



Collaboration Portal

Recipient User Guide

Updated 04/20/2020



Collaboration Portal

Recipient User Guide

Overview

The Collaboration Portal allows you to sign and submit documents virtually.

This guide is interactive. Any link indicated by green underlined text can be selected to jump to a specific area.

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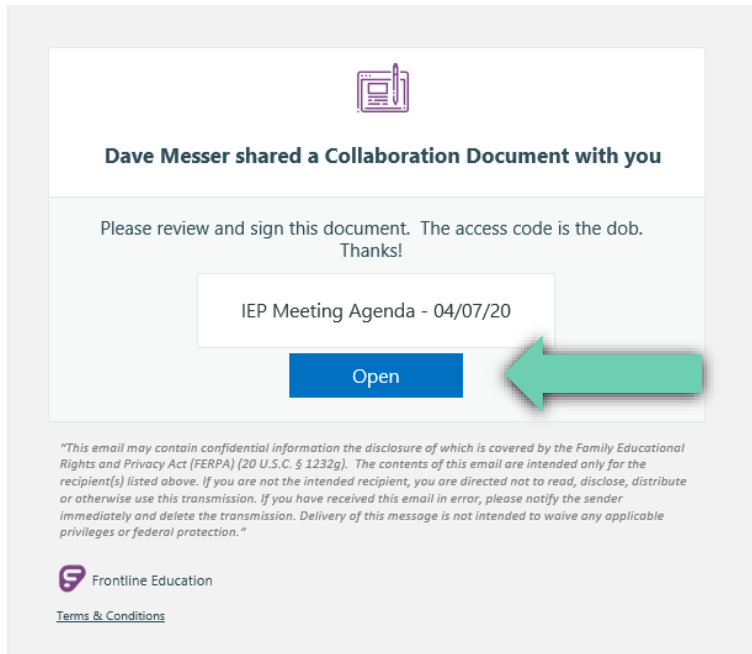


Two Minute Overview Video

[Overview Video](#)

Opening the Document

When a document is ready for you to sign, you will receive a notification email. The email will come from a no-reply@frontline email address. The subject line and document will indicate who created it and who it came from. **Please note that this is a secure link.**



Click the blue “Open” button in the email to move to the next step in the process.

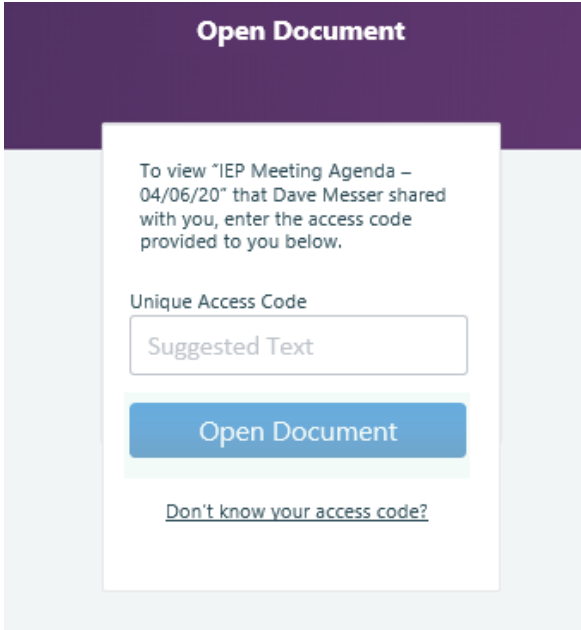


Entering the Access Code

The access code is a mechanism to ensure the security of the document. This security can be maintained by ensuring that only those who should open the document open it.

The code is defined and shared by the person who published the document. Once you open the document, you will be prompted to enter the document access code provided to you.

Enter the code and click Open Document.



Open Document

To view "IEP Meeting Agenda – 04/06/20" that Dave Messer shared with you, enter the access code provided to you below.

Unique Access Code

Open Document

[Don't know your access code?](#)

If you are unsure of the access code, contact the person who shared the document with you

Note that the Access Code is case sensitive.




| | | |
|--|--------------------------------------|---|
| | <p>Too many attempts</p> | <p>There is a limit of 5 attempts to enter the access code correctly. Once that limit is exceeded, an error message will prompt you to try again or contact the document creator</p> |
| | <p>Open Document</p> | <p>The secure document link is valid for 48 hours. If it is entered past that time, you will receive an expired link message. You can click Resend Link to try again.</p> |
| | <p>Document Not Available</p> | <p>There are times when the district deletes a document previously sent to you. If the document you are trying to access is removed, you will get a message letting you know. In this situation, you may contact the district for more information.</p> |




Accepting The Agreement

Upon successful entry of the access code, you are taken to the agreement page. You may watch the short introduction video that will guide you through the signing process. Then select the appropriate agreement button. To continue in the process. "I Agree" must be selected.

