

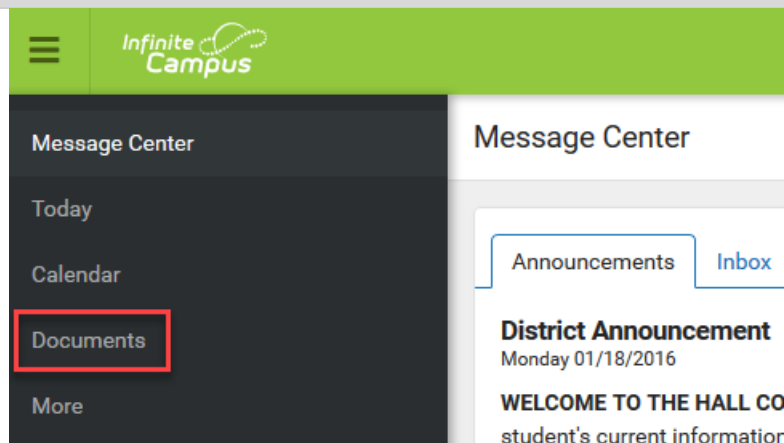
PORTAL E-SIGNATURE INSTRUCTIONS

Student Device Checkout Agreement

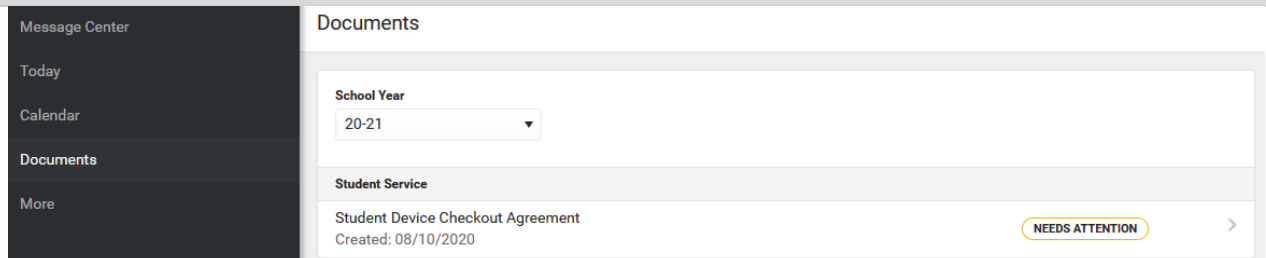
- The Parent/Guardian must first have an ePortal Parent Infinite Campus Account created to sign the form.
- If you do not have an “ePortal Parent Campus” account, please go to <https://www.hallco.org/web/new-ic-users/> to create your parent account.
 - Parent/Guardian will need the **last four digits 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 <https://campus.hallco.org/campus/portal/hall.jsp> to login to Parent Campus. Then go through the following steps to sign the form.

1. When logged into Portal, click ‘Documents’



2. Select the document you would like to sign.



3. Read and review document (Pages 1-4 in English; Pages 5-9 in Spanish).

4. At the bottom of the document, you will find a ‘Signature Page’, click the red page with pen icon.

Signature Page, page 1 of 1

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 _____ 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 _____

David Tamayo

Printed Name _____

5. Click 'Sign'

The dialog box is titled "Sign/Decline Dialog" and contains the text: "Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document." At the bottom of the dialog are two buttons: "Sign" (highlighted with a red box) and "Decline". The background document shows fields for "Parent/Guardian Signature", "Date", and "Printed Name".

6. Your signature and date will appear, click 'Submit'

The page is titled "Signature Page, page 1 of 1" and "Student Device Checkout Agreement". It contains the text: "This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial." Below this, there are two rows of signature lines. The first row has a signature "A" and a date "08/10/2020", both highlighted with red boxes and red arrows. The second row is empty. Below the signature lines are fields for "Parent/Guardian Signature", "Date", and "Printed Name".

7. The Documents tab will reappear and show that you have signed the document.

The "Documents" tab shows a list of documents. The first document is "Student Device Checkout Agreement" with a "Created: 08/10/2020" and "Submitted: 08/10/2020" status. A red box highlights the "Submitted" date. To the right of the document is a button labeled "SIGNED & PENDING" (highlighted with a red box) and a right arrow.

Students whose parents **do not sign** this form are opting out of receiving a HCSD device. By not signing this form, parents are agreeing to provide 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.