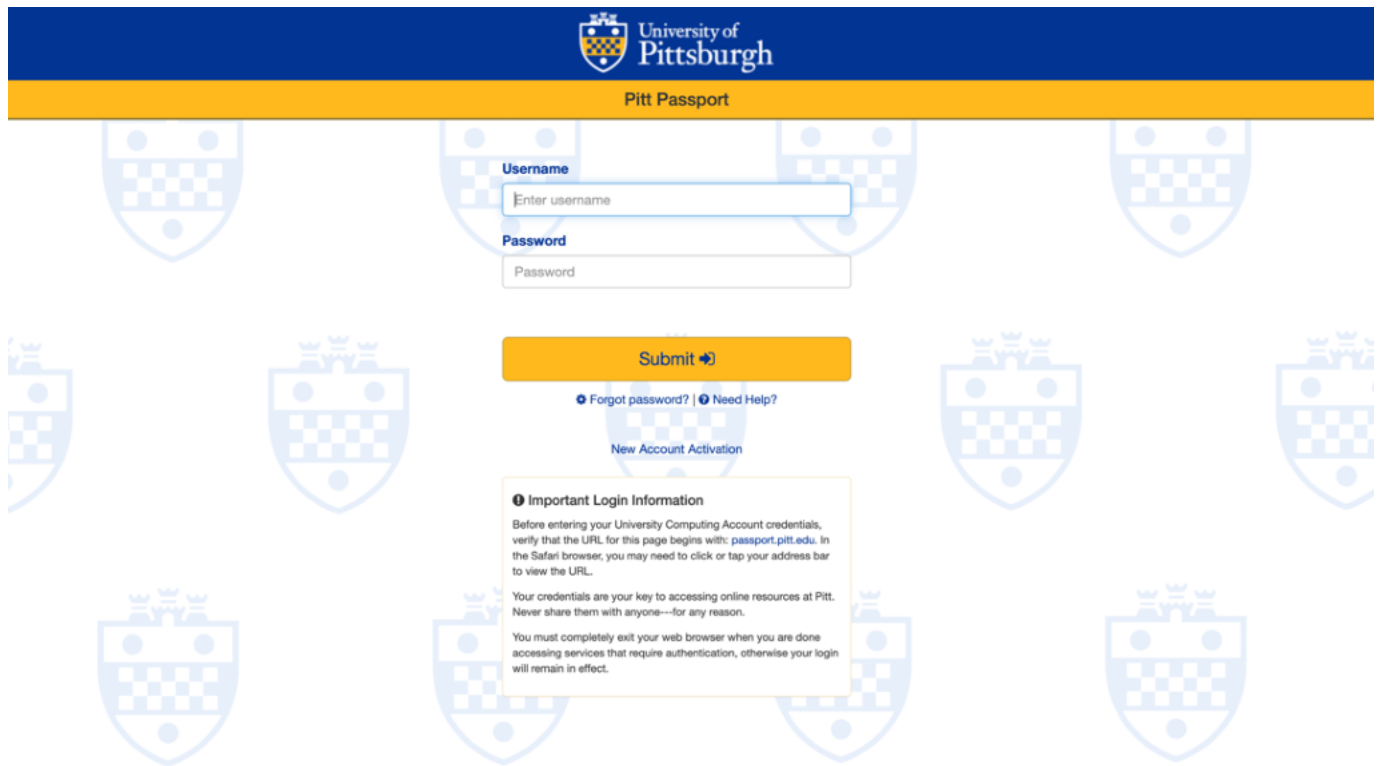# CONTRAXX USER GUIDE

Overview

This guide will help you navigate the International Partnership Request System at the University of Pittsburgh for all inter-institutional agreements at the University, including agreements made through the Health Sciences.

The University partners with institutions across the globe to expand its curricular offerings, research collaborations, and intercultural opportunities for mobility of students and faculty. University of Pittsburgh Policy 02-01-05 was developed to provide a mechanism for initiating, amending and/or renewing international agreements. The University's process for preparing and renewing agreements with international institutions exists to protect the interests of staff, faculty and units working to establish linkages, as well as to protect the interests of the University as a whole. The policy governs agreements having the following characteristics: *…any agreement 1) between the University of Pittsburgh and one or more foreign governments and/or universities or other organizations domiciled outside the United States, regarding the use of this University's faculty, student, library or other research or instructional resources within the United States or 2) that commits the University of Pittsburgh to the deployment of faculty, student, library or other research or instructional resources outside of the United States.*

Those wishing to host visitors (who are not part of an existing Exchange Agreement and are uncertain if a Visitors Agreement is required; should refer to the Pitt Academic Visitors web-page hosted by the Office of Trade Compliance. Faculty and administrators considering an international inter-institutional agreement should follow the steps listed below.

Agreement Process: Step-by-Step

1. The International Agreement Partnership Request process relies heavily on DocuSign, an online system for document signature workflow. The University provides accounts for free to all faculty and staff. Before starting your international partnership application, you should take a minute to make sure your DocuSign profile is properly set up.

2. Start by going to my.pitt.edu in your browser. Login to your account using your username and password.
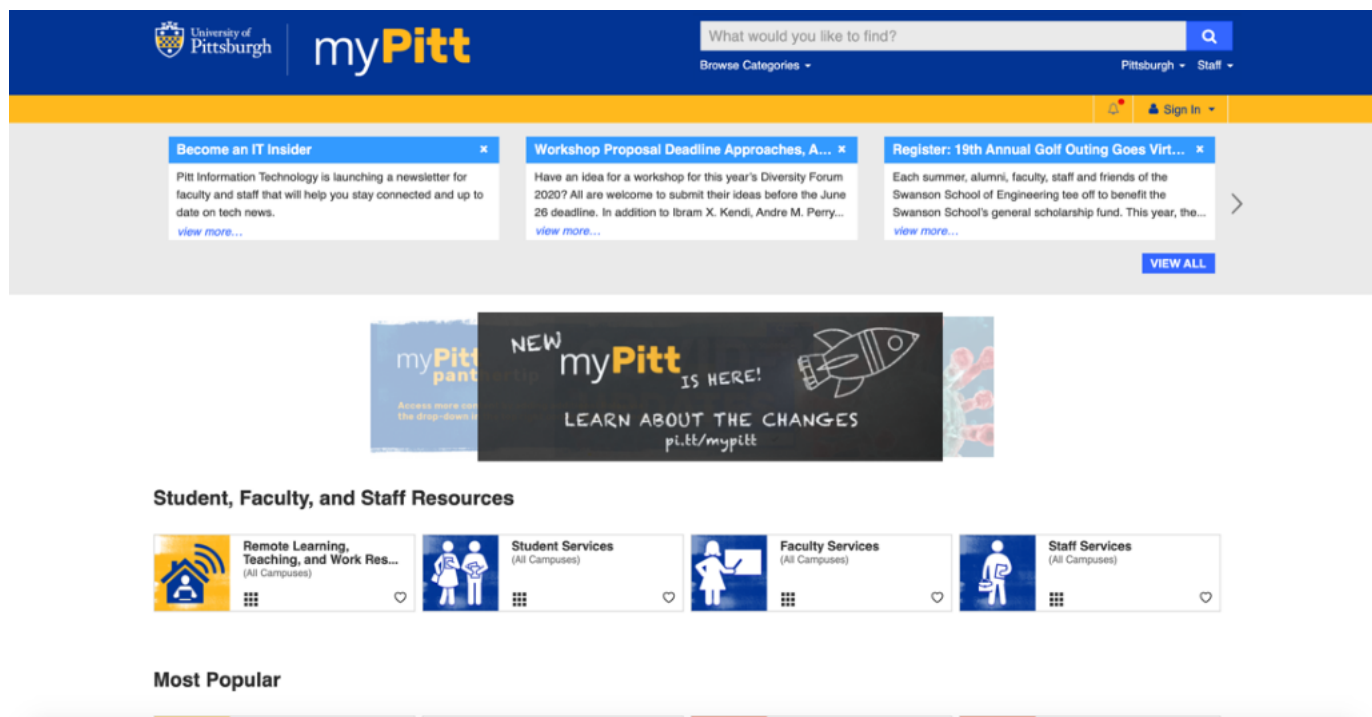
University of **Pittsburgh**

