



DocuSign: Generic Email Accounts

Issue & Background

The implementation of DocuSign requires the creation of generic UNLV.EDU email accounts for graduate coordinators, department chairs, and deans. Forms will be electronically routed to particular positions for signatures (i.e. graduate coordinators, chairs, deans) depending on the form. Generic accounts make this possible, and they may be forwarded to your personal UNLV.EDU account if that's preferable to you. These generic accounts also add a level of stability; although graduate coordinators and chairs change at regular intervals, these accounts will remain and provide access to prior communications between the person formerly in the role and the new graduate coordinator, chair, or dean.

Key Info and Tips

- The Graduate College is facilitating the creation of these accounts for you, and once created, the account name may not be changed.
- Graduate College staff will NEVER have access to log into any of these accounts and will not monitor them in any way.

Action Items

- If needed, you will be responsible for setting up email forwarding and delegation.
- If you are no longer in the graduate coordinator/department chair/dean role you must request that ownership of the account be transferred to the appropriate person by: 1) notifying OIT; and 2) informing the Graduate College Systems & Data team.
- You are responsible for ensuring only faculty/staff with legitimate business needs are able to access these accounts.

Project Timeline & Important Dates

- Generic email accounts have been finalized and were submitted to OIT for creation on Friday, August 17, 2018.