

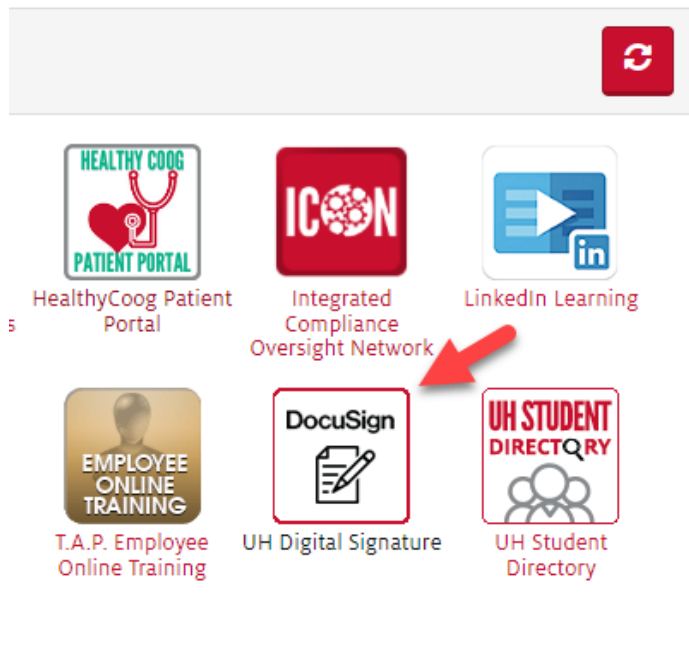


## DOCUSIGN PS SECURITY ACCESS FORM

Effective September 01, 2022 we are now using a new DocuSign form for our PS Security Access Requests. In the short term we will continue to accept our older “PDF” documents, but we encourage everyone to use the new DocuSign form.

At UH, DocuSign is accessible via [AccessUH](#) using CougarNet ID (See screenshots and steps below).

- Click DocuSign Icon in Access UH *(If the DocuSign Icon is not visible, please email [DocuSign@central.uh.edu](mailto:DocuSign@central.uh.edu) to request access.)*
- Select Start, Use Template
- Click Shared with me and select UHS HRIS PeopleSoft Security Access Request, and click Add Selected
- Enter all recipients names and email address
- Click Send





# Human Resources

## Division of Administration & Finance

Last 6 Months

Signed by: *Create Your Signature*  
CSFB4A3570064FC...

0 Action Required | 0 Waiting for Others | 0 Expiring Soon | 0 Completed

Send documents for signature

**START** ▼  
Sign a Document  
Use a Template

**Automate Envelope Routing**  
Now you can send to the right people based on predefined routing rules.  
[Learn More](#)

**Drawing**  
With drawing fields, recipients can upload or draw on images.  
[Learn More](#)

**Need help getting started?**  
Get help with basic questions.  
[View Our Guide](#)

### Select Template

My Templates

Shared with Me

All Templates

Favorites

**FOLDERS**

**SHARED FOLDERS**

- Academic Affairs
- Business and Finance
- Property Management

Search

	Name	Owner	Last Change ▼
<input type="radio"/>	Summary of Purchases Exceeding \$100K (AA)	Usha Mathew	9/18/2022   06:16:45 pm
<input type="radio"/>	HRIS Security Access Request (AA)	Usha Mathew	9/18/2022   06:16:44 pm
<input type="radio"/>	Additional Compensation Request (Staff Only - AA)	Usha Mathew	9/18/2022   06:16:43 pm
<input type="radio"/>	Official Functions Form (AA)	Usha Mathew	9/18/2022   06:16:42 pm
<input type="radio"/>	Off Campus Property Form (Deans Only - AA)	Usha Mathew	9/18/2022   06:16:41 pm
<input type="radio"/>	MAPP Exception (AA)	Usha Mathew	9/18/2022   06:16:41 pm
<input type="radio"/>	Gift Card Request Form	Usha Mathew	9/16/2022   08:17:54 am
<input type="radio"/>	UHS Hyperion Budget-Planning/Coog Plan Management Report Access Request Form	Usha Mathew	9/16/2022   08:16:39 am
<input type="radio"/>	Revenue Contracts Over \$50,000 Review and Approval Form	Samantha Yurus	9/16/2022   08:14:53 am
<input type="radio"/>	UHS HRIS PeopleSoft Security Access Request	Usha Mathew	9/16/2022   08:11:54 am
<input type="radio"/>	P-Card Application UH	Usha Mathew	9/16/2022   08:10:27 am

**ADD SELECTED** CANCEL



Add recipients

1 Initiator/Employee NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

2 Supervisor NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

3 College/Division Administrator NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*



SEND

A [DocuSign SharePoint](#) site with training materials, video tutorials, FAQs, etc., is available to all UH university employees.

For any additional information related to DocuSign at UH please email [DocuSign@central.uh.edu](mailto:DocuSign@central.uh.edu)