Pitt Passport

Username

Enter username

Password

Password

Submit ➜

⚙ Forgot password? | ❓ Need Help?

New Account Activation

ⓘ **Important Login Information**

Before entering your University Computing Account credentials, verify that the URL for this page begins with: passport.pitt.edu. In the Safari browser, you may need to click or tap your address bar to view the URL.

Your credentials are your key to accessing online resources at Pitt. Never share them with anyone---for any reason.

You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect.

Once you have logged in you will be taken to the following screen:

University of **Pittsburgh** | my**Pitt**

What would you like to find? 🔍

Browse Categories ▾

Pittsburgh ▾ Staff ▾

🔔 👤 Sign In ▾

Become an IT Insider ✕

Pitt Information Technology is launching a newsletter for faculty and staff that will help you stay connected and up to date on tech news.

view more...

Workshop Proposal Deadline Approaches, A... ✕

Have an idea for a workshop for this year's Diversity Forum 2020? All are welcome to submit their ideas before the June 26 deadline. In addition to Ibram X. Kendi, Andre M. Perry...

view more...

Register: 19th Annual Golf Outing Goes Virt... ✕

Each summer, alumni, faculty, staff and friends of the Swanson School of Engineering tee off to benefit the Swanson School's general scholarship fund. This year, the...

view more...

VIEW ALL

NEW my**Pitt** IS HERE!
LEARN ABOUT THE CHANGES
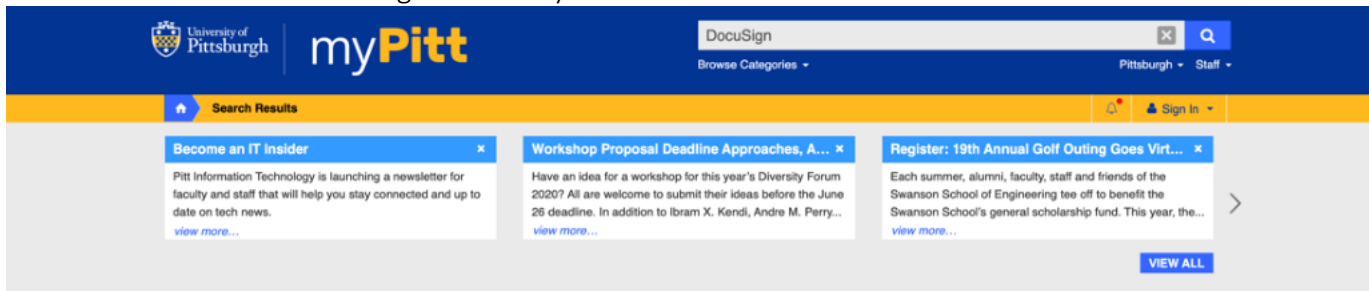pi.tt/mypitt

Student, Faculty, and Staff Resources

| Remote Learning, Teaching, and Work Res... (All Campuses) | Student Services (All Campuses) | Faculty Services (All Campuses) | Staff Services (All Campuses) |

Most Popular

You can then search for DocuSign by typing "DocuSign" into the search box at the top of the screen.

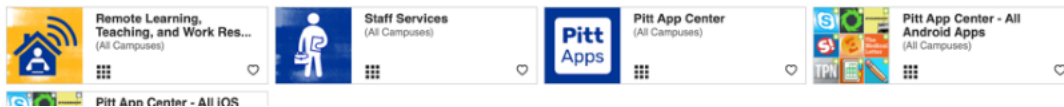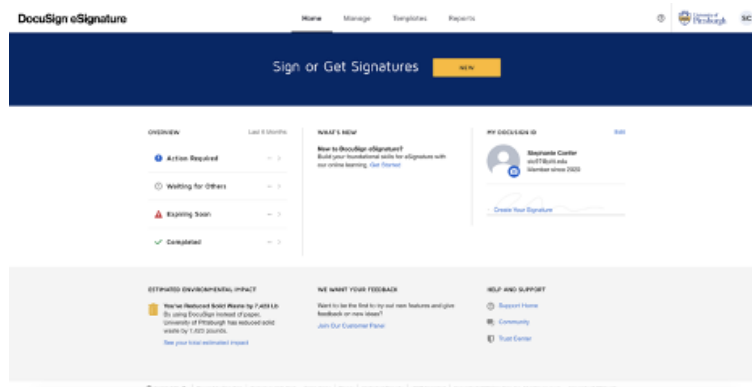You will be shown the following results on your screen.

Click on the "DocuSign" icon box to be taken to the DocuSign landing page seen in the image below. You can also connect to DocuSign through the following link: https://account.docusign.com/organizations/9261a3eb-689a-4036-bbcd-6c0d1311b040/saml2/login/sp/ff0e96ab-ff1b-4c75-8f7f-bf9c5762d9a4

3. With DocuSign open in one tab, in another tab on your browser, visit the Global Operations Support-International Partnership Agreements page using the following link. We will return to

DocuSign later in this document. The link to the Global Operations Support-International Partnership Agreements page is:

https://globaloperations.pitt.edu/international-agreements/

4. Once you have familiarized yourself with the International Agreements page, select "Get Started"

5. Once you select "Get Started," you will be prompted with a series of questions. The questionnaire will require that you have:
    - Consulted your dean or department chair
    - Confirmed that you possess a DocuSign account
    - Gathered the institutional and personal contact information for the parties responsible for this agreement both at home and abroad.

All of your answers to the questionnaire must be yes to continue.

