

Acknowledge Receipt

If your district is on the PRO edition of SameGoal, anyone with at least view access to a document can acknowledge their receipt of the document. Additionally, users who are on the student team or who are manually added as an acknowledger to a document will be required to review the document and acknowledge their receipt each time it's marked complete if:

- The given form type requires acknowledgement AND
- The document is not historical

Acknowledge receipt of a document

You will receive a notification each time a document requiring your acknowledgement is marked complete. If a document is amended and marked complete again, a new notification will be sent.

Steps *To acknowledge receipt from a notification:*

1. Locate the **Acknowledgement Required** notification.
2. Follow the document link from the notification.
 - If you do not have access to the document, you will need to request document access.
3. You will need to scroll to the bottom of the document to ensure you've reviewed the document fully.
4. At the bottom of the screen, click **Acknowledge**.
5. In the **Acknowledge Receipt of Document** popup, click on the signature line.
6. Adopt and sign the way you would for any electronic signature.
7. When you are finished, click **Acknowledge** to confirm.

Once you finish acknowledging the document, your acknowledgement record will be saved and you can view the acknowledgement from the Document History panel.

 **Tip** You may need to acknowledge a document multiple times if there are multiple completed versions. Acknowledging one version of a document will not act as an acknowledgement for all document versions. To acknowledge other document versions, you will need to locate the other notifications or manually acknowledge the other versions.

Manual acknowledgement

Even if you are not a required acknowledger for a document, you may still choose to add an acknowledgement.

Steps *To acknowledge receipt from a document:*

1. While in the document, open the document history panel.
2. Search for the document version you want to acknowledge.
3. Click on the three dots next to the document event and select **Acknowledge this version**.
4. You will need to scroll to the bottom of the document to ensure you've reviewed the document fully.
5. At the bottom of the screen, click **Acknowledge**.
6. In the **Acknowledge Receipt of Document** popup, click on the signature line.
7. Adopt and sign the way you would for any electronic signature.
8. When you are finished, click **Acknowledge** to confirm.

Once you finish acknowledging the document, your acknowledgement record will be saved and you can view the acknowledgement from the Document History panel.