

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 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.