If your response to one or more of the answers to this questionnaire are 'no', then please reach out to the Director of Global Partnerships and Partner Engagement, Garrett Margliotti, via email at: g.margliotti@pitt.edu for assistance on how best to move forward.

6. Once your answers to the questionnaire are all yes, you will be able to select "Start your partnership agreement."

Please note: Any questions about this form or how to complete it should be directed to the Global Operations Support Manager, Ian McLaughlin, via email at: ian.mclaughlin@pitt.edu.

Are you ready to request a partnership? ✕

Have you talked to your department chair or dean about your partnership agreement?
● Yes ○ No

Have you verified that you have a Pitt-supplied Docusign profile?
● Yes ○ No

Have you gathered the institutional and personal contact information for the parties who are responsible for the partnership, both at Pitt and abroad?
● Yes ○ No

Great! You are all set.
Start your partnership agreement

Reset Questionnaire

Close

7. When you click "Start your partnership agreement" you will be taken, depending on your permissions, to either the Contraxx "My Dashboard" screen seen below or the "Routing Form" dashboard, also seen below.

Routing Form Dashboard:

You will need to be on the Routing Form Dashboard to complete this process, so if you are on the Contraxx "My Dashboard" page, simply scroll down to the bottom of your screen and you will see in the right-hand corner the text "Routing Form Dashboard". Click the text and you will be taken to the correct screen.

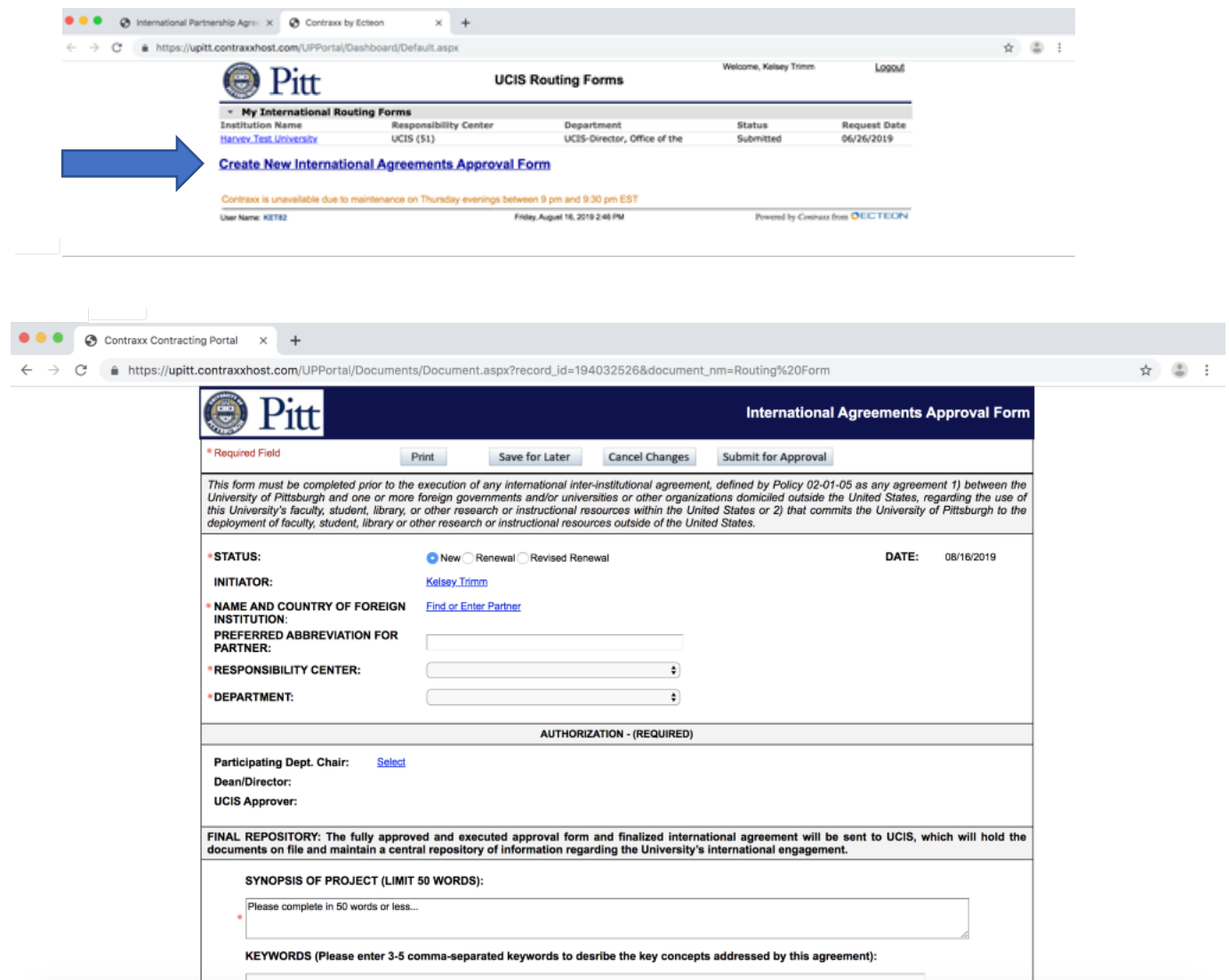8.   Once you are on the "UCIS Routing Forms" screen, you will see any previous contracts you've submitted as well as a link to "create new international agreement approval form." Note the other information provided to you on this page, including the status and request date of your routing form(s).

To access this page any time, visit: https://upitt.contraxxhost.com/UPPortal/Dashboard/Default.aspx

9.   Now click on the link to "Create New International Agreements Approval Form". Your browser will redirect to a blank approval form. You will now need to fill in the required information, indicated by a red asterisk.

**Please note that you can save your progress at any time and return to continue at any point in the process. There is no pressure to submit after your first pass through adding the information. You may click "Save for Later" and come back to confirm or check through any details before continuing or submitting for approval.**

10. The first required field is the "status" of the international agreement: new, renewal, or revised renewal.

> **New** indicates that the request is for a new agreement, meaning it will likely be the master document as opposed to a renewal or a revised renewal which would be a new agreement's child contract
>
> **Renewal** indicates that the request is for an agreement that is being renewed from a previous original agreement. Often the original agreement will be labelled a master document and this renewal will be its child document.
>
> **Revised renewal** indicates that the request for an amendment to an existing agreement during the current effective dates of the agreement.

Select the correct status related to your agreement.

11. If you selected a "**renewal**" or "**revised renewal**," you will be asked to search for the original contract using the "contract search" portal.

For both the "renewal" and a "revised renewal" options, you will need to search for the original contract. Therefore, click "search". When you click "search" you will be taken to the following screen:

Depending on the information that you have, you will approach the searching process in a number of different ways, all of which are outlined below.

