Sign into DocuSign

To sign into DocuSign, go to myMemphis and use your University of Memphis Universal User Identification (UUID) and password. The UUID and password required to enter the myMemphis Portal are the same as those used to login to your University e-mail and other University computer resources. 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.

1. Go to: [my.memphis.edu](http://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, or visit [the self-service portal](http://the self-service portal).

3. Click on the Employee tab.
4. Click on Access DocuSign, you will be taken to the home page.

5. Log into your account. This will be your UofM email address and the password associated with it. **Click Continue.**
6. You are now in DocuSign.