

## 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.

## 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.