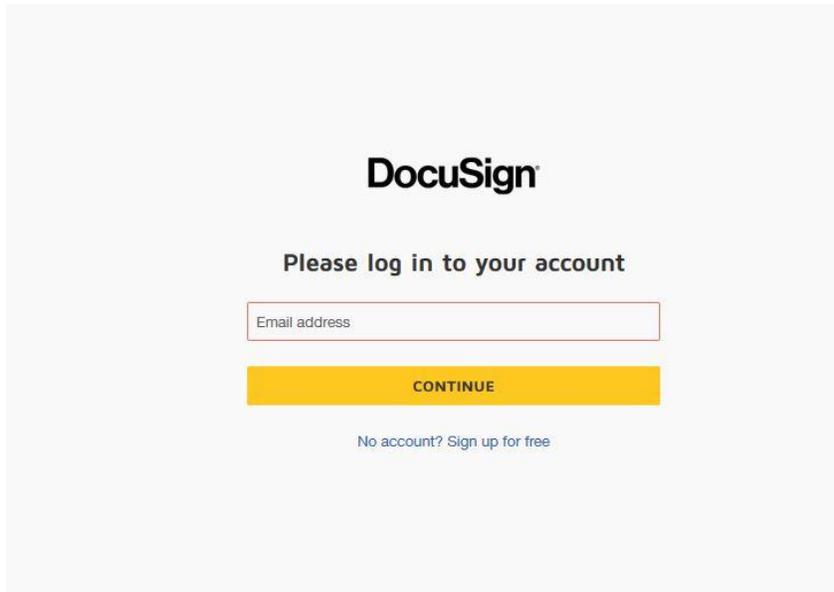# Application for Admission to Candidacy
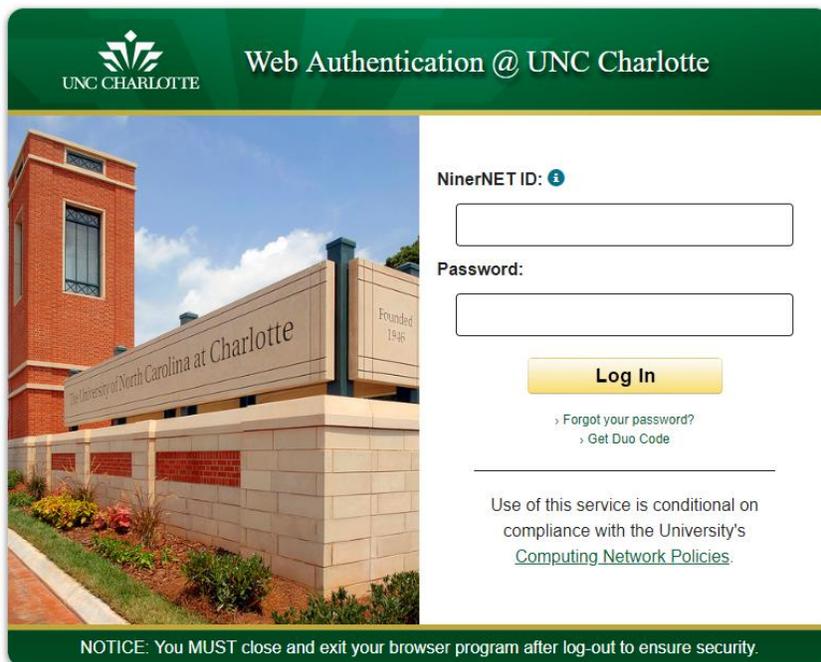
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1. Login to DocuSign using your UNC Charlotte Ninernet email and credentials

https://docusign.uncc.edu

2. Type in your UNC Charlotte email address using ninernet@uncc.edu. DO NOT use email alias.

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3. To update your profile and signing settings click on the Edit button in upper right of screen.

4. Select **Notifications** on the menu on the left side of the screen and update your email notification preferences. Click the SAVE button at the bottom of the screen to have the system retain your changes.

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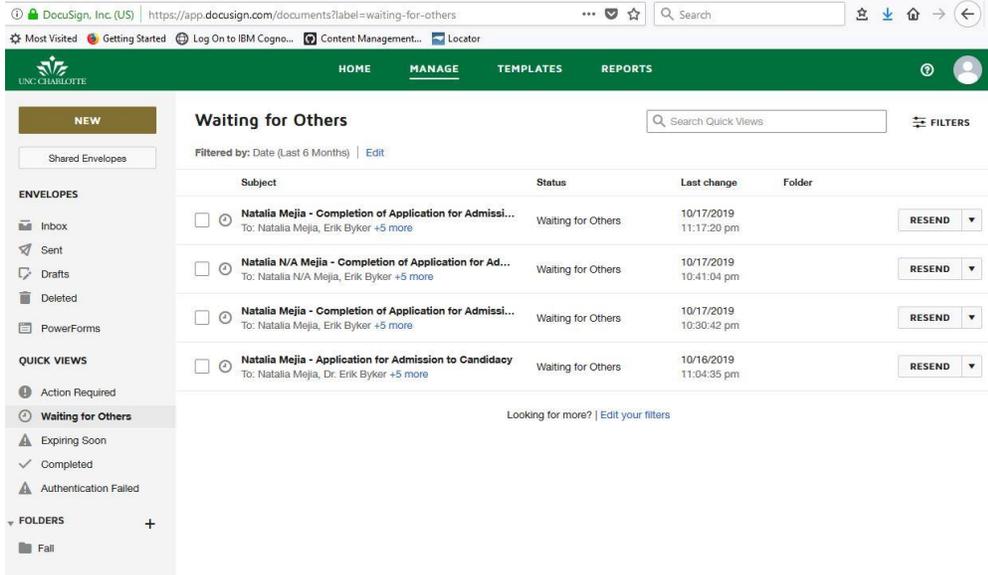

Click Save at the bottom to save and exit the profile settings.

5. To Manage or track the progress of Application in route click Manage tab at top of screen.
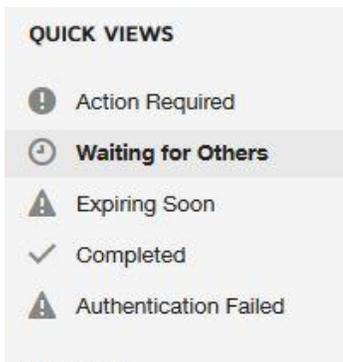
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6. If you were a participant in the Application signing, then based on the status of the application processing use QUICK VIEWS to see the status of applications.

7. By default, the view is filtered to display items from the "Last 6 Months". Click *Edit* at the top of the screen to change this filter.

8. Click on the Application to see where it is in the signing process.