DocuSign Instruction Manual

High School Principal
ACCESSING THE DOCUMENT

The High School Principal will receive an email alerting them that a Student is requesting to attend Courses at Napa Valley College via a High School Permit To Attend form.

The Principal will click the "Review Document" button to access the form.

Upon arriving at the link, there will be a CheckBox for the Principal to check, where they agree to use electronic records & signatures.

After checking the box, the Continue button will become enabled.

Click the Continue button to access the Document.
The Principal may look over the Document & ensure that the Courses chosen are appropriate for the Student.

When ready, the Principal can click the Start button to be taken to their Signature area.

If met with their approval, the Principal will click the Sign button (with the downward-pointing arrow) to Sign - and approve - the Document.
Approving a Signature

The first time the Principal accesses a DocuSign Document, they will be presented with the "Adopt Your Signature" pop-up. Various settings can be altered.

The font of the Signature can be changed by clicking the "Change Style" button.

When the Principal is pleased with the details of their Signature, they will click the "Adopt And Sign" button.

The Signature has been applied to the Document.

The last step is to click the Finish button.
SAVING THE DOCUMENT

After clicking the Finish button, the Principal will have the option of saving the Document. It is important to note that once the Document has been processed at NVC, the Principal will receive an emailed copy of the Completed Document - it may be preferred to save the finalized version.

All done!