

How to Sign a Document in Focus Parent Portal

Quick Guide

1

Access Document to Sign

Access the applicable document in one of the following ways:



Alert

From the Focus portal page (homepage), find **Alerts**. When a signature is required, a clickable alert link will state *"Signature required for [Student Name]."* Click the alert.



Student Services

Click the student's name on the left-side menu, click **Student Services**, then **Click to Sign** for the correct document.

2

Review the Document

Read through the document, then tap **Click to Sign** at the bottom of the document.

3

Authenticate Account

Enter Focus username and password, then click **Authenticate**.

4

Sign & Validate

Sign with your mouse or finger when using a touchscreen device, then click **Sign**. If satisfied, click **Save & Validate**. To retry, tap **Click to Clear** and sign again.