Instructions for Using DocuSign with the Office of Financial Aid

Instructions for Forms Requiring Student Signature Only
If you are completing a form requiring student and parent signatures, please follow instructions on the next page.

1. On the first screen for these forms, please enter your name and email address. Then click BEGIN SIGNING.

2. Please read the form carefully and enter your information accurately. Complete ALL required fields. To make sure all required fields are completed, click the yellow START button and then click the yellow NEXT button.

   Note: Some forms may require a document to be attached. In these cases, you will be unable to sign/complete the form until you include the attachment.

3. After completing all required fields, click on Sign.

4. Create your signature or Adopt and Sign. After signing, click FINISH.

After you click finish, the completed form will be automatically emailed to financialaid@snc.edu and you will receive a copy to the email address you listed for yourself.

Please note: Any forms that are started but not completed will be automatically voided after seven days. You will receive a reminder email two days prior to the automatic void, giving you a chance to complete the form. If the form voids prior to completion, you will need to start the form over from KnightLine.
Instructions for Forms Requiring Student and Parent Signatures

A. Student Instructions

1. Some forms require a parent signature. On the first screen for these forms, please enter the parent name and email address. The email address must match the email address your parent listed on the FAFSA. Then click BEGIN SIGNING.

2. Please read the form carefully and enter your information accurately. Complete ALL required fields. To make sure all required fields are completed, click the yellow START button and then click the yellow NEXT button.

3. After completing all required fields, click on Sign. You will be able to sign at this time, but your parent will not yet – follow parent instructions below if your parent is having trouble signing.

4. Create your signature or Adopt and Sign. After signing, click FINISH.

After you click finish, your parent will be sent an email with a link to sign the form. After your parent signs and submits the form, it will automatically be emailed to financialaid@snc.edu and you will receive a copy to the email address you listed for yourself.

Please note: Any forms that are started but not completed will be automatically voided after seven days. You will receive a reminder email two days prior to the automatic void, giving you a chance to complete the form. If the form voids prior to completion, you will need to start the form over from KnightLine.
Instructions for Using DocuSign with the Office of Financial Aid

B. Parent Instructions

Your student must initiate the DocuSign form from their KnightLine account and complete the student portion of the form. Your student will enter your (parent) email address that was listed on the FAFSA. After your student completes their portion of the form, an email will be sent to you with a link. You will only be able to sign from the link that is emailed to your email address.

1. Navigate to your email inbox. An emailed link will be sent to you from Office of Financial Aid via DocuSign. Click on the yellow REVIEW DOCUMENT button.

2. The form will open in a new window. Click the yellow CONTINUE button.

3. Please read the form carefully and review the information entered by your student for accuracy. Complete ALL required fields. To make sure all required fields are completed, click the yellow START button and then click the yellow NEXT button.

4. In most cases, if you notice an error in the information completed by your student, you may correct this information by clicking in the box and completing the field.

   Note: Some forms may require a document to be attached. You will be unable to sign/complete the form until you include the attachment.

5. After completing all required fields, click on Sign. Create your signature or Adopt and Sign.

6. You'll need to enter your (parent) date of birth on the bottom of the form. After signing and entering your date of birth, click FINISH.

After you click finish, the completed form will be automatically emailed to financialaid@snc.edu and you will receive a copy to the email address listed on the form. A copy will also be emailed to your student.