Employees – Student Administration Confidentiality/Security Agreement Form (Docusign)

Steps for Requestor

Step 1

<u>Step 2</u>: Click the checkbox to agree to use electronic records and signatures and then click "Continue".



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Confidentiality of Student Records and Information Policy Information contained in Student Resource records for CSULB students, employees, and alumni must be maintained in a confidential manner at all times.	**
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<u>Step 3</u>: Fill out the required fields as indicated by the red boxes on pages 1 and 2.

<u>Step 4</u>: Click "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.

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<u>Step 5:</u> Click "Finish" when done signing.



<u>Step 6 (optional)</u>: If desired, download or print a copy of the form for your records. Otherwise, click "Close".

The form will now route to the supervisor indicated on the PowerForm for their signature.

Steps for Supervisor

<u>Step 1</u>: The supervisor indicated on the PowerForm will receive an email notification advising a document requires their signature. The email subject line will have the name of the person the request is for. Click "Review Document" in the email.

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CALIFORNIA STATE UNIVERSITY

<u>Step 2</u>: Click the checkbox to agree to use electronic records and signatures and then click "Continue".

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<u>Step 3</u>: Click the "Sign" to electronically sign the form. If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature. Click "Adopt and Sign" when done.

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<u>Step 4</u>: Click "Finish" when done signing.



Step 5 (optional)