

## Electronic Signatures

### Electronic signatures

Document authors, collaborators, and meeting participants may electronically sign forms requiring signatures in SameGoal. Electronic signatures are turned on by default and is a district-wide setting.

**Steps** *To disable electronic signatures:*

1. Visit Settings > District Information > Administrative Options.
2. Check the **Disable Electronic Signatures** checkbox.

**Tip** To enable electronic signatures, uncheck the **Disable Electronic Signatures** checkbox. Currently logged in users will need to log out and log back in to see the change.

If electronic signatures are enabled for your district, you will see a box with a pen icon next to it in each place in a document a signature is required.

## Stored Signatures

Districts on the SameGoal Pro edition can allow users to store their own electronic signatures. When this feature is enabled, users can save their signature to their account and “stamp” that signature into signature fields in documents.

**Steps** *To enable or disable stored signatures:*

1. While logged in as an administrative user, go to **Settings > District Information**.
2. Scroll down to **Administrative Options**.
3. Either enable or disable the **Store Electronic Signatures** feature.

## Remote electronic parent signatures

Districts on the SameGoal Pro or Plus edition can share documents with parents/guardians and allow them to electronically sign documents remotely. Remote electronic parent signatures are turned on by default and is a district-wide setting. Electronic signatures are required for remote parent electronic signatures.

**Steps** *To disable remote parent electronic signatures:*

1. Visit Settings > District Information > Administrative Options.
2. Check the **Disable Remote Parent Electronic Signatures** checkbox.

**Tip** To enable remote parent electronic signatures, uncheck the **Disable Remote Parent Electronic Signatures** checkbox. Currently logged in users will need to log out and log back in to see the change.