

- APPLICABLE TO:
- ☒ Company Admin

☐ Manager

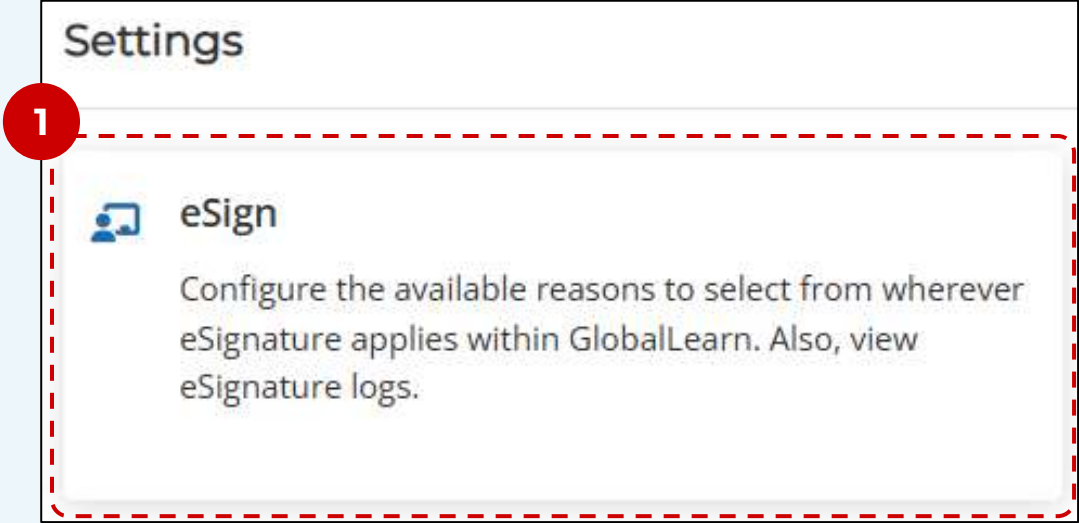
☐ Instructor

☐ Learner

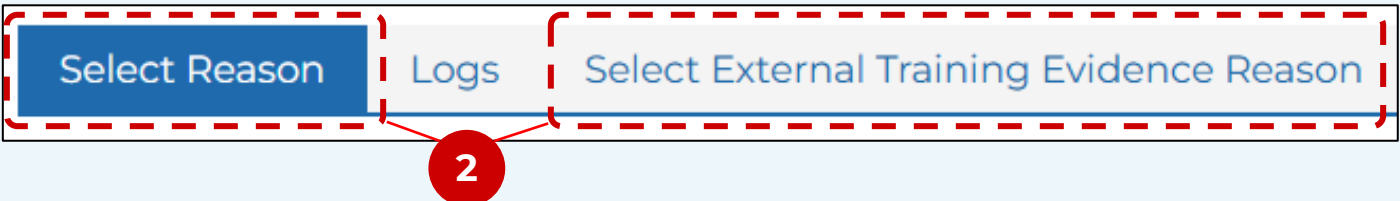
☒ GlobalLearn

When required to eSign for a Course or External Training, learners will choose from a set of available signature reasons. These can be managed in the Company Dashboard.

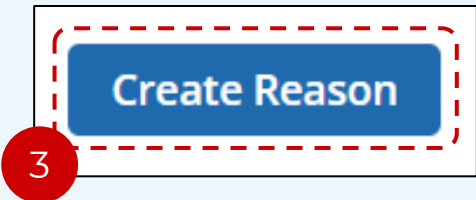
1 Log in to Global Learn and navigate to the **Company Dashboard**. Scroll to the bottom and select **eSign**.



2 Choose from the ribbon: Select Reason or Select External Training Evidence Reason. The process is the same from this point on.



3 Under the list of existing reasons, click on **Create Reason**.



4 Write your text in the **eSign Reason** field.



**5** [Optionally] change the **Visible** dropdown to No if you want the reason to be unselectable for users – this is helpful when discontinuing a reason.

Visible

5

Yes

No

Yes

**6** Click on **Save Changes** to store the reason for use.

6

Save Changes

Cancel

**7** Use the **Cog wheel** (far right on screen) to Edit a reason.  
Use the **‘x’** to delete a reason – you’ll be prompted to confirm.

Date	Visible	Action
11 Jun 2025	Yes	<div>7<div>⚙️ ×</div></div>
4 Jun 2025	Yes	<div>⚙️ ×</div>