



WINGS Faculty/Advisor Role Application Instructions

Office of the Registrar
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1. Access DocuSign link

[WINGS Faculty/Advisor Role Application \(DocuSign\)](#)

2. Enter your information and Authorizer information.
Verify both email addresses are **correct**.

A list of Authorizers is provided upon opening the link.

Applicant

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Unit Authorizer (Supervisor)

Name: *
Full Name

Email: *
Email Address

3. Validate your email address

Copy the code you receive via email and **enter** it in the Access Code box

WRIGHT STATE UNIVERSITY

Signing validation code: fd346733

RESUME SIGNING

Copy and enter the validation code into the access page to continue signing.

If you did not start signing WINGS Faculty/Advisor Access Request, please contact support.

Powered by docuSign

Please enter the access code to view the document

W Wright State University Office of the Registrar
Wright State University

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

Show Text

I NEVER RECEIVED AN ACCESS CODE

4. Fill in required information, view and accept supplemental materials, then select **FINISH**. This will prompt your Authorizer to sign and approve. You will get an email notification once your request has been completed.