PORTAL E-SIGNATURE INSTRUCTIONS

** Parents must sign into their Parent Portal on a computer before using the Parent Portal app**

When logged into Portal, click Documents:

Infinite Campus		
Message Center	Message Center	
Today		
Calendar	Announcements Inbox	
Documents	District Announcement Monday 01/18/2016 WELCOME TO THE HALL CO student's current information	
More		

Select the document you would like to sign:

Message Center	Documents
Today	
Calendar	School Year CURRENT SCHOOL YEAR
Documents	
More	FORM NAME WILL APPEAR HERE Created:

Read and review document. If the document has a required field that needs to be answered, be sure to select your answer first. If the document does not require a field to be answered, skip to the next step.



At the bottom you will find a 'Signature Page', click the red page with pen icon:

Signature Page, page 1 of 1					
STUDENT NAME	/				
FORM NAME WILL APPEAR HERE					
This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.					
	□ N				
	M				
Parent/Guardian Signature	Date				
DADENT NAME					
PARENT NAME					
Printed Name					

Click 'Sign' if you accept the form and 'Decline' if you decline. You can clear your selection if you make a mistake.



If signed, your signature and date will appear. If declined, you will see 'DECLINED' on the signature line. 'Click Submit' after making your selection *Note - once a form has been submitted no edits can be made:

Signature Page, p	page 1 of 1		
STUDENT NAME	-		
FORM NAME WILL APPEAR HERE			
This electronic signature, for all purposes of legal documents, i	is the same as a pen-and-paper signature or initi	ial.	
PARENT SIGNATURE	DATE SIGNED		
Parent/Guardian Signature	Date		
PARENT NAME		Submit	Next Action
Printed Name			

Documents

School Year CURRENT SCHOOL YEAR	
Portal	
FORM NAME WILL APPEAR HERE Created: - Submitted:	SIGNED & PENDING

Repeat these steps for all forms that require a signature.

If you have multiple children, you can toggle between them in the upper right hand corner and select their name.

