**Textbook Authorization PowerForm Guidelines**

**Click** [**HERE**](https://powerforms.docusign.net/f7a97258-c88f-41d1-8fb2-f62fe983c8ce?env=na1&acct=d40a37d5-d708-44dd-9ea7-aab378b81326&accountId=d40a37d5-d708-44dd-9ea7-aab378b81326) **to access the DocuSign PowerForm.**

**Routing:**

1. “**Your Name”:** This should be the name of the person who will be filling out the form and will receive a copy of the completed document. Please be sure to use the EID email address for all routing.
2. **Chair’s Signature:** Please be sure to use the EID email address for all routing ([uteid@eid.utexas.edu](mailto:uteid@eid.utexas.edu))
3. **Dean’s Delegate Signature:** Please be sure to use the EID email address for all routing ([hoelsch@eid.utexas.edu](mailto:hoelsch@eid.utexas.edu)). You can copy and paste Associate Dean Hoelscher’s EID email address in the parentheses into the appropriate space.

**UT EID Email Address:**

* Please note that if you do not use the appropriate UT EID email address, your request could experience delays in processing.
  + A UT EID email address is the UT EID of a person with the following ending, @eid.utexas.edu.
  + [insertUTEID]@eid.utexas.edu
  + You can find most EIDs through the [UT Directory](https://directory.utexas.edu/index.php?q=rubina+saya&scope=all&submit=Search) or [Workday.](https://workday.utexas.edu/login)
* Each faculty and staff member’s DocuSign account is tied to their UT EID, **NOT** their university email address.
* If you send any DocuSign request to a person’s university email address and not their UT EID email address, the document will not appear in the required signer’s DocuSign inbox. It will only go to their email inbox where they will need to take direct action from the link provided in the email.

**Questions:**

If you have any questions regarding what a UT EID email address is or how to fill out the routing portion of the PowerForm, please reach out [to COLA Administrative Support](mailto:cola_administrative_support@austin.utexas.edu?subject=Textbook%20Authorization%20PowerForm%20Question).

Graphical user interface, text, application, email

Description automatically generated