Getting Started



The screenshot shows a document titled "Getting Started" with a table for signatures. The table has columns for Name, Position, Signature, Agree, and Disagree. The first row is filled with a signature and a checkmark in the "Agree" column. Below the table is a video player with a play button and a progress bar showing 0:26.

| Name | Position | Signature | Agree | Disagree |
|---------------------|-------------------------------------|---|-------------------------------------|--------------------------|
| Michaela I Michaela | Parent/Child Student |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | District Representative | | <input type="checkbox"/> | <input type="checkbox"/> |
| | General Education Teacher | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Special Education Teacher/ Provider | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Admin | | <input type="checkbox"/> | <input type="checkbox"/> |
| Valeria Clements | TS | | <input type="checkbox"/> | <input type="checkbox"/> |

Electronic Signature Agreement. By using the annotation tools to sign, I have electronically signed it. I agree that my electronic signature is the legal equivalent of my handwritten signature on a paper form. I consent to be legally bound by the terms and conditions of the form and also attest to the accuracy and validity of the data and information on the form, to my best information and knowledge.



Signing the Document

Click the “Start Signing” button.

Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted

Start Signing



Once the document is open, utilize the annotation tools at the top of the screen to sign. Click the pen icon. Then sign in the appropriate spot like you would on a sheet of paper.

Click Pen



Sign and Check

SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS

Date of Meeting:

| Name: | Position: | Signature: | Agree | Disagree |
|-------|-------------------------------------|------------|-------|----------|
| | Parent(s)/Adult Student | | | |
| | District Representative | | | |
| | General Education Teacher | | | |
| | Special Education Teacher/ Provider | | | |
| | Assessment | | | |



Using Type to Text

On the PDF, you can also utilize the type to text feature to type your name where needed.

To do so, double click the **T** icon. Choose your color. Then, click anywhere in the area you wish to type. This creates a text box. Click inside the box to begin typing and click enter when complete.



| | | | |
|---------------|--|-------------------------|---|
| Grover Bull | General Education Teacher | <i>Kathleen Clennan</i> | X |
| John Wright | Special Education Teacher/ Provider | | X |
| Joanne Kolius | Assessment | | X |
| John Wright | District Administrator | Insert text here | X |
| Axel Adams | Early Childhood: Special Education Teacher | | X |



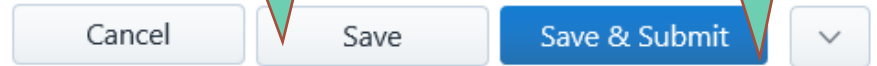
Saving and Submitting

After the document is signed, you may click the “Save” button. This just saves your annotation and shows you the signed document.

To submit the completed document, click the “Save and Submit” button.

Collaboration Document

Tory Blathras – IEP (Final)
Created 04/03/2020
● Not Submitted



Submitting without Signing

Sometimes you may receive documents that only require you to view and submit without signing. Go to the dropdown menu at the top right, click, and choose submit.

Collaboration Document

eStar Full ARD A - Review of Evaluation: 04/20/2020

Created Mon Apr 20 2020

● Not submitted



The screenshot shows a document header with a blue "Start Signing" button and a grey dropdown arrow. A green arrow points down to the dropdown arrow. The dropdown menu is open, showing "Download" and "Submit" options, with a green arrow pointing to the "Submit" option. Below the header, the text "Date of Meeting: 09/29/2017" and "Reason for Meeting: Admission" is visible, with a green arrow pointing to the "Admission" text.

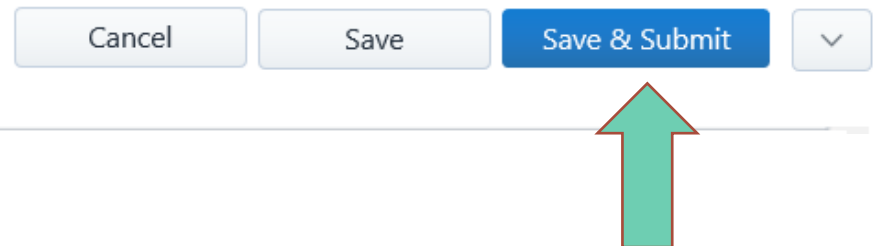
If you click the Start Signing button, you can also simply click "Save and Submit" without signing. START HERE

Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted



The screenshot shows a row of four buttons: "Cancel", "Save", "Save & Submit", and a dropdown arrow. A green arrow points up to the "Save & Submit" button.



Downloading a Copy

Congratulations! You successfully signed and submitted your document! You can download a copy of the document for your records by clicking the download button.

eStar Full ARD: 04/20/2020

Created Mon Apr 20 2020

● Not submitted

Finish

Download

To exit the portal, just click the finish button.

