

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

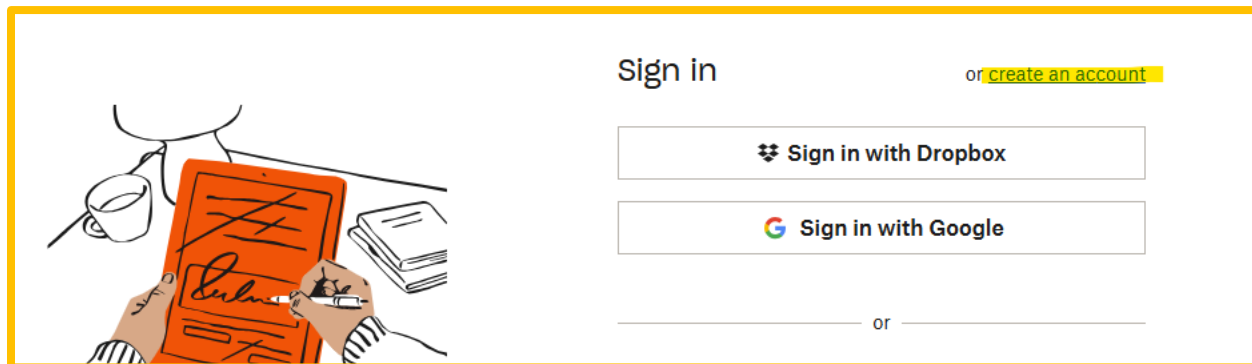
1. Complete the form electronically in its entirety except for the signature fields. Save the file name with your name in it.

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 “**DropboxSign**”. (NOT REGULAR DROPBOX)
4. If this is your first time using the site, create a new account using your @UCF.edu email address.



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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".

Below the logo, there are two main buttons: "Sign documents" (highlighted in blue) and "Bulk send". A left-hand navigation menu includes "Home", "Templates", "Documents", "Teams", "Integrations", "API", and "Send fax ^{New}".


The main content area is titled "Hello, Amanda!". It features a progress bar with four stages: "0 Pending signature", "0 Pending your signature", "0 Draft", and "1 Signed".

Below the progress bar is a large dashed box containing an upload icon (a document 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 of the interface, there are several promotional cards. One card is titled "Tax ready with template gallery ^{New!}" and includes the text "Expertly designed templates. Customized by you." and a link "Browse all templates". Another card shows a document titled "NDA" with a signature and the text "I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY ENTIRELY AT MY OWN RISK." and "for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability." A "PDF" button is also visible.

Continued next page

6. Add signers in the correct order: 1) Academic Success Coach (when specified), 2) student, 3) Thesis Chair, 4) HUT Liaison (when specified).

Add signers  I'm the only signer

Student Name Here ...


Name	Email address
<input type="text" value="Student Name Here"/>	<input type="text" value="StudentEmail@ucf.edu"/>

Thesis Chair Name Here ...

Name	Email address
<input type="text" value="Thesis Chair Name Here"/>	<input type="text" value="ThesisChairEmail@ucf.edu"/>

HUT Liaison Name Here ...

Name	Email address
<input type="text" value="HUT Liaison Name Here"/>	<input type="text" value="HUTLiaisonEmail@ucf.edu"/>

 Add another signer

Signer settings

Set signer order

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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 is as follows: 1) student, 2) Thesis Chair, 3) HUT Liaison (when specified).**

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](#)

