samegoal

Electronic Signatures

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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 sign a document electronically:*

1. Click on the signature field (pen icon will appear in the top right).
2. An **Adopt and Sign** dialog box will appear.
3. Type the full name of the signer in the **Full Name** field.
4. Click the **Draw Signature** box. If using a desktop or laptop computer, use your mouse or trackpad to draw your signature. If using a tablet, phone, or touch screen laptop, use your finger to draw your signature. To clear and redraw your signature, click the **Clear** button.
5. Click **Adopt and Sign** to apply your signature to the document. Click **Cancel** if you instead wish to discard your electronic signature information.

Stored Signatures

When the feature is enabled, users on the Pro edition of SameGoal are able to save their signature to their account and "stamp" that signature into signature fields in documents.

Steps *To store a signature:*

1. Go to your **Account Menu** in the top right of your screen.
2. Select **Store signature**.
3. Click into the signature field and add your signature as normal.
4. When you're finished signing, click **Store Signature**, and then select **OK**.
5. You can replace a stored signature by clicking on the signature in the **Stored Signature** dialog box and hitting **Replace**.

Once a signature has been stored, in non-guardian signature fields, a stamp icon will appear next to the pen icon. Clicking on the signature field or the pen icon will allow a user to sign as normal, but clicking on the stamp icon will allow a user to insert their stored signature.

Steps *To insert a stored signature:*

1. Locate a signature field in a document that has a stamp icon.
2. Click on the stamp icon.
3. If the signature field is already populated, you will need to indicate you would like to **Replace** the signature before it is inserted. Otherwise the signature will be inserted automatically.