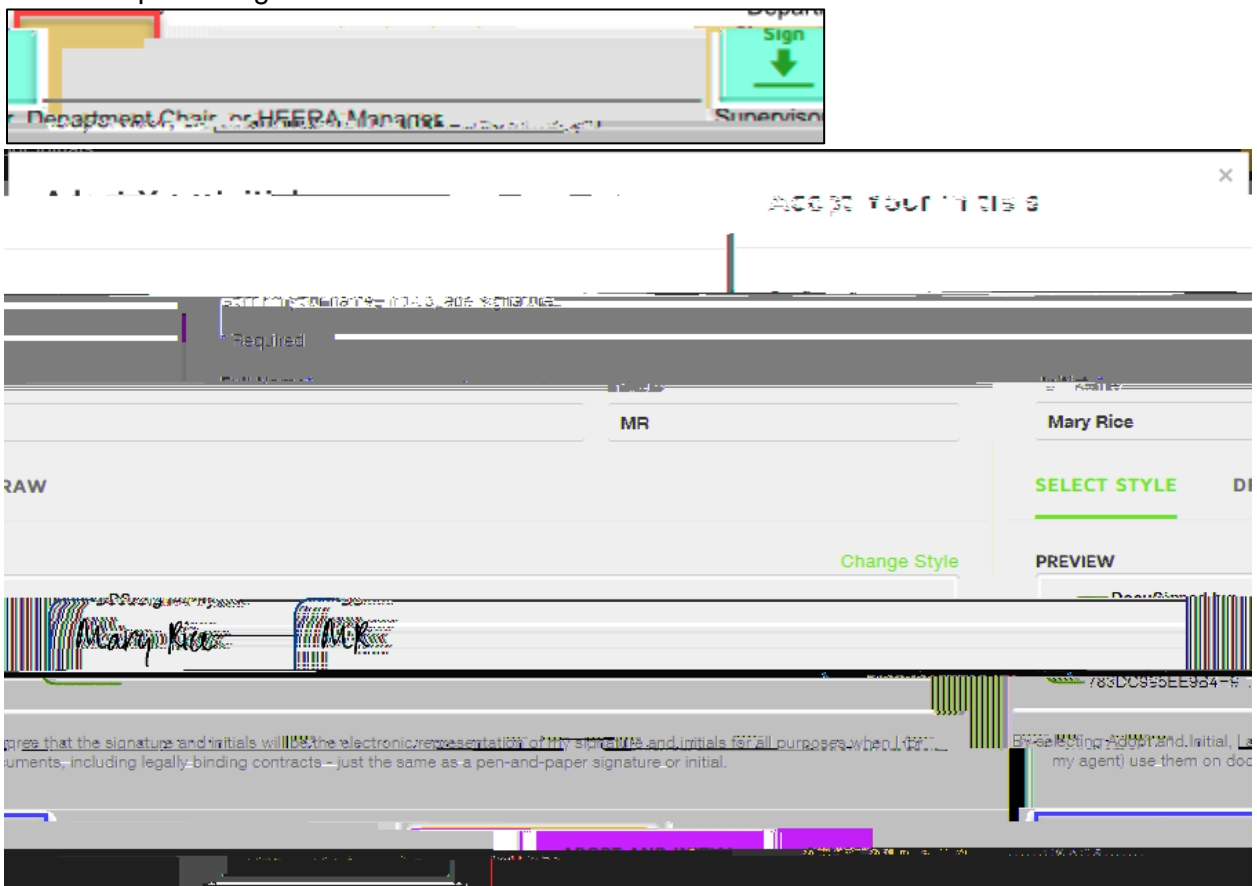
Step 1: The supervisor indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click “Review Document” in the email.



**Step 2:** Click the checkbox to agree to use electronic records and signatures and then click “Continue”.



**Step 3:** Click the “Sign” to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click “Adopt and Sign” when done.



**Step 4:** Click “Finish” when done signing.



Step 5 (optional)