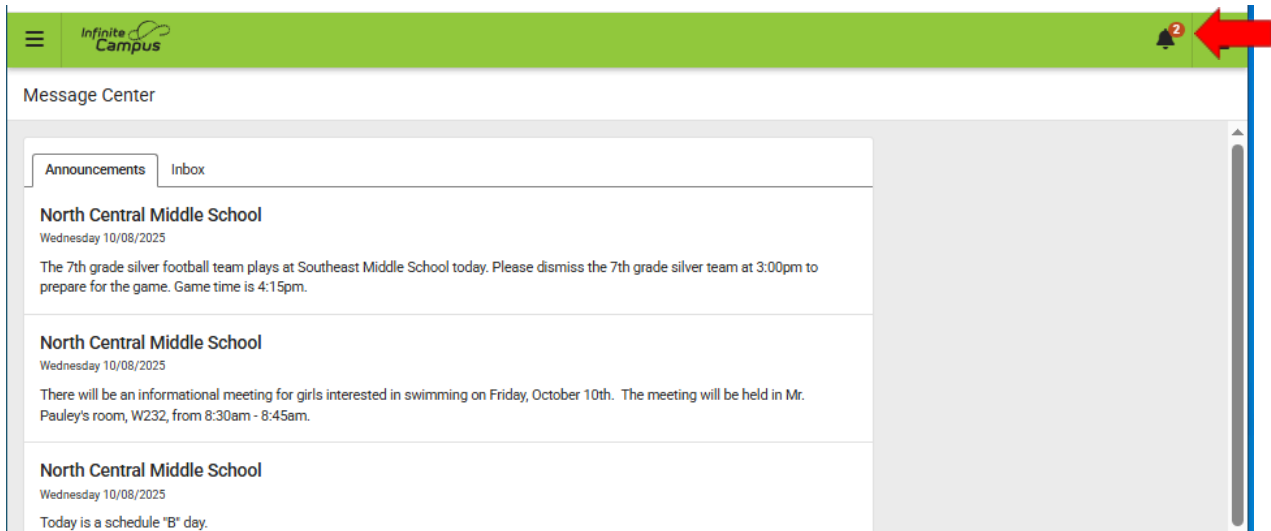
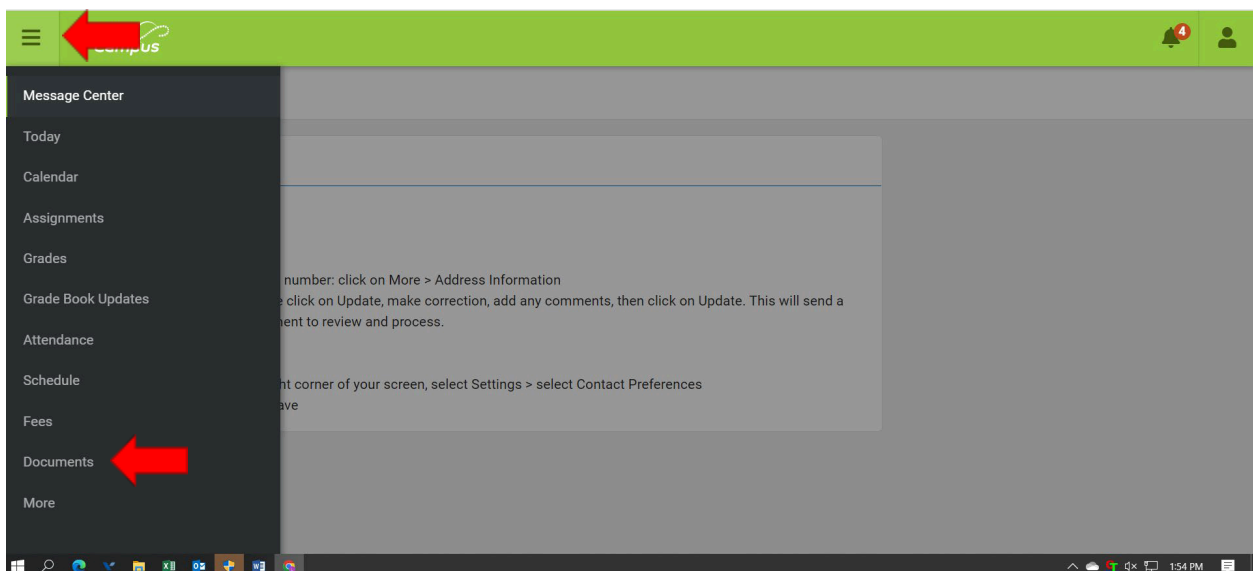