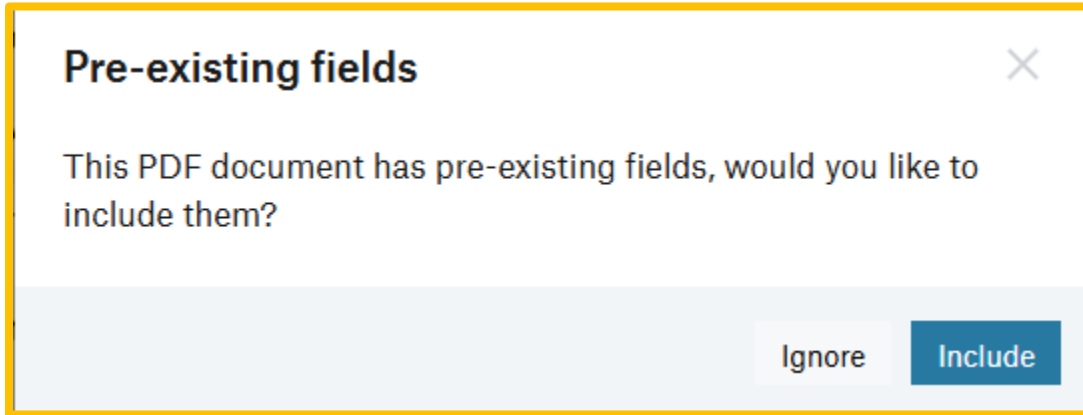
Signer settings

Set signer order

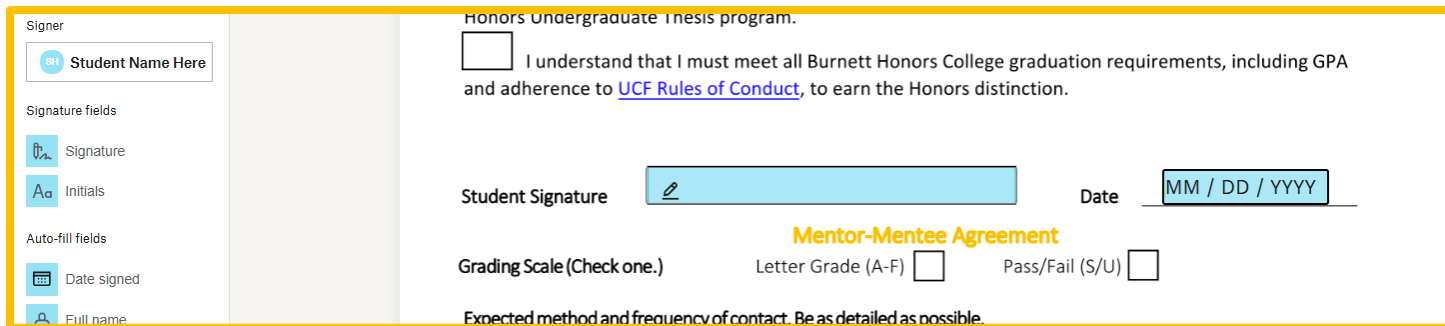
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7. You can choose to click “Ignore” or “Include”. I usually choose “Ignore”



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.



Continued next page

6. All forms must be submitted to HonorsResearch@ucf.edu by the priority deadline (preferred), but no later than 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 this order of signers following the electronic signature instructions handout:

1) Student, 2) Thesis Chair, 3) HUT Liaison.

Student First & Last Name

Student Electronic Signature

Date Student Signed

Thesis Chair First & Last Name

Thesis Chair Electronic Signature

Date Thesis Chair Signed

HUT Liaison First & Last Name

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

HUT Liaison Electronic Signature

Date HUT Liaison Signed

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 Date

Continued next page

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.
- 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).
- Submit your completed, electronically filled and signed form with the correct order of signers. Obtain signatures through Dropbox Sign (formerly HelloSign).
- 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	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.)

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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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****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

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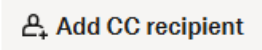
12. You may write a message before clicking “Send for signature”

Review and send


Signers

1. Student Name Here (studentemail@ucf.edu)
2. Thesis Chair Name Here (thesischair@email@ucf.edu)
3. HUT Liaison Name Here (hutliaison@email@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

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

Submitting Signed Documents to the Office of Honors Research

Once your form(s) are completed and signed, you (student) must submit it 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.

New students: Email the HUT Admission Packet to HonorsResearch@ucf.edu.

Continuing/current students: Upload to the HUT Resources webcourse assignment for that form or emailed to 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.