Electronic Signatures

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.