

Complete Preceptor and Clinical Site(s) Intent form using DocuSign®.

Preceptor/Clinical site forms are to be submitted via DocuSign®. It is recommended to use a tablet or laptop to complete and upload the forms. Instructions for the use of DocuSign® are as follows:

1. All students access the Preceptor and Clinical Site Intent form from your course within Online Campus or using the link below. In the new window, enter your full name and Clarkson College student e-mail and select “begin signing.”

2. Check the box next to “I agree to use electronic records and signatures” and select the continue button. On the following page, complete all of the required information. Fields in red are mandatory, and the form cannot be submitted if there are any required fields missing. If any information is inaccurate, you will be required to complete a new form.

- Agency name must be precise legal name, i.e., “Inc.,” “LLP” or “d/b/a” (list parent company or owner of d/b/a).

3. When the form has been completed, click the “sign” button and adopt your signature to sign the document. When the suggested signature is approved, select “adopt and sign.”

- If you prefer to change your signature style, click “change style” and select a new format.

- If you prefer to draw your signature, select “draw.” Please note, this feature works best when using a tablet. When the adopted signature is approved, select “adopt and sign.”

4. Upon successful submission, the form will be sent to your MSN advisor for course and clinical site name and contact approval. Once approved by your advisor, it is sent on to Compliance to confirm or initiate an affiliation agreement. Once completed, you will receive a confirmation email from DocuSign. You may save a copy of the document for your records by selecting “show document” on the thank you page at docuSign.net.

5. Any additional steps are the responsibility of Clarkson College and may take up to two months for the College to complete your paperwork. Providing inaccurate information will delay the process further. Step 2 is the final step and includes license information and the individual preceptor agreement combined. Students will sign a copy of the Step 2 form once it is complete to verify they received a copy and that the paperwork process is finalized.

6. You will receive copy of the completed Step 2 from DocuSign once you have successfully signed. Create a folder in your inbox for these emails and save them. At the start of each semester and throughout the semester a report will be run to update your faculty as your paperwork is completed and confirm which preceptors you are ready to start with.

STEP ONE: All students must complete Step 1 here: [Step 1- Preceptor and Clinical Site Intent Form](#) This form works on all major web browsers and most mobile technology devices.