

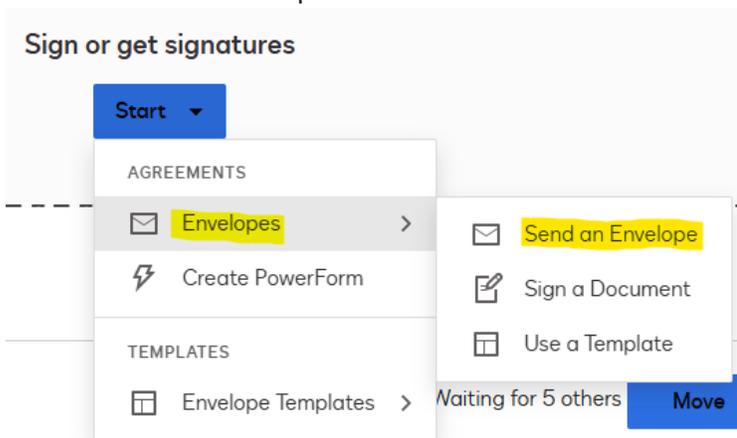


## Academic Analytics Access and Training Form Instructions

To complete this form, you may choose the [fillable PDF version](#) or the [DocuSign version](#) for submission. Instructions for both options are below. For technical issue, please contact [cwpeyton@vcu.edu](mailto:cwpeyton@vcu.edu)

### Fillable PDF Instructions

1. Download the PDF form [linked here](#) to your computer and complete the fields  
*\*You must download the form, otherwise you may not be able to enter into the available fields*
2. To obtain the approval signature from the Dean or Designee;
  - a. Log into DocuSign
  - b. Select the "Start Button"
  - c. Then "Envelopes"
  - d. Then "Send an Envelope"



- e. Upload the complete Academic Analytics Access Request form
- f. A pop-up will appear to select a matching Template - select "Apply"

### Select Matching Templates

Select the matching templates to apply to your uploaded documents.

#### Academic Analytics Access Request (2).pdf

Academic Analytics Access & Training Form (PDF Upload) Matching: 100% Pages: 1-1

APPLY

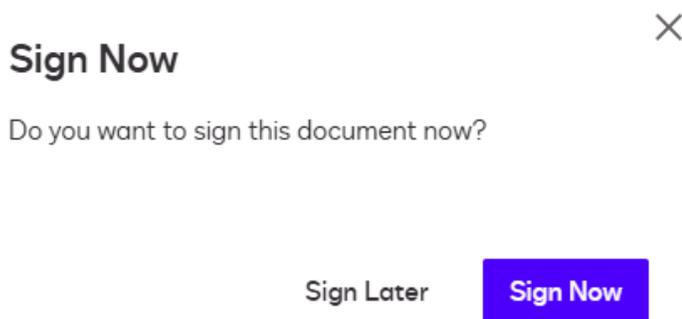
CANCEL

- g. Once applied, you will enter the Dean's name as a recipient for approval and signature
- h. Hit "Send Now" and the Dean will receive an email from DocuSign

- i. The signed/completed and the “Finish” button selected, the form will automatically be received by the central office to provide access, if the steps above are followed.

## **DocuSign Instructions**

1. The DocuSign version of this form can be accessed by using [this link](#)
2. Log into DocuSign using your SSO and it should take you to the appropriate template.
3. Click on the “use” button and Add recipients for who will be completing and signing the form. *It is the intention that this form is completed/signed by the Dean or their Designee*
4. Once the Dean recipient has been added, hit the send button. This will trigger an email notification to the email address you provided.
  - a. If you are the signer and provided your email, you will receive a pop up asking if you want to sign the form now.



5. Questions and fields on the form may be required based on the information provided.
  - a. You may not be able to submit the form if there is missing required information.
6. The signed/completed and the “Finish” button selected, the form will automatically be received by IRDS to provide access, if the steps above are followed.