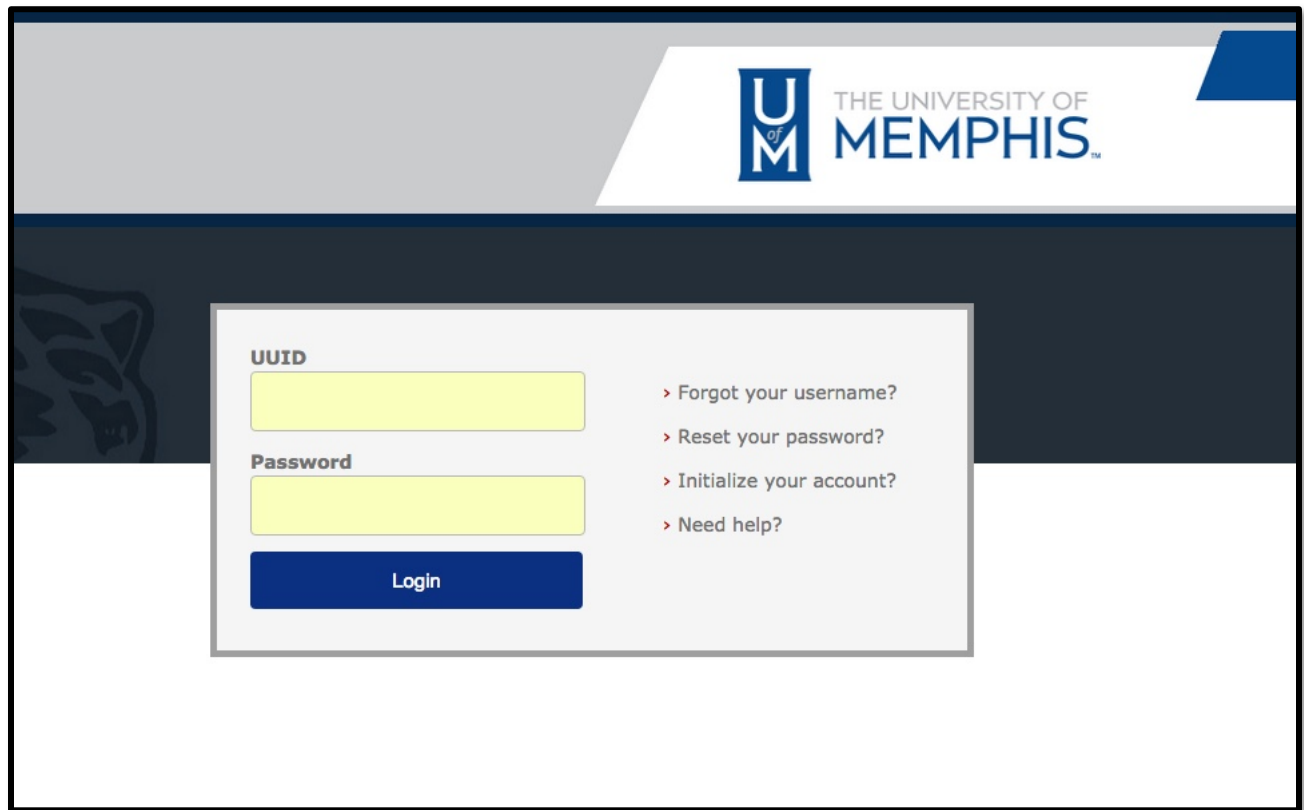


## Sign into DocuSign

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

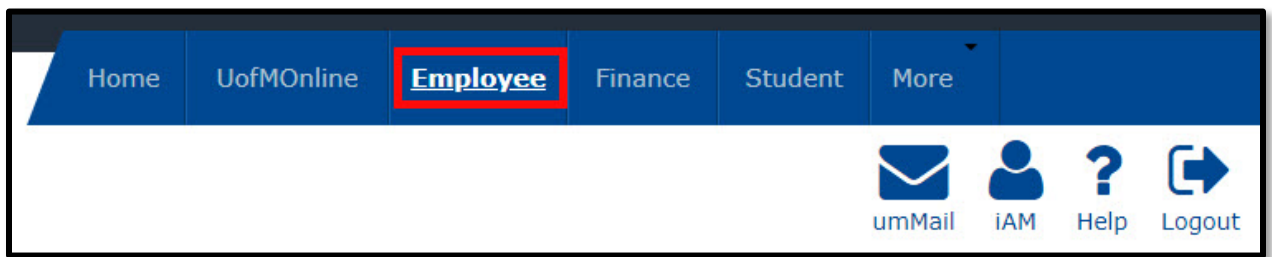
*Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.*



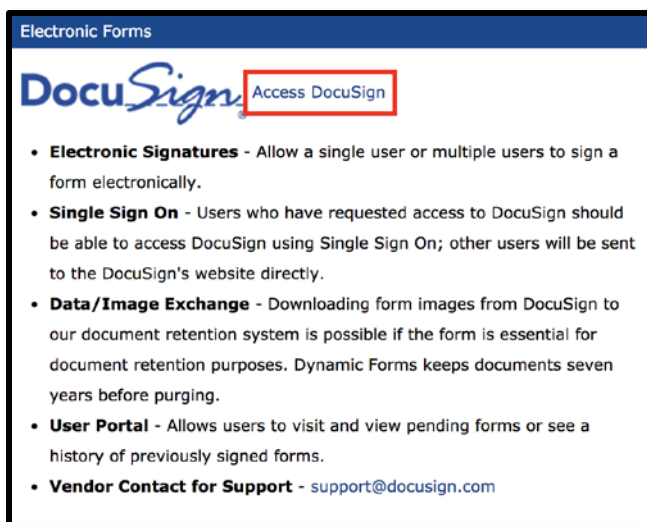
The screenshot shows the myMemphis Portal login interface. At the top right, the University of Memphis logo is displayed. The main content area features a login form with two input fields: 'UUID' and 'Password'. Below the 'Password' field is a blue 'Login' button. To the right of the input fields, there 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 tiger head pattern on the left side.

1. Go to: [my.memphis.edu](https://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](#).*

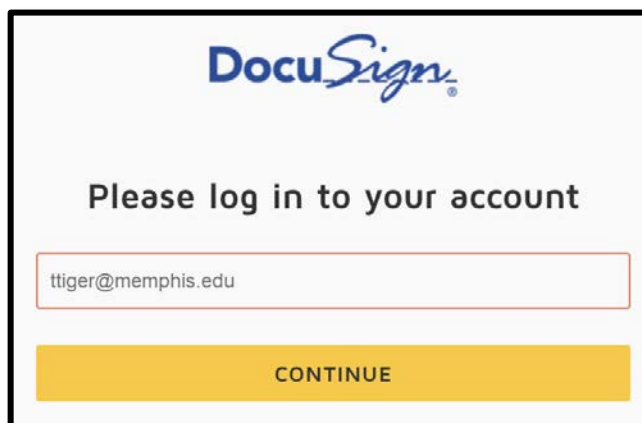
3. Click on the Employee tab.



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.