

## Making your *Free* DropboxSign (HelloSign) Account with your UCF Email and Next Steps

1. Complete the form electronically in its entirety except for the signature fields. Save the file name with your name in it.

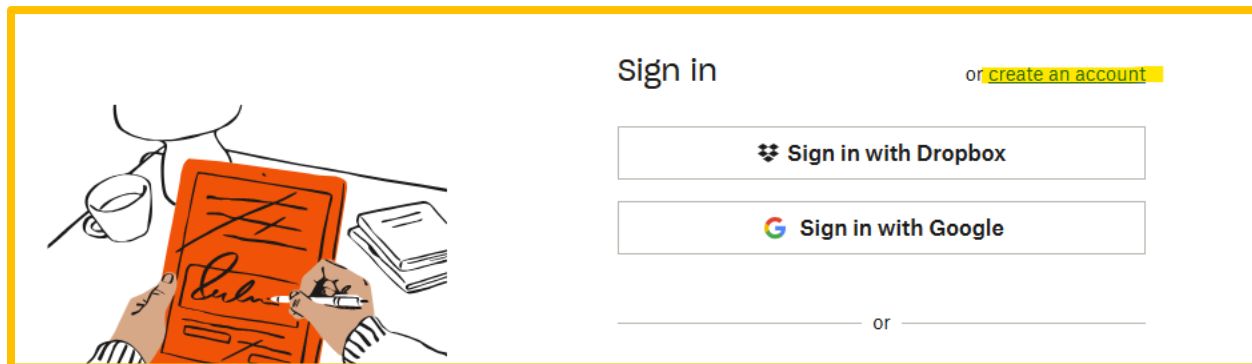
For example, if I were filling out a 4903H reg form, I would save it as “4903HRegistration\_Greaves” or “Amanda Greaves Registration Form” or “AG\_4903HReg”.

2. Go to

<https://app.hellosign.com/prep-and-send/b6638c354a0ebd22b130c507ac05966e9e5f1284/documents>

3. Click the “**Sign in**” drop-down menu in the top-right hand corner, then click “**Dropbox Sign**”.

4. If this is your first time using the site, create a new account using your @UCF.edu email address.



## 5. Upload the document.

The screenshot displays the Dropbox Sign web interface. At the top left, the logo reads "Dropbox Sign". In the top right corner, there are links for "Upgrade", a help icon, and a user profile icon labeled "AA".

On the left side, a navigation menu includes "Sign documents" (highlighted in blue), "Bulk send", "Home", "Templates", "Documents", "Teams", "Integrations", "API", and "Send fax <sup>New</sup>".

The main content area is titled "Hello, Amanda!". Below the title, there are four status indicators: "0 Pending signature", "0 Pending your signature", "0 Draft", and "1 Signed".


The central area is a large dashed box containing a document icon with an upward arrow and the text "Drop documents here to get signed". A red arrow points to a yellow "Upload" button with a dropdown arrow.

At the bottom, there are three preview cards. The first is "Tax ready with template gallery <sup>New!</sup>" with the text "Expertly designed templates. Customized by you." and a link "Browse all templates". The second is a PDF document titled "NDA" with a blue signature. The third is a document with the text "I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY ENTIRELY AT MY OWN RISK." and a blue signature.

Continued next page

6. Add signers in the correct order: Student, then Thesis Chair, then HUT Liaison (when needed).

### Add signers

 [I'm the only signer](#)

**Student Name Here** ...


Name  Email address

**Thesis Chair Name Here** ...

Name  Email address

**HUT Liaison Name Here** ...

Name  Email address

 [Add another signer](#)

**Signer settings**

Set signer order

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[Back](#) [Next](#)

Continued next page

6. **Do not skip this important step.** Check the “**Set signer order**” box. Double-check the order is correct before clicking “**Next**”. **The correct order for collecting signatures for the Registration Form is as follows: 1) Student, 2) Thesis Chair, 3) HUT Liaison.**

### Add signers

[I'm the only signer](#)

**1. Student Name Here** ...

Name Email address

Student Name Here StudentEmail@ucf.edu

**2. Thesis Chair Name Here** ...

Name Email address

Thesis Chair Name Here ThesisChairEmail@ucf.edu

**3. HUT Liaison Name Here** ...

Name Email address

HUT Liaison Name Here HUTLiaisonEmail@ucf.edu

[Add another signer](#)