> a. If you have the Contract Number of the master agreement, you can search by that criteria to find the correct contract.
>
> > i. Begin by typing the contract number into the "Contract Number" search field and click "search".

ii. Select the contract that appears in the search results. The information will be added to the contract form and you can move forward to the next step (step 12).

b. If you do not have the contract number, but you have the company/institution name, you can search by that criteria.

i. Type the name of the company/institution into the "Company Name" search field and click "search". The results should display companies/institutions with the name that you searched for.

ii. Once you click search, your search results will look similar to this:

Note: For these steps and some additional steps below, the University of Guanajuato will be used as an example rather than the test sample called "Harvey Test University" as the University of Guanajuato will give a more accurate representation of what you will see and encounter when you view these screens on your end when you are working through this process.

Please note that names of institutions, etc. can often be misspelled, or listed improperly under an alternate name. If you are not sure which contract is the master agreement, you will need to verify that you are choosing the correct master agreement by the following steps:

This portal will not allow you to search through the listings. Once you click on one of the contracts, it will be added to your contract form.

Before clicking on an option:

- Note the Responsibility Center of the agreements. If you know that the master agreement was created through a particular Responsibility Center, this will help narrow down your options.
- Note the status of the agreements listed. If you know that the master agreement is still active, this will help narrow down your options as well.

To be absolutely certain, however, you will need to take the following steps:

a. Click on the option that you believe matches most closely to the master agreement you are looking for.

b. It will be added to your contract form as seen in the image below:

c. Click on the "original contract" field to view the contract. Once you click on the number, you will be taken to the following screen:

Pitt

UCIS-936.00 / University of Guanajuato / Master *(Active)* `* required field`

Contract Profile | Clauses | Documents | Journal | Workflow

Save | Save and Close | Cancel | Recycle | Assign Contract | Inactivate | Print | Audit On

Routing Form:

Field	Value
Contracting Party:*	University of Guanajuato
Contracting Group:*	UCIS
Contracting Sub- Group:*	UCIS
Contract Form:*	Master
Contract Type:*	Undergraduate Exchange Agreement
Responsibility Center:*	UCIS (51)
Department:	Study Abroad Office
Child Contract?	
Contract Number:	UCIS-936.00
Legal Entity:*	University of Pittsburgh - Of the Commonwealth System of Higher Education
Contract Summary:*	Master
Legacy Contract #:	936.00
Record Type:*	Data capture only

Add Additional Parties

Reload Scenario

Contract Specific Information

Field	Value
Keywords	
University of Pittsburgh Party:*	Study Abroad Office
Participating Domestic Institutions:*	
Participating Foreign Institutions:*	University of Guanajuato
Synopsis of Project:*	This is an inernational exchange agreement whereby each institution shall admit two full-time undergraduate students for one full academic year
Type of Agreement:*	Framework/General Agreement
Duration:*	5 Years
Under what conditions (if any) can the agreement	Agreement may be terminated by either party upon written notification duly signed by an authorized offical of the notifying party. Such notice of termination must be received by the other party no later than January 31 of the year in which termination becomes effective.

d. Read through the information listed on the contract profile verifying that the contracting party, type of agreement, and dates of the agreement align with the information you have for the master agreement.

e. Next, go to the "Documents" tab to view the agreement attached to this contract.

Pitt

UCIS-936.00 / University of Guanajuato / Master *(Active)* `* required field`

Contract Profile | Clauses | Documents | Journal | Workflow

Save | Save and Close | Cancel | Create Base Draft | Create Full Draft | New Document | Submit to DocuSign | Print

Contracts

File Name	Document Type	Description / Version	Uploaded By/On		
University of Guanajuato - Undergrad Exchange Agreement - 2017.pdf	Executed Contract		07/02/2017	✏️	🗑️

Other

File Name	Document Type	Description / Version	Uploaded By/On		
University of Guanajuato-MOU & Undergrad Exchange- Routing- 2017.pdf	Routing Form		07/02/2017	✏️	🗑️

f. You can click on either the agreement or the routing form to view information on the agreement. It is recommended that you begin with the agreement so you may verify that the agreement is the master agreement you are searching for.

g. If you are still unsure, you can look at the contract's contracting party and view all other contracts associated with the contracting party. To do this, go back to the

"Contract Profile" by clicking "Contract Profile" on the main navigation. You will be taken back to the following screen:

h. Click on the "contracting party" at the top of the screen.

i. You will be taken to the following screen:

j. Verify that the address and information matches the information that you have for the institution you are working with. If the information does not look accurate, you may **_not_** have the correct contracting party. (Note, if this information is indeed inaccurate and needs updated, please reach out to the Administrative Assistant for Global Partnerships and Events, Stephanie Confer, at stc97@pitt.edu, who will take the proper actions to have the information updated.)

k. Next, click on "Contracts" in the main navigation. You will be taken to the following screen:

l. From here you will be able to view each contract listed under this contracting party to verify that the master agreement you have selected is indeed correct.

m.   Click on another "document number" to view another contract that you would like to view. Follow the steps above to read the contract's documentation.

n. Once you are satisfied that the agreement you have chosen is the correct master agreement, return back to the contract form page. This will still be a tab on your browser. Note: If you have questions or you are concerned about selecting the correct master agreement, please reach out to the Director of Global Partnerships and Partner Engagement, Garrett Margliotti, at *g.margliotti@pitt.edu.*

o. Your contract form will now look like this:

p. You can now move onto step 12 to continue completing the rest of the form.

12. The next required field is the "Name and country of foreign institution."

Select "Find or Enter Partner" to begin a contracting party search—you'll be redirected to the search function in Contraxx seen in the image below. Type in the name of the institution in the "party name" field and click "search".

13. If your contracting party is **not** already in the system, you will need to enter a new contracting party.

     i. In order to enter a new contracting party, you will first need to type the name of the institution into the field in the steps above.

     ii. Click "search"

     iii. You will then come to the following screen:

     iv. Click on "Enter New Contracting Party", which can be seen at the bottom of the search results, as seen above.

     v. You'll be redirected to the following entry form where you will need to enter the information of the contracting party. This will be outlined below.

Note: When entering your party into the system, do so at the highest level.

For example, if one were partnering with GSPIA at Pitt, the correct entry for the party would be "University of Pittsburgh" – not GSPIA – because it represents the institution at the highest level.

vi. On this screen you should fill out, when possible, all of the fields that are listed below. Be sure to Google and verify that the information you are adding to this form is accurate. Make sure to check spelling and typos before leaving this form.

vii. Start by choosing the "Contracting Party Type". The three options are: supplier/vendor, school/department, and institution.

    a.   Supplier/Vendor – This is when you partner with an entity other than a foreign institution.

    b.   School/Department – This is the department or school within the institution. If you are creating or partnering with "Graduate School of International Studies at University of Hong Kong", you would choose this.

    c.   Institution – You choose this when it is the highest level with the entity you are partnering with. This would be the "University of Sydney" but NOT "College of Humanities at the University of Sydney"

    d.   Note: Please be aware that the default country is "United States" so this will need to be changed to the respective country.

viii. If you are filling this form out for school/department then you will need to indicate the institution that this school/department is connected to. This will be outlined below in step 13, xi.

