

CAS Deans Approval

- Please do not email a document directly to a Dean
- Please send all documents (via DocuSign or pdf) needing a Dean's signature to:
 - DocuSign – to signing Group “CAS Deans Approval”
 - Emailed .pdf - cas-deans.approval@oregonstate.edu
 - Tutorial on how to send a document through DocuSign to a signing group
https://media.oregonstate.edu/media/t/0_d3268qh2

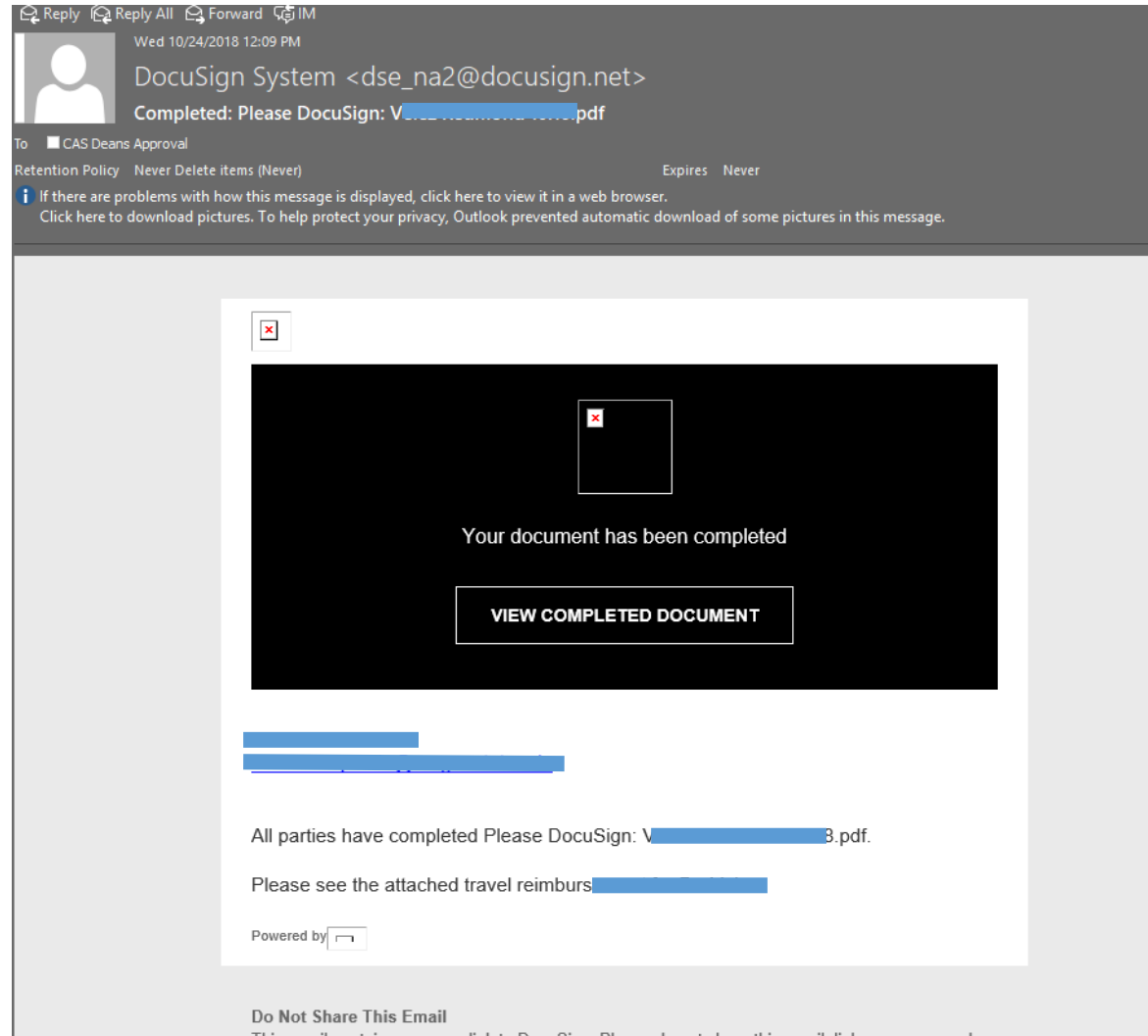
Why?

- Multiple people check this email account – back up during vacations
- Route the document to the appropriate Dean
- Ensure your document is signed in your needed timeframe
- If a Dean is traveling/out of office & you need a document signed that day, we can have another Dean sign on their behalf
- We do a preliminary review of the document before asking a Dean for approval to ensure all required documents are attached and the information is accurate (e.g., travel reimbursements)
- Executive Assistant to the Dean can approve/sign some documents on behalf of the Deans
- Our office has a copy of the final draft of the signed document (e.g., MOUs)
 - If sent directly to a Dean, the document is in the Dean's personal DocuSign accessible only by them

Sending Documents to CAS Deans Approval

- Two methods for sending the documents to CAS Deans Approval
 1. The preferred method – DocuSign using the CAS Deans Approval Signing Group
 2. Scanning a pdf and attaching it in an emailing
- The only paper copy documents the Dean's office would like to receive is Sabbatical paperwork
- PDF Documents will be emailed back to the sender to continue the appropriate routing
 - The Dean's Office will not send documents to their next destination unless it is planned ahead of time (e.g., leave) or an emergency (e.g., you are out sick)

Document Signed – you and Dean’s office receive a final copy



Reply Reply All Forward IM

Wed 10/24/2018 12:09 PM


DocuSign System <dse_na2@docusign.net>


Completed: Please DocuSign: V[redacted].pdf

To: CAS Deans Approval

Retention Policy Never Delete items (Never) Expires Never

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.






Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

[redacted]
[redacted]

All parties have completed Please DocuSign: V[redacted].pdf.

Please see the attached travel reimburs[redacted]

Powered by 

Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code.

Records are kept in Dean's Office DocuSign

- DocuSign will keep these for six months
 - If it is necessary to keep a final document longer, the Dean's office can download and save to internal files
- If you add multiple signature lines (other than CAS-Deans.Approval Signing Group) the document can route, in order, to all needed signatures
- Once signed by all parties, a final copy is sent to everyone
 - Eliminates the back and forth emails
 - DocuSign will send reminders
 - You can recall documents that may need to be corrected (e.g., MOU)

Other DocuSign resources:

- Sending a Document:

<https://www.youtube.com/watch?v=aBdy0RXJVos>

- Removing duplicate entries in your DocuSign address Book:

https://media.oregonstate.edu/media/t/0_p46bba4e