Steps to Sign E-Forms in Infinite Campus Parent Portal

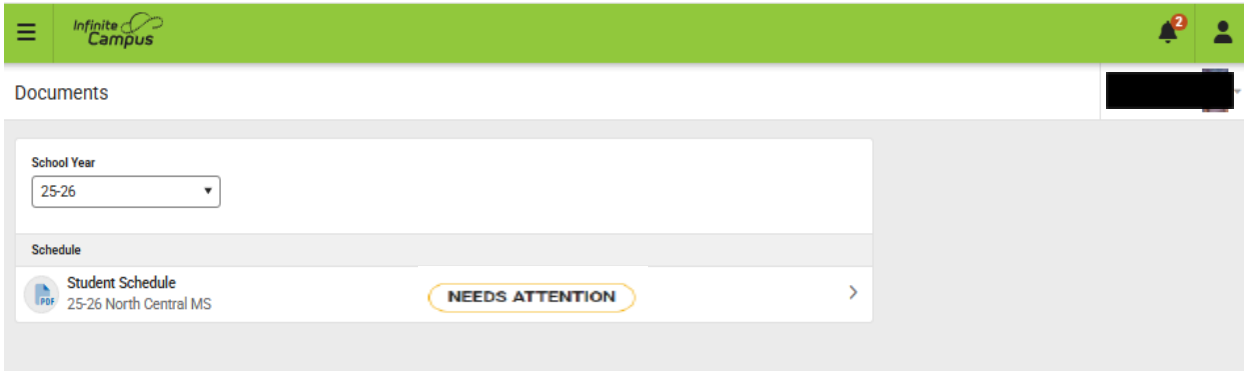
1. When Documents are uploaded to Infinite Campus Parent Portal parents will receive a notification through your Infinite Campus Parent Account stating there are documents that need attention. If you are using the Infinite Campus Mobile App, notification will be sent to you via Infinite Campus instant messenger.
2. Log Into your Infinite Campus Parent Portal Account – You will see your message center. In the upper right corner of the screen, there is a bell with a red number. If you click on the bell it will list the notifications that the district is sending out.



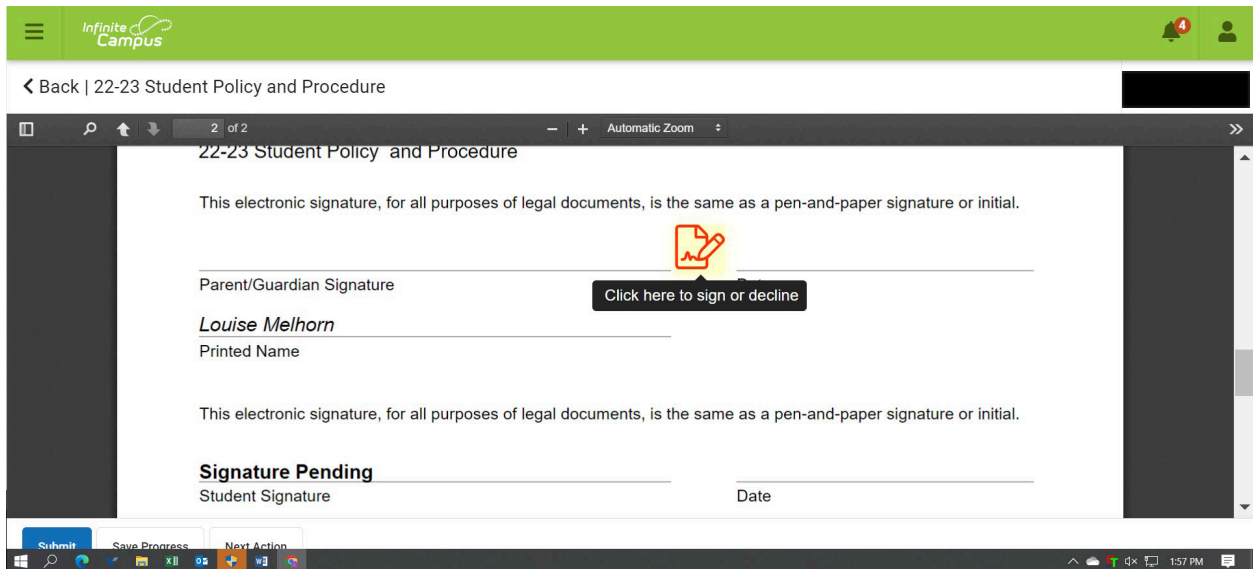
3. Click on the three menu bars in the upper left corner of your screen. Drop down the menu and select documents



