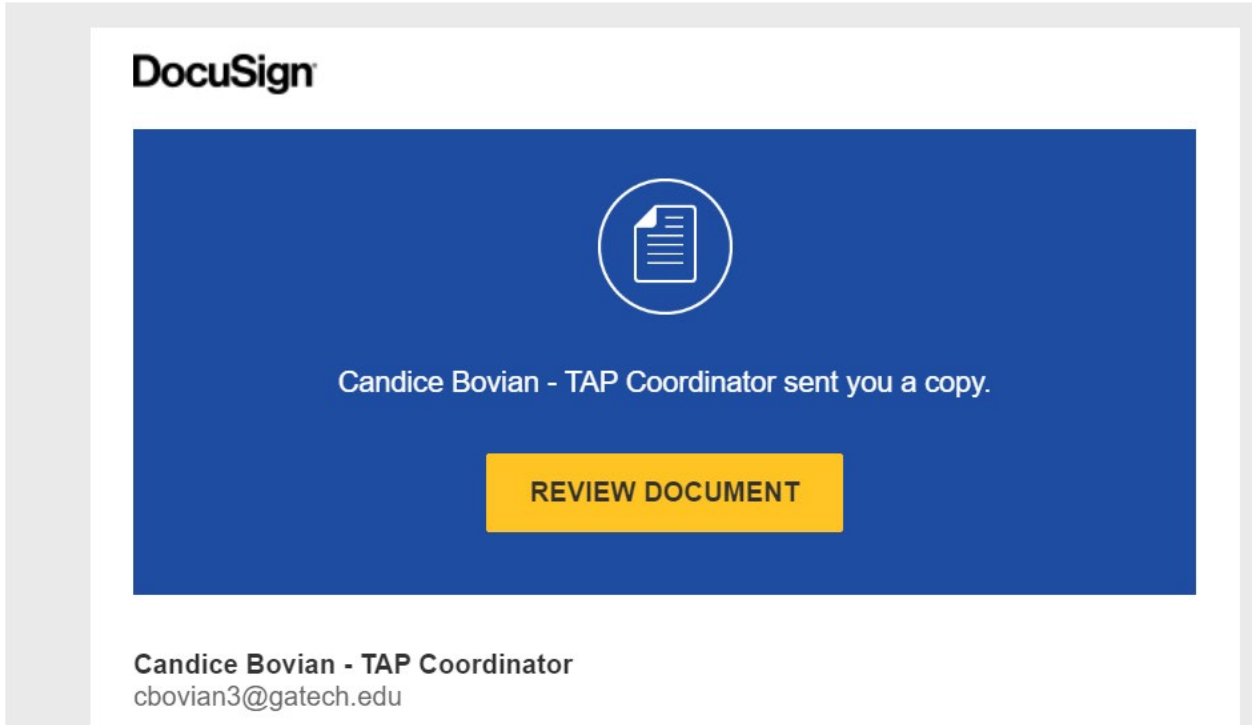



How to Sign the TAP Application Electronically FOR SUPERVISORS

1. You will receive an email from DocuSign



2. Click “Review Document” and DocuSign will open up to the TAP application.

Please Review & Act on These Documents DocuSign

 **Candice Bovian - TAP Coordinator**
Georgia Institute of Technology

Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures. **CONTINUE** OTHER ACTIONS ▾

Last Name: Bovian	First: Candice	Middle:	Employee ID# 123456	Student ID# 012345678
Phone Number: 404-894-0490	Work Email Address: cbovian3@gatech.edu	Job Title: Program Mgr		
Home Institution: GT	Teaching Institution: GSU			
Year: 2020	Academic Term: <input type="checkbox"/> SPRING <input checked="" type="checkbox"/> SUMMER/MAYMESTER <input type="checkbox"/> FALL	<input type="checkbox"/> Undergrad	<input checked="" type="checkbox"/> Graduate	Are you taking classes for academic credit? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are you pursuing a degree? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, indicate your degree program (Associates, Bachelor's, Masters, etc.): Masters		Area of discipline (e.g. Math, Engineering): Comm	

3. Check the box at the top of the page to continue.
4. Click Start and it will take you to your signature field. Click the “Sign” flag and then “Finish”.