Sign into DocuSign

To sign into DocuSign, go to myMemphis and use your University of Memphis Universal User Identification (UUID) and password.

*Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.*

1. Go to: [my.memphis.edu](http://my.memphis.edu) and enter your UUID and password.
   *Note: Your Username will be the first part of your UofM email address and your Password will be the same as the log in for myMemphis.*

2. Click **Login**. The myMemphis Portal **Home** page will display.
   *Note: The myMemphis Portal UUID and password are case sensitive. If you have trouble visit [the self-service portal](http://example.com).*
3. Click on the Employee tab.

4. Scroll down to the Electronic Forms Portlet in the middle toward the bottom of the page. Click on Access DocuSign; you will be taken to the home page.

5. Log into your account. This will be your UofM email address. Click Continue.

6. You are now in DocuSign.