

## WINGS Faculty/Advisor Role Application Instructions

Office of the Registrar

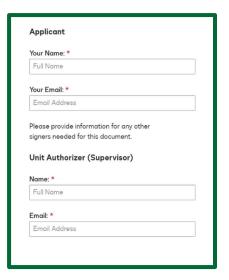
101 University Hall (937) 775-5200 Fax: (937) 775-5597 wsu-registrar@wright.edu

1. Access DocuSign link

WINGS Faculty/Advisor Role Application (DocuSign)

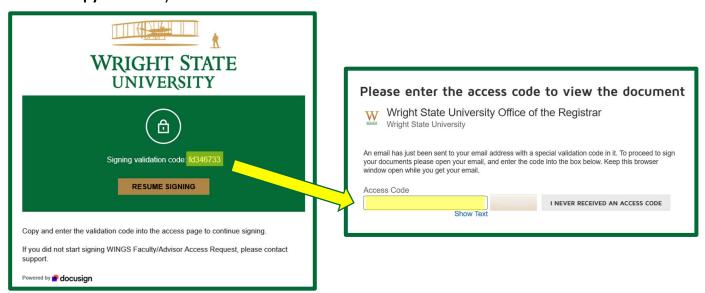
2. Enter your information and Authorizer information. Verify both email addresses are **correct**.

A list of Authorizers is provided upon opening the link.



3. Validate your email address

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



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