



E-Signature Parent Portal Instructions *CP Residency Affidavit*

1. Log into the Parent Portal using your Infinite Campus Portal phone app or a desktop computer/laptop. (<https://academy20co.infinitecampus.org/campus/portal/academy20.jsp>)

Select the “**Login with Single Sign-On**” (SSO) option. *DO NOT fill out the username/password yet.*

Academy 20

Login with Single Sign-On (SSO)

or

Parent Username

Password

Log In

Select Single sign-on. Do NOT fill in password/user name fields.

2. Enter the appropriate login information. (username_p@asd20.org).

Sign in

Fill in User Name. username_p@asd20.org or user@msa.asd20.org

Can't access your account?

Back Next

Staff: username@asd20.org

Parents: username_p@asd20.org

Students: student#@msa.asd20.org

Enter password

Password

Forgot my password

Sign in

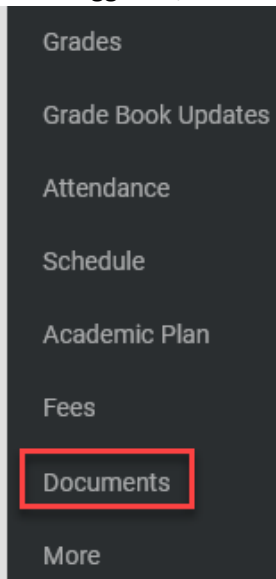
Staff: username@asd20.org

Parents: username_p@asd20.org

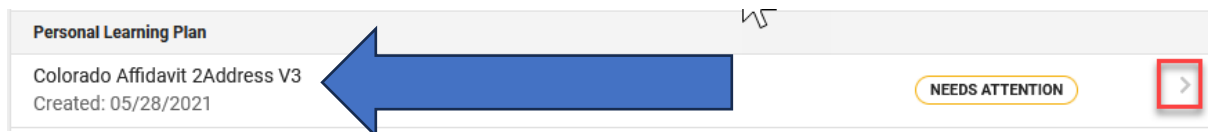
Students: student#@msa.asd20.org



- Once logged in, from the left side menu, select the **Documents** menu item:



- Select the **Colorado Affidavit Residency Form**:



- Once the form opens, fill in all fields including:
 - Name of person completing the form.
This name MUST match the portal username used to login. If you logged in as Susie Q, Susie Q should be filling it out. If they do not match when the form is received, the form will have to be re-completed.)
 - Relationship to student.
 - Select check box and add an address **ONLY** if the one already listed is incorrect.
 - Check the “I do hereby swear and affirm...” box.

- Sign the form by clicking on the paper/pencil icon.

The signature must match the portal username and the name of the person completing (field 1) and signing the affidavit. Any discrepancies will require a new form to be completed.





7. Select Sign, then Submit on the main page.

A dialog box titled "Sign/Denial Dialog" with a close button (X) in the top right corner. The text inside reads: "Click Sign to agree or Denial to disagree. You can change your signature choice until you Submit the document." At the bottom, there are three buttons: "Sign" (highlighted with a red box), "Denial" (in red text), and "Clear".

A row of three buttons: "Submit" (highlighted with a red box), "Save Progress", and "Next Action".

8. The document will be listed as "signed & pending".

A horizontal bar showing document information. On the left, it says "Colorado Affidavit 2Address V3" and "Created: 05/28/2021 - Submitted: 05/28/2021". On the right, there is a yellow pill-shaped button with the text "SIGNED & PENDING" and a right-pointing arrow.

That's it! This form must be completed for each student enrolled in the College Pathways program.

Tips:

1. The form may have been assigned to multiple guardians if each guardian has an Infinite Campus portal sign-in. Only one signature is required as long as the portal sign in, name of the person completing the form, and the signature all match.
2. If you are a staff member, it is recommended that you log into your parent portal on a separate computer than what you use for work. Your staff login will interfere with your student's login.
3. If your student logs into their student portal on the computer you are trying to log into the parent portal on, be sure you have completely logged out of the student portal first (you may need to clear your browser history, use a different browser, or try a different device if login issues persist).