

UT Tyler HRD PhD Manuscript Signature Page Instructions

To fill out the Dissertation Manuscript Signature Page, you must first activate the form by clicking the link in the Thesis / Dissertation Center of the UT Tyler Graduate School website. You may also click [this link](#) to access the form. You will be taken to a screen in which you will enter the information about the signers of the form.

- First, enter your full name and email address in the Candidate fields.

to begin the signing process.

Your Role:
Candidate


Your Name:

Your Email:

Please provide information for any other

- Then, enter the information about the members of your dissertation committee, your department chair, and the dean of your college. Please double-check the spelling and capitalization of their names and their email addresses. An error here can delay your processing.
- Click “Begin Signing.”
- You will be taken to a screen asking for an access code. You should receive an email with a code for your form. Type it into this field.

Please enter the access code to view the document

 **DocuSign Service**
The University of Texas at Tyler

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#)

VALIDATE [I NEVER RECEIVED AN ACCESS CODE](#)

- Click “Validate”
- If you’ve never used DocuSign before...
- Click “Continue”



The form will appear on your screen. You only need to concern yourself with the top half.

- Enter:
 - Your name in the first field. It should be typed in ALL CAPITAL LETTERS.
 - Your defense date in the second field in the format mm/dd/yyyy
 - The degree you are working toward in the third field followed by the word “degree”

The University of Texas at Tyler
Tyler, Texas

This is to certify that the Doctoral Dissertation of

JOHN DOE

has been approved for the dissertation requirement on 10/24/2018

for the Human Resource Development Ph.D. degree

- Double-check the spelling of your name and the degree, and that the date you’ve entered is accurate.
- Click “Finish”
- You will be offered an opportunity to download and/or print your form at this time. You may do so, but it is not necessary, since you will receive a copy of the signed form when it is complete. When you are ready, click “Close.”

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, click Download or Print and save.

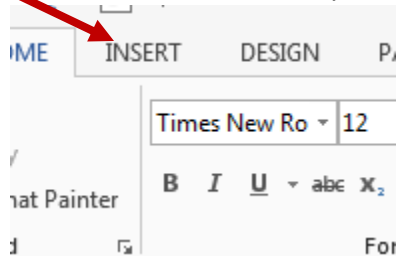
DOWNLOAD

PRINT

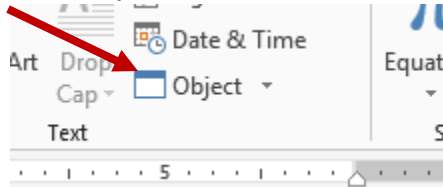
CLOSE

- Your form will now be routed through the various people who must sign it. When all have signed it, you will receive an email notifying you that it is complete. The subject line of the email will be “Completed: Please DocuSign: Dissertation Manuscript Signature Page.”
- Once your form has been signed by all parties, the Nursing department will email it to you as a .docx file. You will need to insert this into your manuscript as the second page.
- Open your dissertation manuscript document in Microsoft Word.
- Place your cursor at the beginning of the first line of your Copyright page. This line should currently be blank.

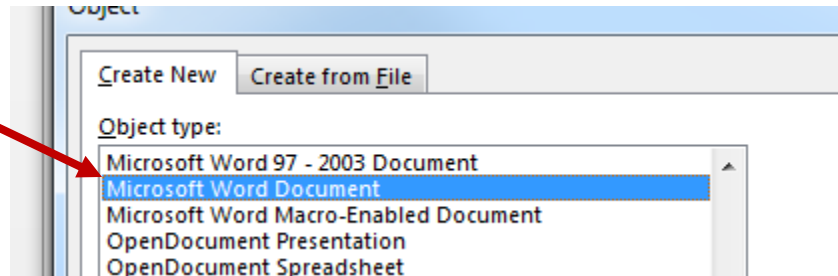
- Click on the “Insert” tab in your command ribbon.



