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 <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		E Infinite Campus	
Portal, click 'Documents'		Message Center	Message Center
		Today	
		Calendar	Announcements Inbox
		Documents	District Announcement Monday 01/18/2016
		More	WELCOME TO THE HALL CO
			student's current information
2. Select the	Message Center Today	Documents	
document		School Year	
you would	Calendar	20-21	
lika ta cign	Documents		
like to sign.		Student Service	
like to sign.	More	Student Service Student Device Checkout Agreement Created: 08/10/2020	NEEDS ATTENTION >
		Student Device Checkout Agreement Created: 08/10/2020	nglish; Pages 5-9 in Spanish).
		Student Device Checkout Agreement Created: 08/10/2020	nglish; Pages 5-9 in Spanish).
3. R	ead and review	Student Device Checkout Agreement Created: 08/10/2020 document (Pages 1-4 in En Signature Page	nglish; Pages 5-9 in Spanish).
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3. R 4. At the very bottom of the document (page 10),	ead and review Studen This elec	Student Device Checkout Agreement Created: 08/10/2020 document (Pages 1-4 in En Signature Page t Device Checkout Agreement	nglish; Pages 5-9 in Spanish). e, page 1 of 1
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5. Click 'Sign'	Studen Studen Click Sign to agree or Decline to disagree. You can change your This elect Sign Decline Parent/Ge Printed Name
6. Your signature and date will appear, click 'Submit'	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 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 Parent/Guardian Signature Printed Name Date Printed Name Date
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: SUBMITTED: 08/10/2020
	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. 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