

Warrant eSignature Signing Instructions

These instructions will outline how both UW and non-UW staff can electronically sign Masters, Preliminary, Professional, and PHD Warrants. This will be an option for all committee members on warrants going forward.

University of Wisconsin – Madison Users

1. UW staff members will begin their signature workflow in one of two ways. The first is when a coordinator or the advisor of the warrant sends an automated email to the warrant committee. This email will come to the email associated with your netid and will contain a link to your personalized Warrant Signature Worklist. The second option is to access your Warrant Signature Worklist by going into Portal and clicking the ESIGN dropdown in your navigation toolbar followed by the Signature Worklist button as seen below:

UNIVERSITY OF WISCONSIN-MADISON Wienn, Patrick

MyGradPortal - TEST

ADMINISTER DISCOVERPD UNIT DIRECTORY FACULTY LISTS ESIGN DATA MANAGE ADD FEEDBACK

Warrant Signatures

Welcome to your Warrant Signatures! Here you will find all signature requests for warrants in Portal that have you included on the committee. You can view all warrants you have signed electronically in the past. You can electronically sign a warrant by clicking the "Sign" hyperlink and then clicking the "Sign" button on the next page.

Signature Needed Signed

Student Name	Program	Type	Term	Add Signature	View Committee
Yuzhe Ma	Computer Sciences PHD	Prelim	Fall 2020-2021	Sign	Committee

Showing 1 to 1 of 1 entries

2. As long as you have outstanding signature requests, there will be a button on your main navigation toolbar to access the worklist.

3. The worklist will show all approved warrants that need your signature along with the student's name, program, type of warrant, and requested term.

4. There is also a "Signed" tab on this page to view all warrants you have signed. It is searchable:

Warrant Signatures

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Signature Needed Signed

Search:

Student Name	Program	Type	Term	Warrant
Yuzhe Ma	Computer Sciences PHD	Prelim	Fall 2020-2021	Edit Signature/View Warrant

Showing 1 to 1 of 1 entries

- As long as the Warrant has not been submitted to the Graduate School for final processing you may edit your signature using the hyperlink seen above.
- Once you have clicked the Sign or Edit hyperlinks, you will be taken the Warrant.
- From there, you will see a "Sign" button next to your name if you are not editing, and an Edit button if you are. Click either button to choose how you would like to sign.

Warrant for Preliminary Examinations

Ma, Yuzhe
9075803258

Major: Computer Sciences PHD
Minor: Statistics

Date minor requirements complete November 03, 2020

Minor approval signature 

Date of successful completion of preliminary examination November 03, 2020

Date major requirements (except dissertation) completed November 03, 2020

Signature of major department chairperson: _____

Committee Member Name	Committee Member Signature	Date
Zhu, Xiaolin	_____	
Fernandes, Earlane	_____	
Hanna, Josiah	_____	
Li, Sharon	_____	

