

Update Acknowledgers

The acknowledgement of receipt workflow is available to districts on the PRO edition of SameGoal.

Student team members are automatically considered required acknowledgers for documents that require acknowledgement. If a given form type does not require acknowledgement, the document owner can update the collaborative team to require acknowledgement from student team members. Additionally, users who are not student team members can be added as required acknowledgers by the document owner.

Update acknowledgers for a document

Steps *To update acknowledgers:*

1. Visit the document you wish to update acknowledgers for.
2. Click on **Share** in the top right corner.
3. To add a user to the collaborative team, search for the staff member under **Add User**, then click their name. The user will pop into the left column of the screen, under **Collaborative Team**.
4. Update access and acknowledgement as needed.
 - You cannot update the acknowledgement status for a user if they are a member of the student team and the form type is configured to require acknowledgement.
 - Before adding a new user as a required acknowledger, you will need to grant them document access first.
 - If a user is removed as a required acknowledger, their acknowledgement record will be closed.
5. Once you are finished making changes, click **OK** to save your changes.

If a user is added as an acknowledger, they will receive an **Acknowledgement Required** notification each time the document is marked complete.

 **Tip** If one of the student team members is a required acknowledger but they do not have document access, when the document is marked complete, the person completing the document will be prompted to grant view access to the student team members.