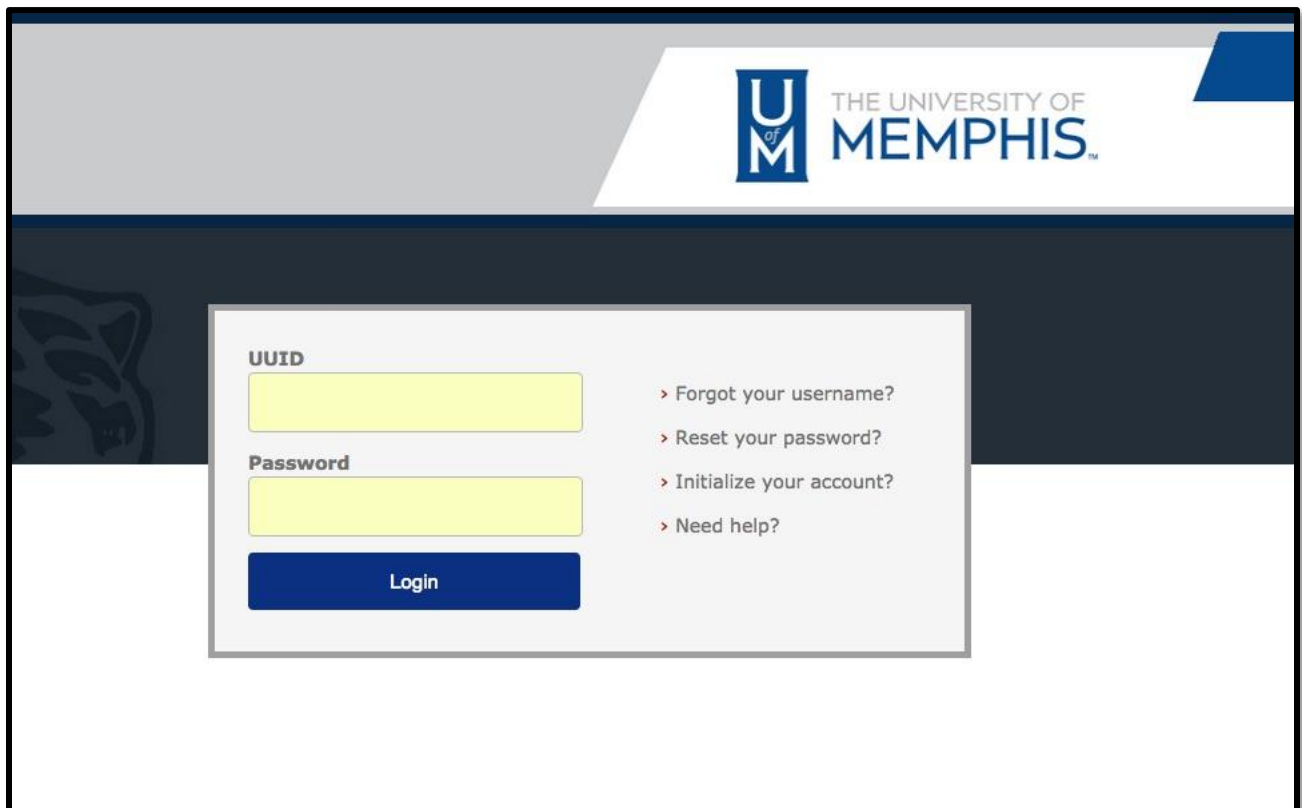


Sign into DocuSign

To sign into DocuSign, go to myMemphis and use your University of Memphis Universal User Identification (UUID) and password. When signing into DocuSign use your original UUID and not a preferred email address. Authenticate with DUO.

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.

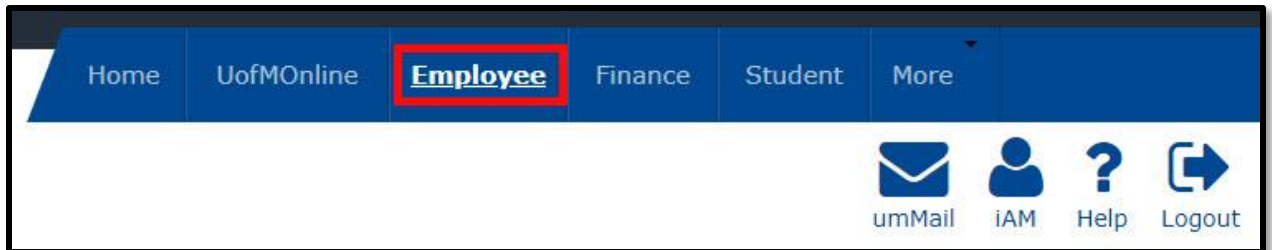


The screenshot shows the myMemphis login interface. At the top right, the University of Memphis logo is displayed. The main content area features a login form with two input fields: 'UUID' and 'Password'. Below the 'Password' field is a blue 'Login' button. To the right of the input fields, there are four links: '> Forgot your username?', '> Reset your password?', '> Initialize your account?', and '> Need help?'. The background of the page is dark blue with a subtle pattern on the left side.

1. Go to: my.memphis.edu and enter your UUID and password. Next, you will Authenticate with DUO. *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. When signing into DocuSign use your original UUID and not a preferred email address.*

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](#).*

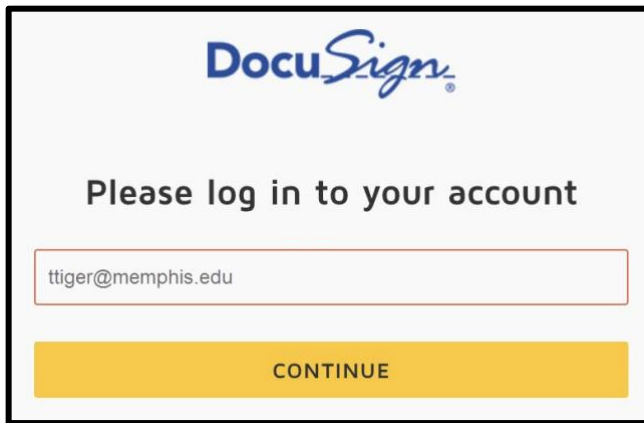
3. Click on the Employee tab.



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**.



The image shows a DocuSign login interface. At the top is the DocuSign logo. Below it is the text "Please log in to your account". There is a text input field containing the email address "tiger@memphis.edu". Below the input field is a yellow button with the text "CONTINUE".

6. You are now in DocuSign.