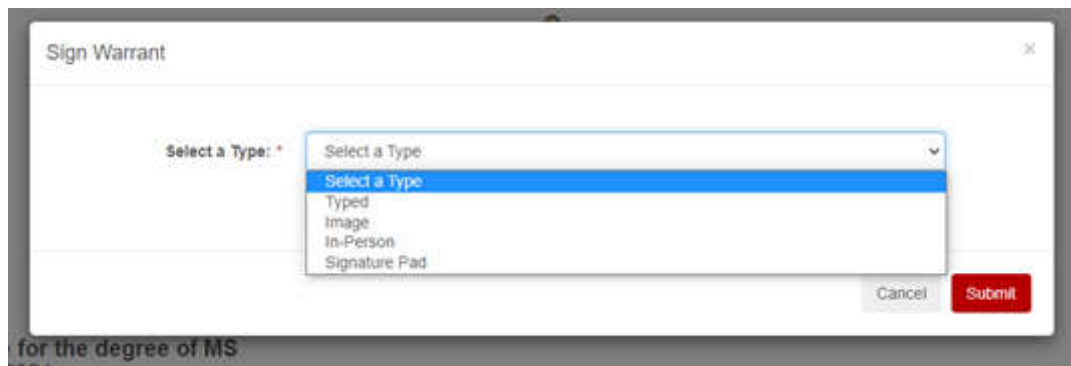
Warrant for Preliminary Examinations

Ma, Yuzhe
9075603255

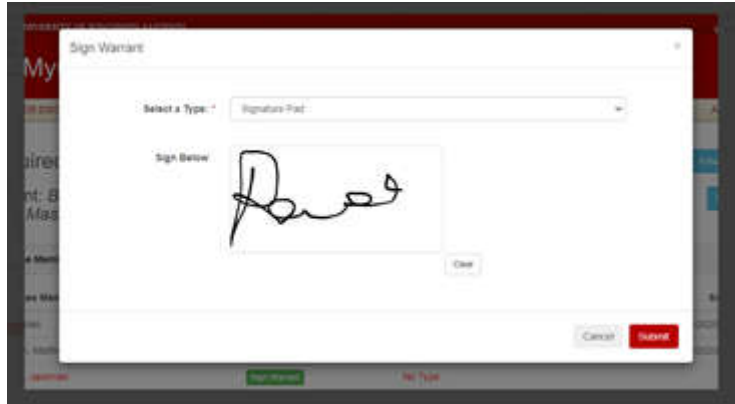
Major: *Computer Sciences PHD*
Minor: *Statistics*

Date minor requirements complete	<u>November 03, 2020</u>
Minor approval signature	<u>Patrick Wrenn</u>  Edit
Date of successful completion of preliminary examination	<u>November 03, 2020</u>
Date major requirements (except dissertation) completed	<u>November 03, 2020</u>

8. The options for signing are: Typed, Image, Signature Pad, and In-Person.



- Typed Signature requires you to type your name and then a signature of your name will appear on the warrant.
- Image allows you to upload a picture of your signature which will then be imbedded next to your name.
- Signature Pad allows you to draw your signature in real time. The resulting signature will be placed next to your name.



d. In-Person will leave a line next to your name for you to sign in person if that is your preference.

9. For PHD warrants, you will also be presented the option to dissent. If you dissent, your name will be moved into the dissenters' section along with your signature:

By signing this warrant I am confirming that I have also approved this student's UMI abstract.

Committee Member Name	Committee Member Signature	Date	
BARILLARI, MEGAN	<hr/>	3/19/2021 4:28:58 PM	Reader
Kelly East	Advisor Kelly East	3/19/2021 4:28:58 PM	

The following committee members dissent from the report:

Dissenting Member Name	Dissenting Member Signature	Date	
BECKER, JASON A		3/19/2021 4:24:32 PM	Reader

****Note you should draw your name and not "I Dissent!" if you want your signature to be legitimate****

10. Once you have signed you will return to the digital PDF to view your signature. There will be a green banner at the top letting you know you have successfully signed:



Success! You have signed Ma Yuzhe's Prelim Warrant.

Warrant for Preliminary Examinations

11. The warrant you sign will be removed from your worklist, but will still be viewable from the Signed tab.

Non University of Wisconsin-Madison Users

1. Your workflow will always begin with an email triggered by a coordinator or the advisor of the warrant.
2. You will receive a personalized link that will take you to a PDF version of the warrant you need to sign.
3. A "Sign" button will be next to your name on the warrant.
4. You can choose between Typed, Image, Signature Pad, and In Person for your signature.
5. Just like UW members, you will have the option to dissent on PHD warrants.
6. Once you have signed you will be returned to the warrant PDF with your signature now showing.
7. You can edit your signature then, or later before the Warrant is submitted if you need to by clicking the same link you receive in the email.
8. Once you are done reviewing the warrant you may close it.