Submitting MSME Project/Thesis Proposal Via DocuSign

1. **Phase One**: Submit your Project/Thesis Proposal Evaluation to your Committee members.

2. **Phase Two**: Submit your Proposal Title Cover sheet with your **SIGNED** evaluation and **APPROVED** Candidacy form.
Log into one.sjsu.edu. Type “docusign” in the search area. Click on the tile “DocuSign”
Click on "Send an Envelope"
Select "Use a Template" then "All Templates" and type "MSME" (Press enter)
PHASE ONE:

1. Select “MSME Project/Thesis Proposal Evaluation Form”
2. Enter the name/email of your committee members.
Note that when you scroll down, you can send a message to each committee member. Click "Next"
1. Fill out all that is highlighted in color.
2. Attach your Project/Thesis Proposal
3. Click “Send”. Your committee members will receive it simultaneously.
Once all your committee members have signed your proposal, you will receive a copy of it.

**Download and Save it**

You are ready for the next phase.
PHASE TWO:

• Submit your signed proposal for approval to your Committee Chair, the Graduate Advisor and the Department Chair.
• Follow the same DocuSign instructions and repeat the steps from Slide 2 to 4:
  Go to One.SJSU → DocuSign → Send an envelope → Select “Use a Template” → ALL Templates → MSME Project/ Thesis Cover Sheet
Fill out your name, email and your committee chair’s name.

Dr. Agarwal and Dr. Okamoto are prefilled.

Each member will receive your proposal in the order of signature.
Attached your **signed evaluation** and your approved Candidacy Form.

Enter your GPA. Press “Send”

Once signed and approved by the ME Department office, your committee chair will issue you an add code for ME 295A/First Term ME 299
Any questions:

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Wishing you all the best!