INSTRUCTION MANUAL:
OBTAINING MULTIPLE DIGITAL SIGNATURES ON IPN STUDENT FORMS

**STEP 1:** Open your web browser, and log into your McGill E-Mail Account.

**STEP 2:** Once you are logged in, click the tab ‘Apps.’

**STEP 3:** Click ‘One Drive’
**STEP 4:** Click ‘Upload’

![Image showing the upload feature in OneDrive](image1)

**STEP 5:** Click ‘Files’

![Image showing the files section in OneDrive](image2)

**STEP 6:** Choose your saved form (should appear as “Your Last Name, Your First Name – MSc Approval Form”) ➔ Click ‘Open’

![Image showing the open button](image3)
STEP 7: Your form has now been successfully uploaded onto your *McGill One Drive*.

STEP 8: Click the 'Actions' tab (appears as a column of 3 dots) ➾ Click 'Share'
STEP 9: Enter the e-mail addresses of all members of your Advisory Committee (Supervisor, Co-Supervisor [if applicable], Committee Member 1, Committee Member 2, and Committee Member 3 [if applicable])

STEP 10: Click the tab 'Anyone with this link can view'
**STEP 11:** Click 'Allow Editing' ➔ Click 'Apply.'

**STEP 12:** Once you've entered all members' e-mail addresses + granted them access to edit your form, click 'Send.'
**STEP 13:** Your committee members have now been sent the link to access your approval form, so that they can insert their digital signatures onto it.

![Office 365 OneDrive]

**STEP 14:** You can continuously monitor your shared form to see if all your committee members have digitally signed it. Once all signatures have been obtained, save the form as a PDF, and e-mail it to ipn@mcgill.ca

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*For questions/information regarding the procedure explained above, please e-mail projects.ipn@mcgill.ca.*