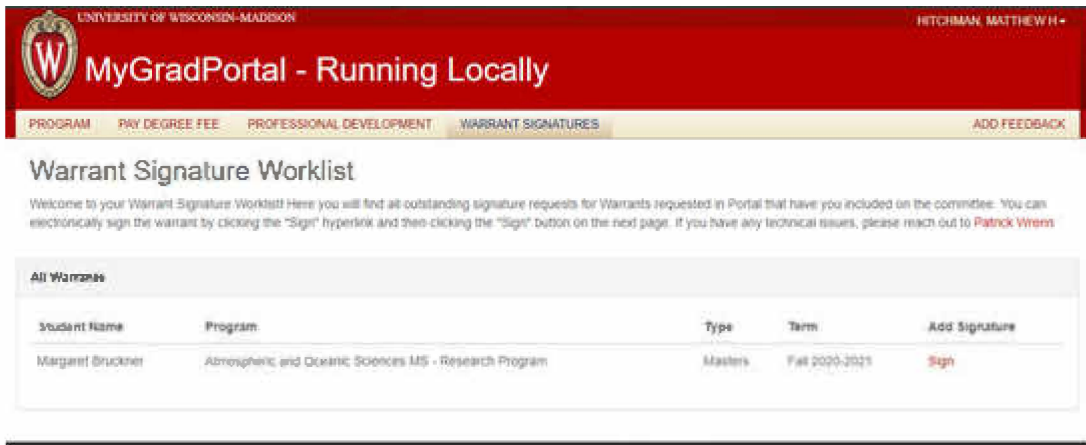


Warrant E-Signature Instructions

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 Warrant Signatures button in your navigation toolbar as seen below:



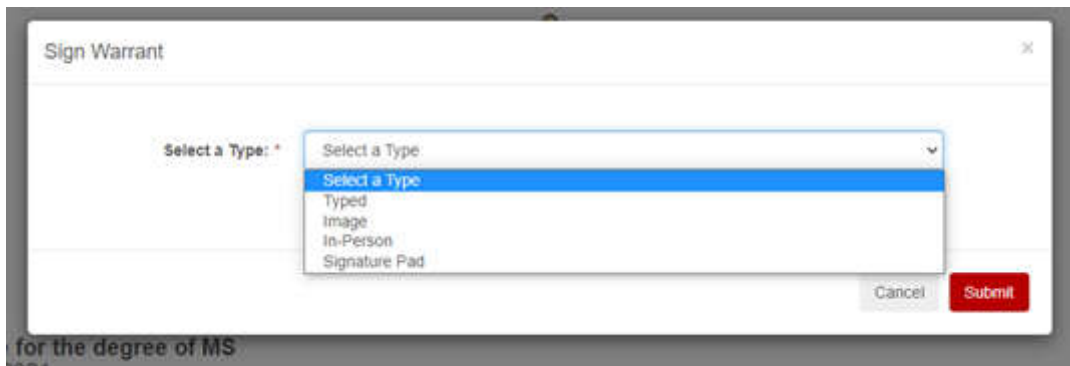
The screenshot shows the MyGradPortal interface. At the top, there is a red header with the University of Wisconsin-Madison logo and the text "MyGradPortal - Running Locally". Below the header is a navigation toolbar with buttons for "PROGRAM", "PAY DEGREE FEE", "PROFESSIONAL DEVELOPMENT", "WARRANT SIGNATURES", and "ADD FEEDBACK". The main content area is titled "Warrant Signature Worklist" and contains a welcome message. Below the message is a table with the following data:

Student Name	Program	Type	Term	Add Signature
Margaret Bruckner	Atmospheric and Oceanic Sciences MS - Research Program	Masters	Fall 2020-2021	Sign

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. Click the Sign button under Add Signature to launch into a digital PDF of the warrant.
5. From there, you will see a "Sign" button next to your name. Click the button to choose how you would like to sign.

Committee Member Name	Committee Member Signature	Date
Pierce, Brad	Advisor Sign Warrant	Not Signed
Fishman, Jackman	_____	Not Signed
Hitchman, Matthew	_____	Not Signed

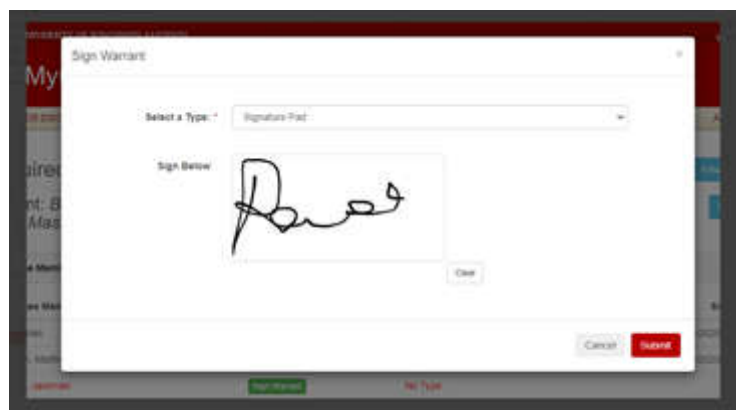
6. The options for signing are: Typed, Image, Signature Pad, and In-Person.



a. Typed Signature requires you to type your name and then a signature of your name will appear on the warrant.

b. Image allows you to upload a picture of your signature which will then be imbedded next to your name.

c. 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.

7. 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	Reader
BARILLARI, MEGAN		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	Reader
BECKER, JASON A		3/19/2021 4:24:22 PM	Reader

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

8. Once you have signed you will return to the digital PDF to view your signature. You cannot change your signature once it is done.
9. The warrant you sign will be removed from your worklist.

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. Once you are done reviewing the warrant you may close it.

