

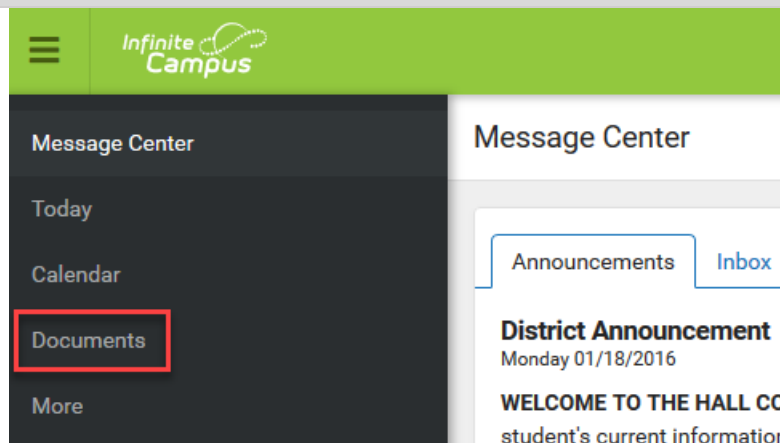
PORTAL E-SIGNATURE INSTRUCTIONS Student Device Checkout Agreement

**** Parents must sign into their Parent Portal on a **computer** before using the Parent Portal app****

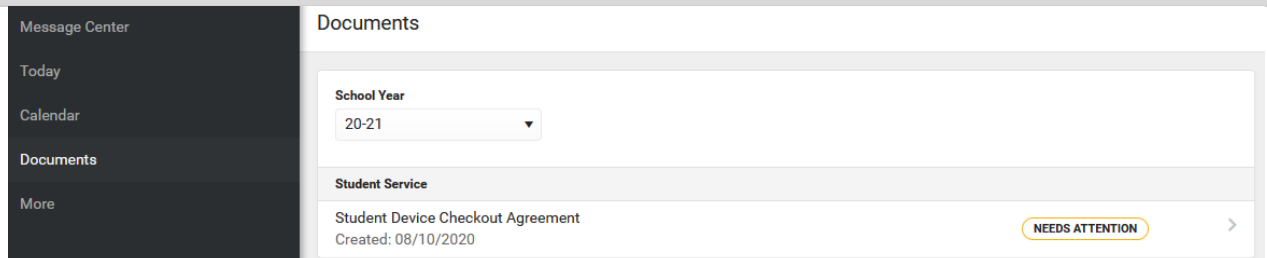
- The Parent/Guardian must first have an ePortal Parent Infinite Campus Account created to sign the form.
- If you do not have an “ePortal Parent Campus” account, please go to <https://www.hallco.org/web/new-ic-users/> to create your parent account.
 - Parent/Guardian will need the **last four digits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

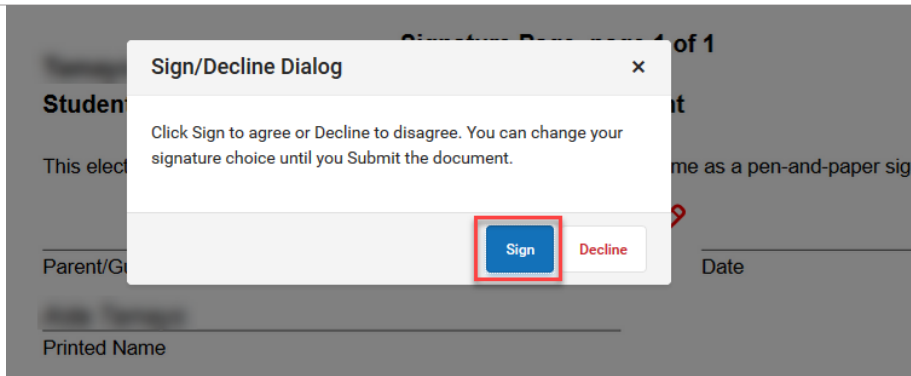


3. Read and review document (Pages 1-4 in English; Pages 5-9 in Spanish).

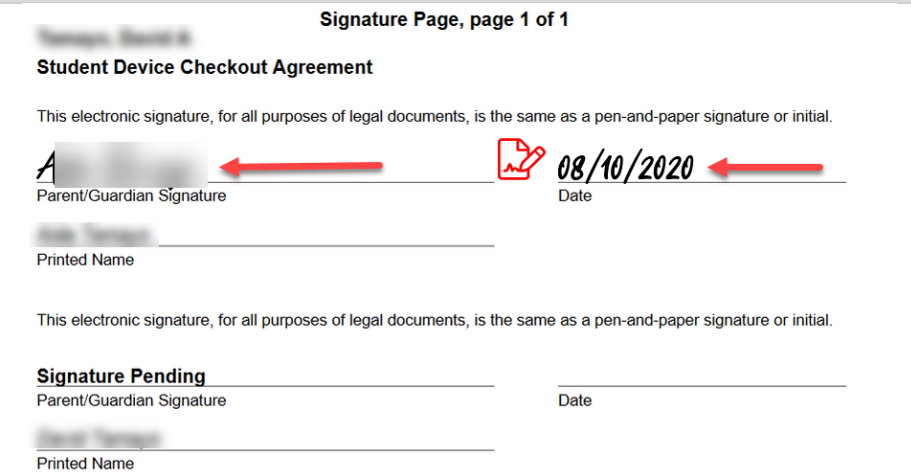
4. At the very bottom of the document (page 10), you will find a ‘Signature Page’, click the page with **red pen icon**.



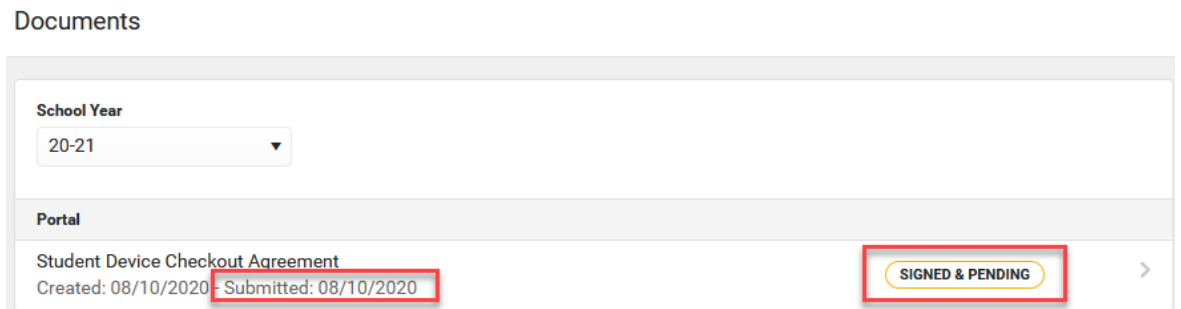
5. Click 'Sign'



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



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



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.

Parents can read and print a copy of the full agreement form at https://www.hallco.org/web/wp-content/uploads/2020/08/Student-Device-Checkout-Agreement_2020-08-09-09-49-10.pdf