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To: faculty_announce@notify.kennesaw.edu; staff_announce@notify.kennesaw.edu
Subject: CAR Update - November 2018 - bstopher (bstopher@kennesaw.edu)
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We hope that you all had a restful and wonderful Thanksgiving holiday!

The CAR committee is committed to providing monthly updates on our progress against the key initiatives identified in our Kennesaw State specific CAR report. The report and KSU projects are listed on the CAR website, accessible here: <http://oie.kennesaw.edu/car/>.

This month, we are highlighting the completion of the “Electronic Signature” project with the roll out of DocuSign.

Many of KSU’s routine approval forms were either paper-based or required digital forms to be printed, signed, and scanned. Implementation of DocuSign will lead to greater process efficiency and reduced administrative burden.

DocuSign was first made available to campus on October 1, 2018. The service is an industry-standard method for capturing electronic signatures. Signatures obtained through DocuSign are legally binding.

All faculty and staff can use DocuSign to send documents and request electronic signatures; all KSU community members and external users can electronically sign DocuSign documents from KSU. DocuSign makes it easy to create limited workflows, such as automatically routing a document through a chain as signatures are obtained.

You can learn more about DocuSign at <http://uits.kennesaw.edu/docusign/>.

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