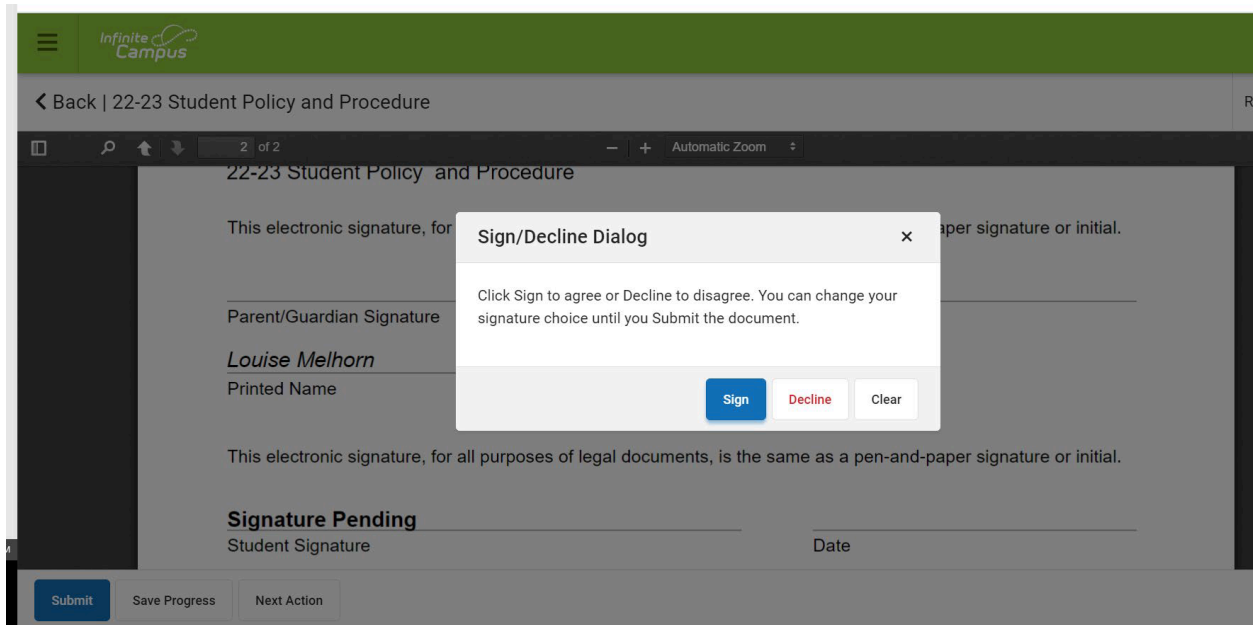
- You are now in your documents screen. The school year should be defaulted to the current year, if not, click the drop-down arrow to select the current school year. Once you have selected the year, you should see a document that “Needs Attention”. Click on a document to activate and open the document.



- Please review and complete the documents. Once you have reviewed the document, you will scroll to the last page and you will see the “click here to sign or decline” icon. If you are the primary parent/guardian on file, your name should automatically populate the “Printed Name” field on the document. Select the “Click here to sign or decline”.



- A dialog box will open, providing the option to sign, decline, or clear.



- Once you have selected the sign option an electronic signature will be attached to the document. Select the **submit button** at the bottom of the page, this will submit your electronic signature.