If you are filling this out for an institution, complete the following steps:

ix.Add the Contracting Party Name. This is the name of the institution Pitt is partnering with. Be sure to verify that you have correctly written the institution's name. Example: "University of Sydney" or "Mexican Ministry of Foreign Affairs "

x.Note that the "status" of this Company Profile is marked automatically as "requested". This will be changed to "verified" once this Company Profile has been reviewed and verified.

xi.Then, fill out the following information:
- Country- this is the country where the institution is located.
- Address- this is the address where the institution is located.
- City- this is the city where the institution is located.
- State- if applicable, provide the state where the institution is located.
- Zip Code- if applicable, provide the zip code where the institution is located. If the institution does not have a zip code, simply add "xxxxxx" to the required field.
- Phone Number- if possible, find the phone number for the institution. This can often be found on the institution's website.
- Web Address- provide the web address of the institution.

xii.If you are filling this form out for a school/department you will need to indicate what the institution is. You will notice when you click "school/department" a new line will appear "Institution: click to select".

xiii.Press the "click to select" option to select the Institution. You will be taken to the following screen:

xiv.Type in the name of the institution and from the search results select the institution.

Note: It is important to note here that if the institution does not currently exist in the records, you will need to "Enter New Contracting Party" for the institution as well as for the school/department so the two can be linked. If you need to create a new contracting party for the institution as well, click "Enter New Contracting Party" at this step and enter the institution into the records as a new contracting party following the same steps as above for all of the required fields- e.g. the name of the contracting party, address, etc., but making sure to mark the "contracting party type" as institution instead of department/school. This process is outlined in steps 13 vii-x above.

xv. Once you click on the Institution, it will be added to the Company Profile form. You can now begin to fill out the rest of the Company Profile.

xvi. Note that the "status" of this Company Profile is marked automatically as "requested". This will be changed to "verified" once this Company Profile has been reviewed and verified. This task will be completed by the Director of Global Partnerships and Partner Engagement, Garrett Margliotti, or the Global Partnerships and Engagement team, not the initiator.
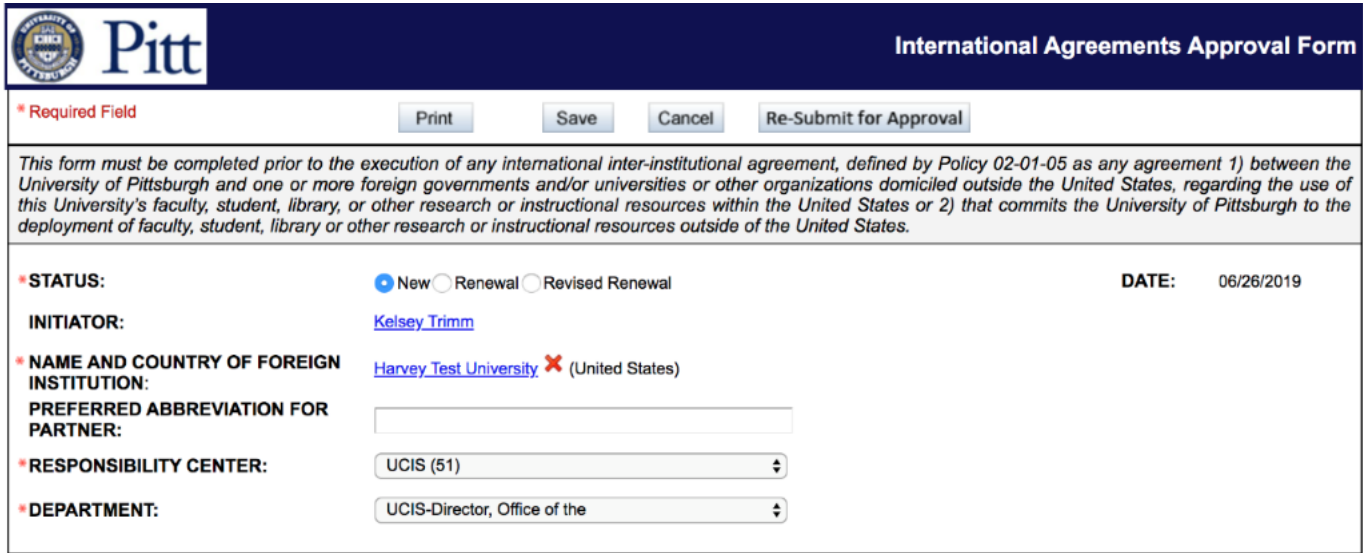
xvii. Add the Contracting Party Name. This is the name of the school/department Pitt is partnering with. Be sure to verify that you have correctly written the school/department's name.

xviii. Then, fill out the following information for the institution that the school/department is a part of:

- Country- this is the country where the institution is located.
- Address- this is the address where the institution is located.
- City- this is the city where the institution is located.
- State- if applicable, provide the state where the institution is located.
- Zip Code- if applicable, provide the zip code where the institution is located. If there is no zip code, simply add "xxxxxx" to the required field.
- Phone Number- if possible, find the phone number for the institution. This can often be found on the institution's website.
- Web Address- provide the web address of the institution.

Once you have finished adding the information into the Company Profile, be sure to click "save" and "save and close" to finish.

14. Once your party is selected or entered, it will auto-populate information onto the International Agreements Approval Form. Please ensure the information is correct.

15. The next required field is the Pitt responsibility center and department. Use the dropdown menu to select accordingly.

16. You are required to complete the Authorization section. This includes information on the "Participating Dept. Chair," the dean/director, and the responsibility center approver. The Dean/Director and UCIS approver information will automatically populate on the page after you have completed the first section.

- The information entered here will feed into the future DocuSign "envelope."

17. You will have to enter the "Participating Dept. Chair." Choose "select" and you will be asked to look up your department chair using the Pitt address book. Enter their name into the "look up" box and click "find".

Select their name and click "edit" to see more information.
Ensure their e-mail matches your own records.

If their information matches your records, select "save."
Please be sure to note at this point whether the email address listed in the form on the right-hand side is accurate before moving forward. If it is not accurate, update the field with the correct email address.

18. After you click "save", you will be taken back to the Address Book screen (pictured above). Click "OK – Accept".
19. Review the information once again as it is loaded into the International Agreements Approval Form.

20. The "final repository" section provides information to your Chair, Dean and UCIS related to your agreement, which is kept in a central repository of University international agreements.
- Enter a synopsis of your agreement in 50 words of less. Please note that you may write more than 50 words even though the system states that you may only write 50 words or less.

FINAL REPOSITORY: The fully approved and executed approval form and finalized international agreement will be sent to UCIS, which will hold the documents on file and maintain a central repository of information regarding the University's international engagement.

SYNOPSIS OF PROJECT (LIMIT 50 WORDS):

Please complete in 50 words or less...

