DocuSign Part 11: How to create an account for a research subject

Note: The subject’s account needs to be created for the research subject prior to sending them something to sign in DocuSign. The subject’s account will expire 30 days after activation.

1. Click on Admin tab.

2. Click Users.

3. Click Add User.

4. Type in subject’s personal email address. Click Next.

5. Type in subject’s name and select the subject’s language. Click Next.

6. IMPORTANT! You must create a random passcode in order for your subject to activate their account. Make sure you give this passcode to your subject. Type in the random passcode. Click Next.

7. Select Part 11 Outside Of UVA Users as the permission profile. Do not select a group. Click Add User.