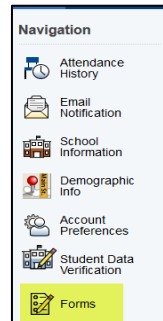


## Procedures to Electronically Sign Documents

To utilize the electronic acknowledgement tool please follow the following directions:

1. Log into the Parent Portal
2. Choose your student from the top left side if you have more than one student enrolled.
3. Select the **Forms** link on the left navigation menu



4. Select the form from the list of forms by clicking on the name of the form that is in blue (examples are in yellow highlight below).
  - You will only see the forms that pertain to your student.
  - Review and electronically sign by typing your name in the Parent/Guardian box and then click submit.
  - After the form has been signed the status will change from *Empty* to *Submitted*.

Ecollect Agreements	
Status	Form Name
Empty	Poquoson City Public Schools Student Chromebook Agreement

Ecollect Permissions	
Status	Form Name
Empty	PCPS Student Handbook & Code of Student Conduct