#### Signer settings

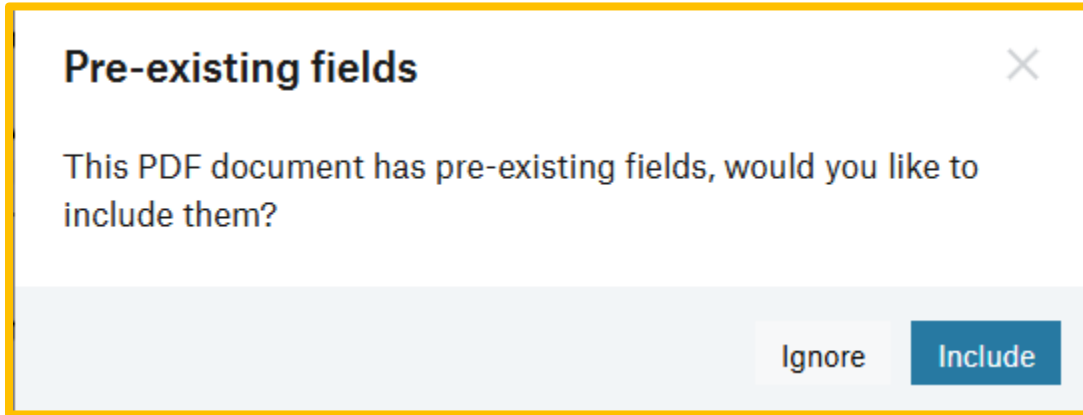
Set signer order

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[Back](#) [Next](#)

Continued next page

7. You can choose to click “Ignore” or “Include”. I usually choose “Ignore”



8. Select Signature on the left. Then click exactly where you will sign on the document. Move the field, expand it as needed to fit. Then, do the same with the “Date Signed” auto-fill field. See if there is another place you need to sign and repeat the steps there.

UCF Rules of Conduct, to earn the Honors distinction.', 'Student Signature' with a signature field, 'Date' with a date field (MM / DD / YYYY), 'Grading Scale (Check one.)' with radio buttons for 'Letter Grade (A-F)' and 'Pass/Fail (S/U)', and 'Expected method and frequency of contact. Be as detailed as possible.'" data-bbox="43 585 727 784"/>

Signer

Student Name Here

Signature fields

Signature

Initials

Auto-fill fields

Date signed

Full name

Email address

Company

Title

Standard fields

Textbox

Checkbox

2. Accept responsibility for payment of your semester tuition and fees. For an in-depth understanding of your financial obligation, review the Student Financial Responsibility Statement and Promise to Pay, found under "Policies" in the UCF Undergraduate Catalog. Once you are enrolled, if you no longer wish to take the course, you are responsible for dropping the course on myUCF by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.
3. Students who register for the first time during the Late Registration and the Add/Drop period will be assessed a \$100 Late Registration Fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add/Drop. Students may drop courses that meet for the first time after the end of Late Registration and Add/Drop during the next business day in the Registrar's Office (MH 161).
4. Submit your completed, electronically filled and signed form with the correct order of signers. Obtain signatures through Dropbox Sign (formerly HelloSign).
5. All forms must be submitted to HonorsResearch@ucf.edu before 5:00 PM on the Wednesday of add/drop week. Students who submit forms after 5:00 PM on this date will not be included in that semester's cohort.

**\*\*Assign electronic signatures in the following order: Student, then Thesis Chair, then HUT Liaison.\*\***

<input type="text"/>	<input type="text"/>	<input type="text" value="MM / DD / YYYY"/>
Student Full Name	Student Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="MM / DD / YYYY"/>
Thesis Chair Full Name	Thesis Chair Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="MM / DD / YYYY"/>
HUT Liaison Full Name	HUT Liaison Electronic Signature	Date

(Note: Find HUT Liaison list on the last page.)

9. Go to the "Signer" drop-down menu in the top-left corner. Choose the next signer (in this case, thesis chair). Then repeat step #8.

Signer

Thesis Chair Name H

Signature fields

Signature

Initials

Auto-fill fields

Date signed

Full name

Email address

Company

Agree-upon interim target dates, milestones, and deadlines. (E.g. Sections of the proposal to be completed, number of pages written, etc.)

Is this research project likely to require approval from the IRB (Institutional Review Board)? If unsure, check YES.

Yes  No *Disclaimer: Projects that require IRB approval take an average of 3 semesters to complete.*

**Thesis Chair Acknowledgement**

Thesis Chair Signature	<input type="text"/>	Date	<input type="text" value="MM / DD / YYYY"/>
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Fields Documents

Signer  
TH Thesis Chair Name H

Signature fields  
Signature  
Initials

Auto-fill fields  
Date signed  
Full name  
Email address  
Company  
Title

Standard fields  
Textbox  
Checkbox

are responsible for knowing how course overrides will affect your course load.

