Completing the Sabbatical Leave Application in DocuSign

**Step 1:** Click on the link. Enter your name and email, and your Department Chair/ School Director’s name and email.

![DocuSign Signer Information](image1)

**Step 2:** Enter your SFSU credentials through Single Sign On.

![SF State Global Login](image2)
Step 3. From there, you will be prompted to enter an access code to begin filling in the document. The access code will be emailed to you.

Step 4: Copy the Signing validation code from the email and paste it into the previous screen from Step 3. Click on SUBMIT to begin filling out the document.