21. Enter "Parties to the Agreement" information. Be sure to include unit name, principal investigator or project contacts, and other information like addresses, phone numbers, faxes, and e-mails. List as many units as possible.

III. PARTIES TO THE AGREEMENT:

Include unit name, Principal Investigator or project contacts, address, phone, fax, e-mail. List as many units as applicable.

A. University of Pittsburgh

First Name	Last Name	E-mail	Phone	Fax	Mailing Addresss	Primary Contact?
						☐ ✖

Add Contact

B. Participating Domestic Institutions (If any)

First Name	Last Name	E-mail	Phone	Fax	Mailing Addresss	Primary Contact?
						☐ ✖

Add Contact

22. Enter information related to the "participating foreign institutions," as applicable.

C. Participating Foreign Institutions

First Name	Last Name	E-mail	Phone	Fax	Mailing Addresss	Primary Contact?
						☐ ✖

Add Contact

23. Select the "Type of Agreement" from the dropdown list.

IV.   TYPE OF AGREEMENT:

✱ [⌄]

The types of agreements are:

- Cooperative Program Agreement- allows units to partner with institutions abroad on matters not related to student/faculty exchange. For example, if Pitt is co-hosting any type of program or event abroad, not related to study abroad (such as conferences, film festivals, or publication launch), then we should formalize that arrangement using this agreement.

- Faculty Exchange (Non-Teaching) Agreement- supports faculty as they establish non-teaching collaborations with partners abroad (including formal mobility agreements, coordinating academic meetings, collaborating with international partners). Research projects should be discussed with the Office of Research and teaching contracts should be discussed with the Office of Faculty Affairs.

- Undergraduate and Graduate Exchange Agreements- supports individual student mobility (outside of Pitt-sanctioned study abroad program models) via a bilateral agreement where each partner is encouraged to send/receive equal numbers of students annually. Since students at each institution pay tuition to their home institutions, these agreements require careful thought and consideration, especially as regards the responsible unit's ability to recruit and send/receive a set number of students annually. If there is a desired exchange at both the Graduate and Undergraduate levels, separate agreements may be required. Also, please note that Graduate exchanges will be administered through specific graduate schools.

    i. Note: Undergraduate and Graduate Exchange Agreements are two separate options on this contract form so please select which option is most appropriate.

- Memorandum of Understanding (MOU)- is a standard, non-binding accord between institutions. It is used in cases where a ceremonial signing is required or when Pitt would like to establish an exploratory relationship with a partner to best decide whether more formal collaborations are warranted. In cases where parties agree on specific projects or scope of partnerships, the MOU should be avoided and one of the agreements above should be explored.

- Study Abroad Agreement- an agreement between Pitt and another partner institution or study abroad provider which allows for Pitt students to travel abroad to study in a foreign country

For help in determining the type of agreement you have, please reach out to the Director of Global Partnerships and Partner Engagement, Garrett Margliotti, at *g.margliotti@pitt.edu.*

24. If you have information related to the duration of the agreement, termination, and conditions for renewal, please enter them in the allotted spaces.

V. DURATION OF THE AGREEMENT, TERMINATION, AND CONDITIONS FOR RENEWAL:

A. Duration:

Please complete...

If possible: **Starting Date:** [   ]   **Ending Date:** [   ]

B. Under what conditions (if any) can the agreement be terminated by one party prior to its ending date?

[   ]

C. Does the agreement expressly provide for a possibility of renewal?

○ Yes ○ No

25. If you have information related to the University of Pittsburgh funds involved in this international agreement, please provide as much detailed information as possible.

VI. ARE UNIVERSITY OF PITTSBURGH FUNDS INVOLVED?

○ Yes ○ No

26. Select the "Submit for Approval" button at the bottom of the screen once you have entered and reviewed all the required information.

Please note that you can save your progress at any time and return to continue at any point in the process. There is no pressure to submit after your first pass through adding the information. You may click "Save for Later" and come back to confirm or check through any details before continuing or submitting for approval.

27. If you are missing any information, the following dialogue box will appear that informs you which required fields are missing. Ensure that the information is entered correctly and then resubmit.

The following required fields are missing:

- University of Pittsburgh Party->Answer
- Participating Foreign Institutions->Answer
- Type of Agreement->Answer
- Foreign Institution
- Responsibility Center

Ok

28. Once your information is completed and submitted, it will be sent for approval through DocuSign. DocuSign is a program that allows you to get signatures from the parties involved in your agreement.

Contraxx will launch DocuSign through a pop-up, so make sure your pop-up blocker is not set to block the site otherwise you will need to click to "re-submit for approval".

29. Once you click "submit for approval" or "re-submit for approval", you will be taken to the following screen:

30. On this screen you will see that a Routing Form has been created and below that under the "Add Recipients to the Envelope" header, the names and email addresses that were inputted under "Authorization" in Contraxx have been automatically inserted into the DocuSign fields- the participating department chair, dean/director, and UCIS Approver.

31. At this point, you can add your own custom message to all recipients under the "Message to All Recipients" header or send a custom message to one recipient or all recipients. Standard writing will automatically be inserted into the email message field once you arrive on this page, so you do not need to write individual messages if do you do not wish to do so.

