

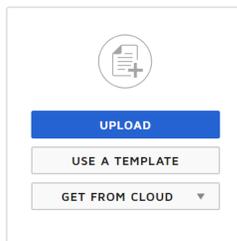
How to Sign Your Application Electronically FOR STRAP APPLICANTS

1. Download a blank copy of the [STRAP application](#) to your files.
2. [Log into DocuSign](#) and click on the “New” button next to the Sign or Get Signatures at top of page.



3. Select “Send an envelope” and upload the blank STRAP application.

Add Documents to the Envelope

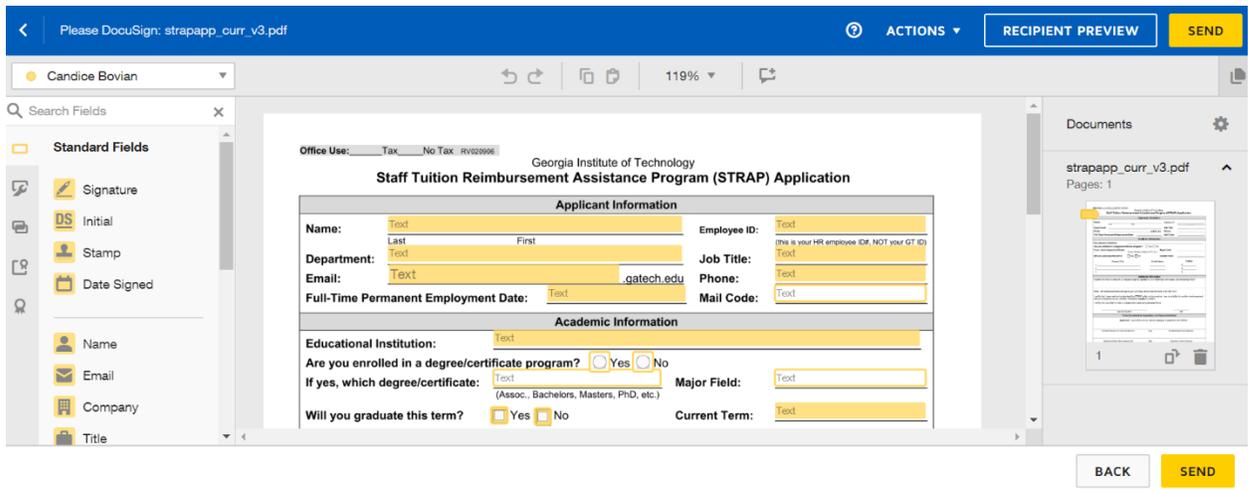


Add Recipients to the Envelope

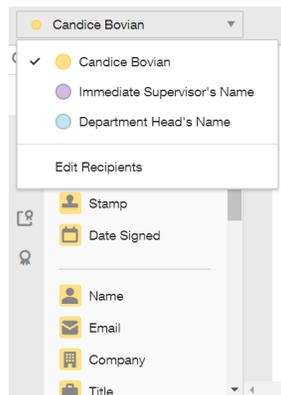
As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list.](#) Send copies of this envelope to many people at once. ⓘ

4. Scroll down the page and add your name and email. With docuSign, you must use the gtaccount@gatech.edu email address.
5. Click “Add Recipient” and add your Immediate Supervisor’s name and email. You can use the directory in the name field to search for their name so that their gtaccount email is populated.
6. Click “Add Recipient” and add your Department Head’s name and email. You can use the directory in the name field to search for their name so that their gtaccount email is populated.
7. When you are finished, click the “Next” button.
8. On the next screen is where you will assign the signature fields. A pop-up will appear entitled “Manage PDF form field data”.
9. Select the first radio button, “Assign To” and select your name from the drop-down. Click Confirm.
10. The next screen will show you all of the available fields to fill in. The fields are color-coded so you know who fills in what. In the example below, the STRAP applicant’s fields are yellow.



11. Tap the Signature icon in the left column and drag it to the Employee Signature field.
12. Next, you'll need to change the fields for your Immediate Supervisor's signature. In the top left corner where your name is, click the dropdown and select your supervisor's name. As you can see they have a different color.



13. Tap the Signature icon in the left column and drag it to the Immediate Supervisor Signature field.
14. Next, you'll need to change the fields for your Department Head's signature.
15. Tap the Signature icon in the left column and drag it to the Department Head's Signature field.

Department Head's Name

I certify that purchase for tuition charges was made using personal funds.

Applicant Signature Date

To be Completed by Supervisor and Department Head

Approval: I support the above named employee's application for STRAP.

Immediate Supervisor's Name (please print) Date Immediate Supervisor's Signature

Department Head's Name (please print) Date Department Head's Signature

To be completed by GTHR staff

The application for STRAP: is approved is not approved. Signature Date

Please submit application to Georgia Tech Human Resources, STRAP Coordinator, by the published deadline date (not earlier than 30 days out). You may drop off at 500 Tech Parkway, send via campus mail to Mail Code 0435, or email to eduassist@gatech.edu.

Signature

Recipient: Department Hea...
 Required Field

Formatting
 Data Label
 Tooltip

Save As Custom Field
 Delete

BACK SEND

16. When completed, click Send. Docusign will ask if you want to sign now. This will allow you to fill out the application, sign and send it to your immediate supervisor. If you don't you will find it in your email or in Docusign under your Inbox.
17. When completed click "Finish" and a copy will go to your immediate supervisor. When your immediate supervisor signs, it will automatically route to your Department Head. You can always view the status of where it stands in Docusign.
18. You will receive an email and PDF when your application is fully complete. You can also log into Docusign, click on "Completed" in the left-hand navigation, and download a copy.
19. Send completed STRAP application to eduassist@gatech.edu.