PORTAL E-SIGNATURE INSTRUCTIONS

Student Device Checkout Agreement

- The Parent/Guardian must first have an ePortal Parent Infinite Campus Account created to sign the form.
- If you do not have an "ePortal Parent Campus" account, please go to <u>https://www.hallco.org/web/new-ic-users/</u> to create your parent account.
 - Parent/Guardian will need the **last four digits of your child's social security number** and **your child's birthdate** to create your "ePortal Parent Campus" account.

Once the parent/guardian has an ePortal Parent Campus Account, please go to

<u>https://campus.hallco.org/campus/portal/hall.jsp</u> to login to Parent Campus. Then go through the following steps to sign the form.

| 1. When | _ | | | | |
|---|--|--|--|-------------------|--|
| logged into | = | Campus | | | |
| Portal, click 'Documents' | Messa | ige Center | Message Center | | |
| | Today | | | | |
| | Calend | lar | Announcements Inbox | | |
| | Docum | nents | District Announcement Monday 01/18/2016 | | |
| | More | | WELCOME TO THE HALL C student's current information | O or | |
| | | | | | |
| 2. Select the Mess | bage Center Do | ocuments | | | |
| document Today | y s | School Year | | | |
| you would | ndar | 20-21 🔹 | | | |
| like to sign. | ments | Student Service | | | |
| More | · | Student Device Checkout Agreement Created: 08/10/2020 | | NEEDS ATTENTION > | |
| 3. Read and review document (Pages 1-4 in English; Pages 5-9 in Spanish). | | | | | |
| 4. At the | Signature Page, page 1 of 1 | | | | |
| bottom of | Student Device Checkout Agreement | | | | |
| the | This electronic signature, for all purposes of legal documents, is the same us a pen-and-paper signature or initial. | | | | |
| document, | | | 20 | | |
| you will find a | Parent/Guardian Signature Date | | Date | | |
| | Ander Terreget | | | | |
| Signature | Printed Name | | | | |
| the red | This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial. | | | | |
| page with | Signature Pending | | | | |
| pen icon. | Parent/Guardian Sig | Jardian Signature Date | | | |
| | David Tamayo | | | | |

| 5. Click 'Sign' | Sign/Decline Dialog × Studen Click Sign to agree or Decline to disagree. You can change your This elect Click Sign to agree or Decline to disagree. You can change your Parent/Gt Sign Parent/Gt Date |
|--|---|
| | |
| signature and date will appear, click 'Submit' | Student Device Checkout Agreement This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial. Parent/Guardian Signature Printed Name This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial. Signature Pending Parent/Guardian Signature Date Printed Name This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial. Signature Pending Parent/Guardian Signature Date Printed Name |
| | |
| 7. The Documents tab will reappear and show that you have signed the document. | School Year 20-21 Portal Student Device Checkout Agreement Created: 08/10/2020 Submitted: 08/10/2020 |
| Students whose pa agreeing to provide | rents do not sign this form are opting out of receiving a HCSD device. By not signing this form, parents are a device with similar functionality to the issued student device for school and home use. Please note that |

HCSD cannot provide any technical support for non HCSD devices.