32. Once you are ready, click "next" at the bottom of the page.
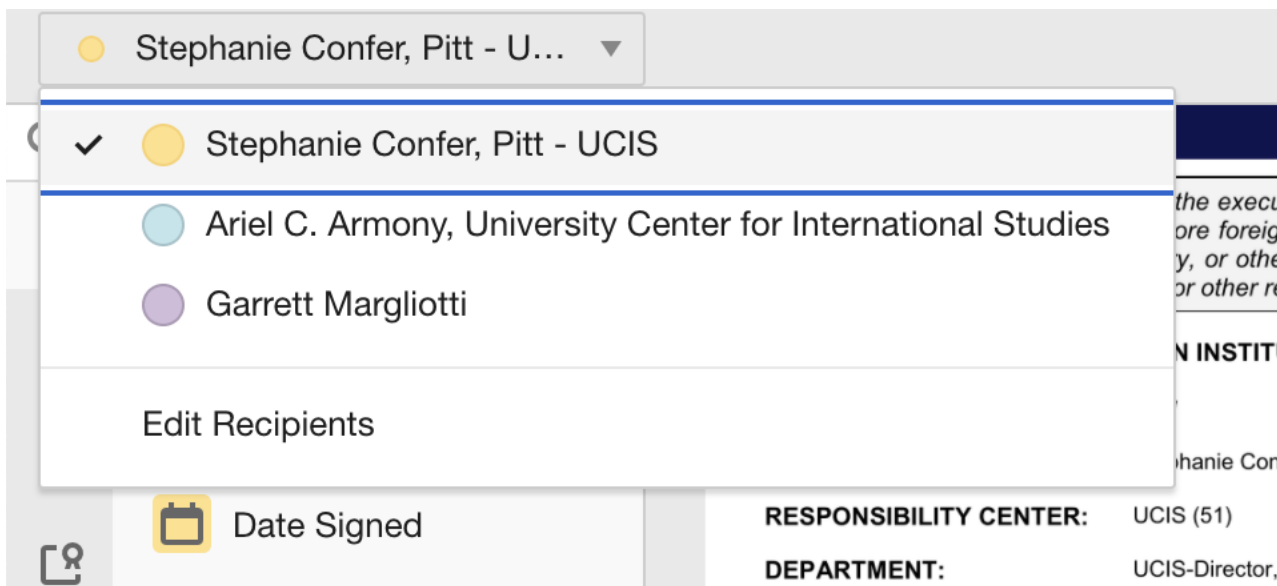

33. You will be taken to the following screen.

34. Next, you will add the Signature and Date Signed buttons next to each person's name.
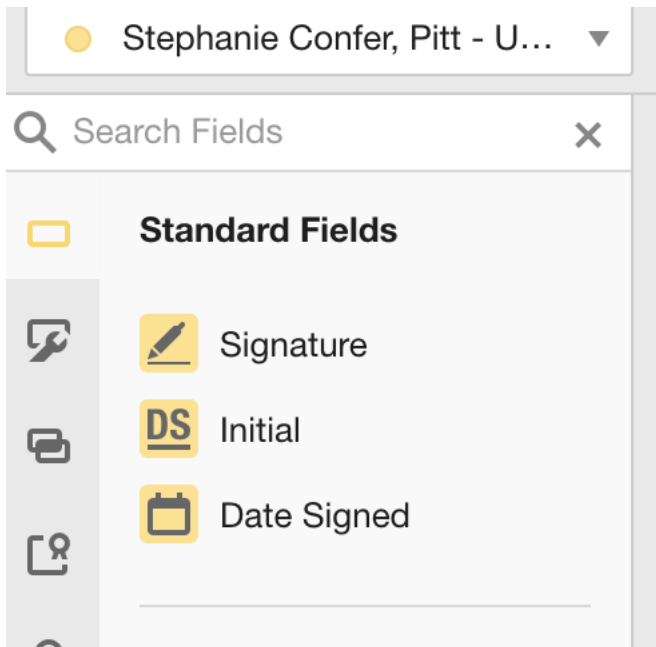
As you will see when you click on the drop-down menu, each person is represented by their own color. Be sure to place stickers with matching colors next to each other on the document to ensure that the signature and date correspond to the same person.

35. Once you are finished, your screen should look like this:

36. Once you have completed adding the stickers to the proper locations on the document, you can click "send". After clicking "send", your document will be sent to the first recipient for approval.

37. You can now return to DocuSign at any point to check on the status of the signature approval process.

38. To access DocuSign, start by going to my.pitt.edu in your browser. (These steps are outlined above but are reiterated here for clarity.) Login to your account using your username and password if you are not already logged in.

Once you have logged in you will be taken to the following screen:

39. Type "DocuSign" into the search box at the top and click search.

40. The DocuSign icon will appear in the search results. Click the icon to open DocuSign.
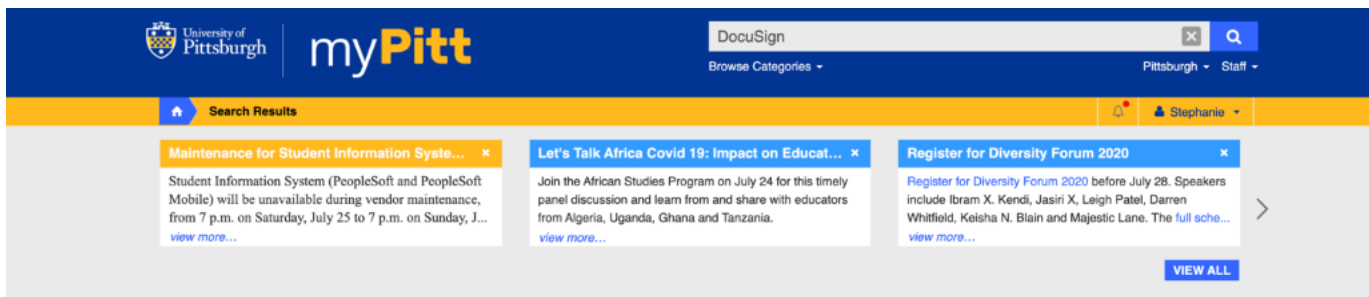
41. Once you click on DocuSign, you may need to click "Continue" to login. You will then be taken to the following screen. This is the "home" or landing page of DocuSign.
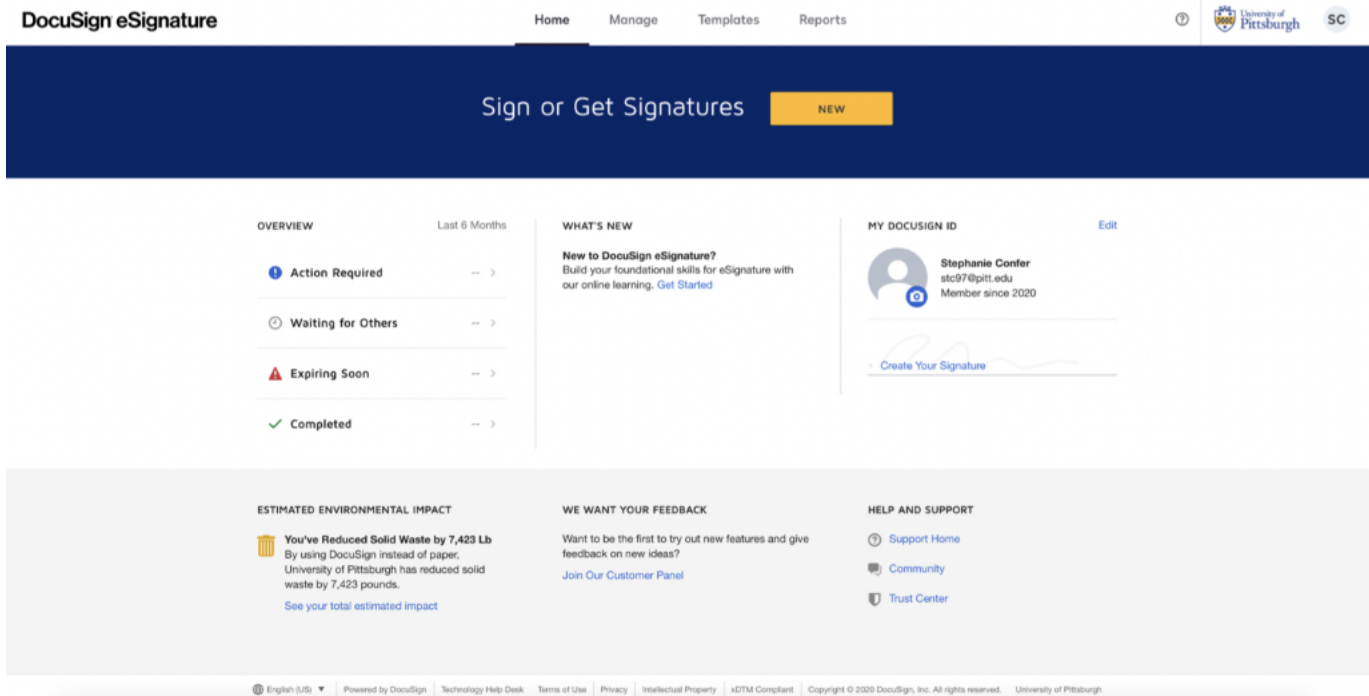
Your DocuSign home page features your pending and completed agreements. On the left-hand side of the screen you will see the following headers.

