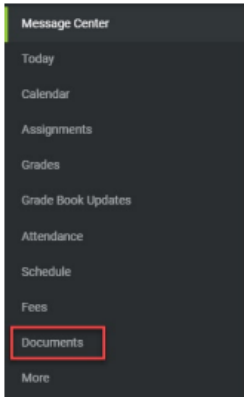


## How to Locate and Sign a Form in the Parent Portal

Office of Student Information

Any form that is shared through the parent portal can be found in the Documents section of the portal.

### Step 1: Open Parent Portal – Click on Documents

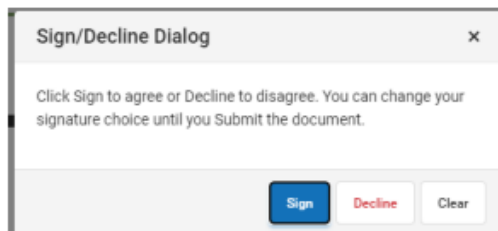


### Step 2: Look for the document you need to approve or sign, it will be noted with “Needs Attention”.



### Step 3: Click on the form to open and complete all fields that require information.

### Step 4: Click in the signature box and select **SIGN** or **DECLINE**.



### Step 4a: Sign

By completing the Sign and Submit, you agree as outlined on the form. Your signature and date will appear on the form.



**Step 5b:** Decline

By declining, you are *NOT* agreeing to the request as described on the form. The word DECLINED will appear with the date.

Signature Page, page 1 of 1

A: \_\_\_\_\_  
Parent Test

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

**DECLINED** \_\_\_\_\_ 11/13/2020  
Parent/Guardian Signature Date

Printed Name \_\_\_\_\_

Submit Next Action

If you have declined and pressed the SUBMIT button, please confirm your selection.

Confirm Decline

You are about to decline this document. Are you sure?

OK Cancel

**Note:** If you have multiple students, you must complete a separate form for each student.