- Accept responsibility for payment of your semester tuition and fees. For an in-depth understanding of your financial obligation, review the Student Financial Responsibility Statement and Promise to Pay, found under "Policies" in the UCF Undergraduate Catalog. Once you are enrolled, if you no longer wish to take the course, you are responsible for dropping the course on myUCF by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.
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<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Full Name	Student Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Thesis Chair Full Name	Thesis Chair Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
HUT Liaison Full Name	HUT Liaison Electronic Signature	Date

(Note: Find HUT Liaison list on the last page.  
Dept. Chair can sign only if the Liaison is unavailable.)

## 10. Repeat steps 8 and 9 for the Liaison.

Signer  
TH HUT Liaison Name H

Signature fields  
Signature  
Initials

Auto-fill fields  
Date signed  
Full name  
Email address  
Company  
Title

Standard fields  
Textbox  
Checkbox  
Dropdown

- Accept responsibility for payment of your semester tuition and fees. For an in-depth understanding of your financial obligation, review the Student Financial Responsibility Statement and Promise to Pay, found under "Policies" in the UCF Undergraduate Catalog. Once you are enrolled, if you no longer wish to take the course, you are responsible for dropping the course on myUCF by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.
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**\*\*Assign electronic signatures in the following order: Student, then Thesis Chair, then HUT Liaison.\*\***

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Full Name	Student Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Thesis Chair Full Name	Thesis Chair Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
HUT Liaison Full Name	HUT Liaison Electronic Signature	Date

(Note: Find HUT Liaison list on the last page.  
Dept. Chair can sign only if the Liaison is unavailable.)

11. Double-check the boxes are placed in the correct place and assigned to the correct people. Then, click “Next” in the bottom-right corner.

enrolled, if you no longer wish to take the course, you are responsible for dropping the course on myUcf by 11:59 PM on the drop deadline. Dropping or withdrawing from the course after the drop deadline will incur a fee.

- Students who register for the first time during the Late Registration and the Add/Drop period will be assessed a \$100 Late Registration Fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add/Drop. Students may drop courses that meet for the first time after the end of Late Registration and Add/Drop during the next business day in the Registrar's Office (MH 161).
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- All forms must be submitted to HonorsResearch@ucf.edu before 5:00 PM on the Wednesday of add/drop week. Students who submit forms after 5:00 PM on this date will not be included in that semester's cohort.

**\*\*Assign electronic signatures in the following order: Student, then Thesis Chair, then HUT Liaison.\*\***

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Full Name	Student Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Thesis Chair Full Name	Thesis Chair Electronic Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
HUT Liaison Full Name <small>(Note: Find HUT Liaison list on the last page. Dept. Chair can sign <u>only</u> if the Liaison is unavailable.)</small>	HUT Liaison Electronic Signature	Date

Assigned to  
HUT Liaison Name Here

Formatting  
Noto Sans  
12

Field name (required)  
DateSigned7

Preview Back Next

Continued next page



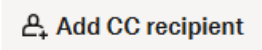
## 12. You may write a message before clicking “Send for signature”

### Review and send

**Signers**

1. Student Name Here (studentemail@ucf.edu)
2. Thesis Chair Name Here (thesischairemail@ucf.edu)
3. HUT Liaison Name Here (hutliaisonemail@ucf.edu)

**CCs** (optional)

 Add CC recipient

**Email to signers**

Title ⓘ

HUT - New Student Admission Agreement and Registration Form

**Message** (optional)

Good morning, Dr. \_\_\_\_\_ and Dr. \_\_\_\_\_,  
I hope this finds you well. As a newly accepted HUT student, I am requesting your electronic signature on the admission paperwork. Please let me know if you have any questions or problems signing at myemail@ucf.edu. I appreciate your help.  
Sincerely, Name

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[Back](#) [Send for signature](#)

## **Submitting Signed Documents to the Office of Honors Research**

Once your form(s) are completed and signed, it is important to submit them to the Office of Honors Research along with the audit trail of signatures, which is automatically generated on the last page of the signed document.

Submissions should be emailed to [HonorsResearch@ucf.edu](mailto:HonorsResearch@ucf.edu).

A log of all the documents you've sent for signatures will live in the "Documents" tab on the left-hand side of the home page.