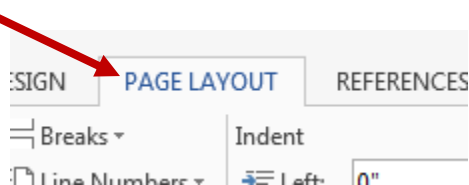
- Click “Object” from the “Text” command group.



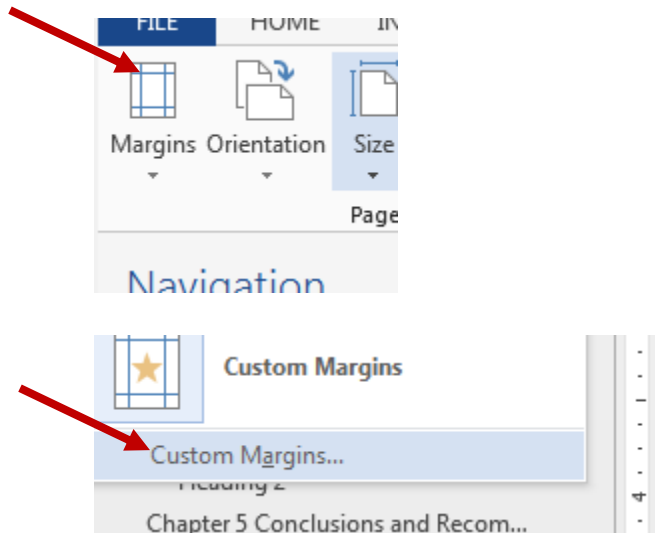
- Choose “Microsoft Word Document” and click OK



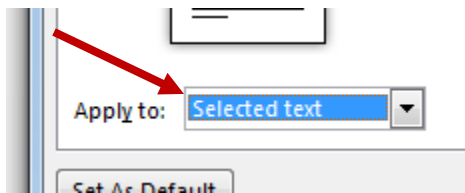
- This will open a new sub-document inside your manuscript.
- Open the .dox file containing your signature form.
- Click anywhere inside the signature form document.
- Type Ctrl-A, then Ctrl-C
- Return to your manuscript sub-document.
- Type Ctrl-V
- Your signature form should appear in the sub-document.
- Close the sub-document page. You do not need to save it.
- Your form should appear in your manuscript as the page just before your copyright page. The margins will be incorrect.
- Click anywhere within the signature form. The form should be outlined in a dotted line.
- Click the “Page Layout” tab from the command ribbon.



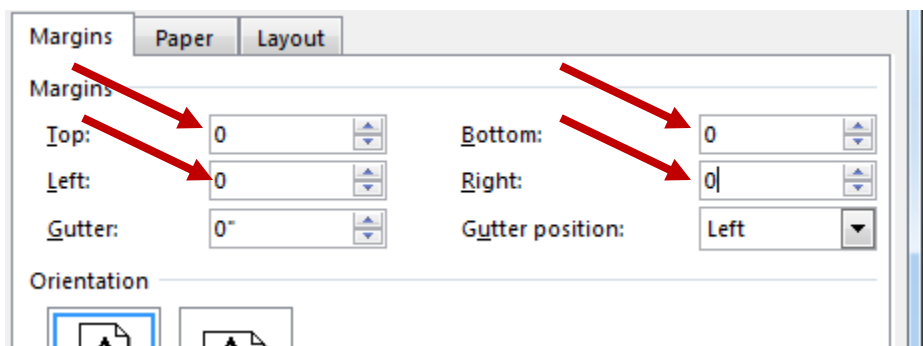
- Click “Margins” on the left side of the command ribbon, then choose “Custom Margins...” at the very bottom of the menu that appears. Make sure you choose the option without the icon to its left.



- Choose “Selected Text” from the “Apply to” menu in the window that pops up



- Then change all margins to 0. Click OK.



- Your signature page should now be in place and formatted correctly.
- If you have a blank template page of the signature form, delete it.