- **Action Required** are those documents that require signatures – you must flag signature lines before the documents are sent to department heads.
- **Waiting for Others** are agreements that you have sent to be signed and require action from others.
- **Expiring Soon** are those documents that have an expiration setting attached to it. The envelope will be voided if it is not completed by all parties before the expiration. If an envelope you sent is expiring soon, you may be able to extend the expiration to give your recipients more time.
- **Completed** are agreements that have been flagged, sent, and signed.

42. Next, click on "Waiting for Others". On this page you will be able to see the status of your contract in the workflow without having to ask the recipients. This resource is always available to you. Please be sure to use it if you are unsure of the status of your document in the signature approval process.

DocuSign eSignature | Home **Manage** Templates Reports

NEW

Shared Envelopes

ENVELOPES
- Inbox
- Sent
- Drafts
- Deleted
- PowerForms

QUICK VIEWS
- Action Required
- **Waiting for Others**
- Expiring Soon
- Completed
- Authentication Failed

FOLDERS +

Waiting for Others

Filtered by: Date (Last 6 Months) | Edit

Search Quick Views | FILTERS

No activity in the last 6 months.

LOAD ALL
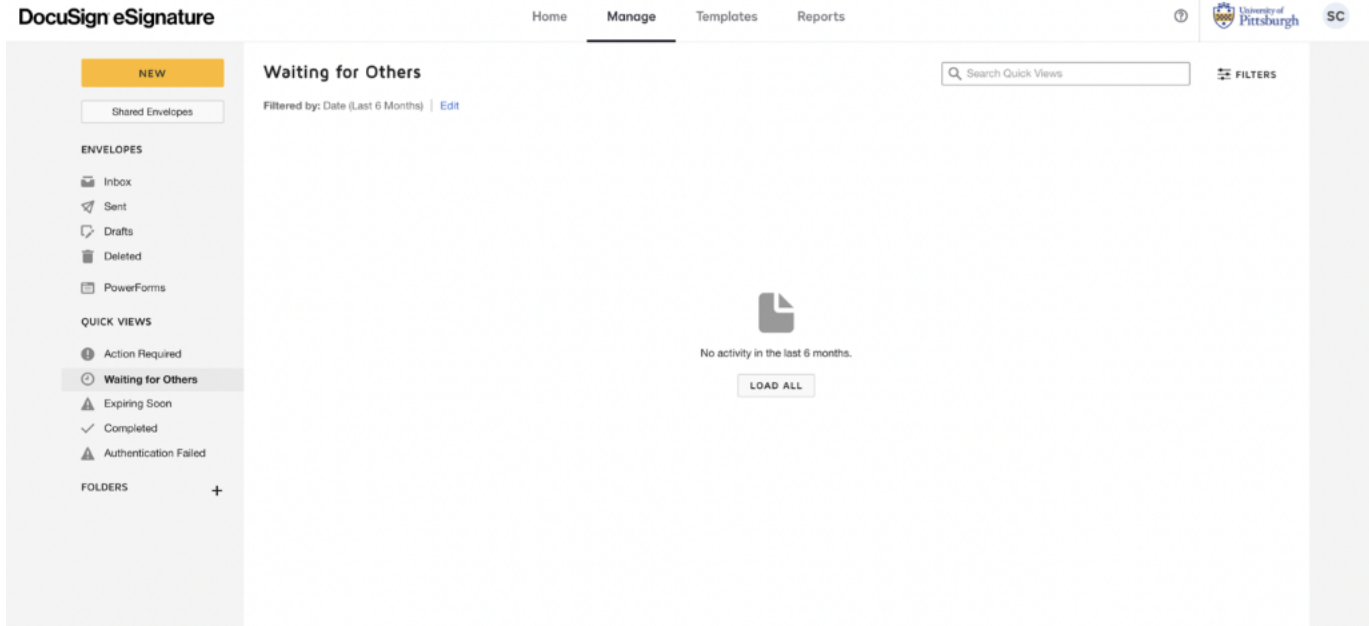
43. Once you have completed all of the steps above, you can now logout by clicking on the icon in the top right-hand corner that is showing your initials. A drop-down navigation will appear once you click, and from there you can click on "Log Out" to sign out of your account.

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Edit

My Preferences

Log Out
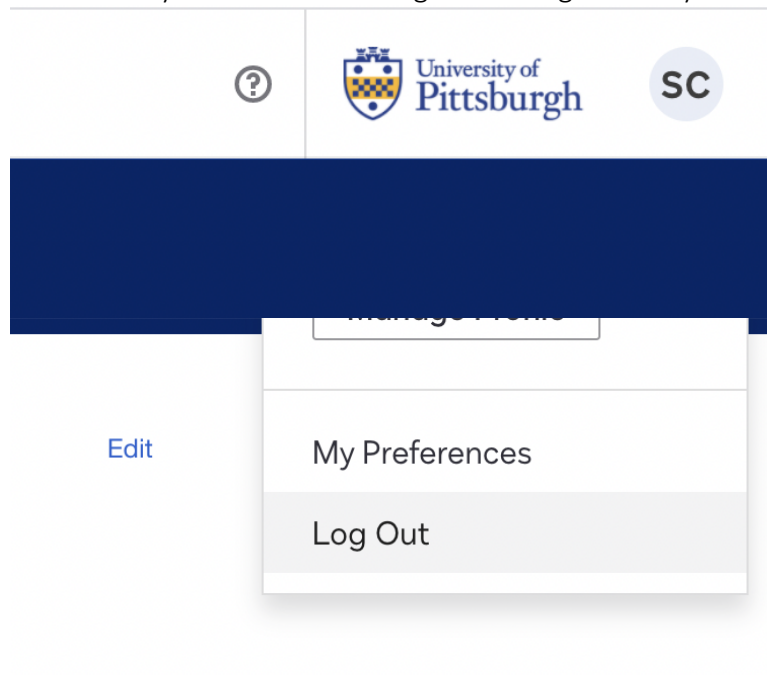
This document was prepared by the University of Pittsburgh's Global Partnerships and Engagement Team. If you have questions or encounter any issues, please reach out to the Director of Global Partnerships and Partner Engagement, Garrett Margliotti, via email at: g.margliotti@pitt.edu for assistance.