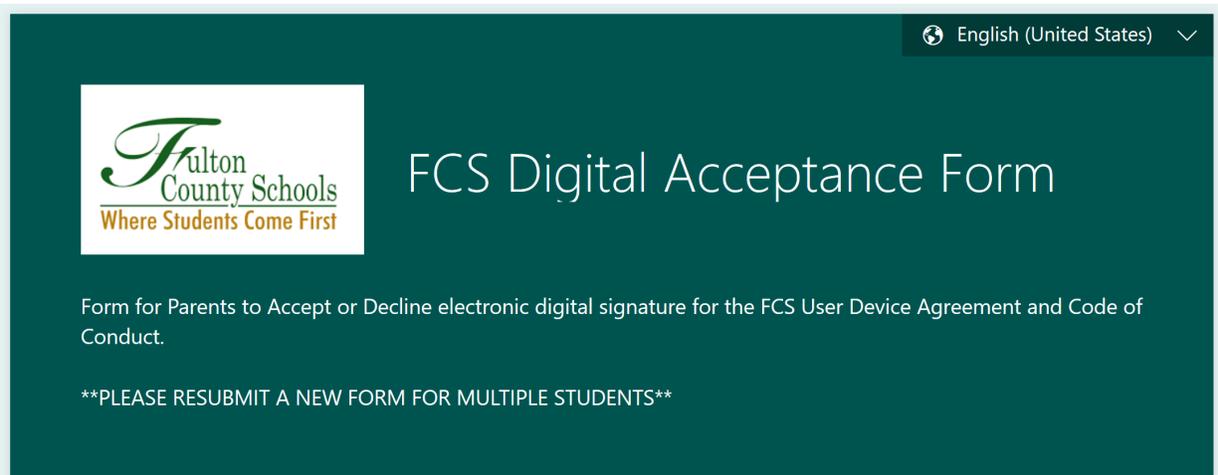


STARTING DOCUSIGN PROCESS: HOW DO I SIGN A DOCUSIGN DOCUMENT?

Completing the eSignature Acceptance form

1. Complete the FCS Digital Acceptance Form. This is the initial form sent to parents from FCS to gather information and to authorize the electronic signature process for the Device User Agreement.

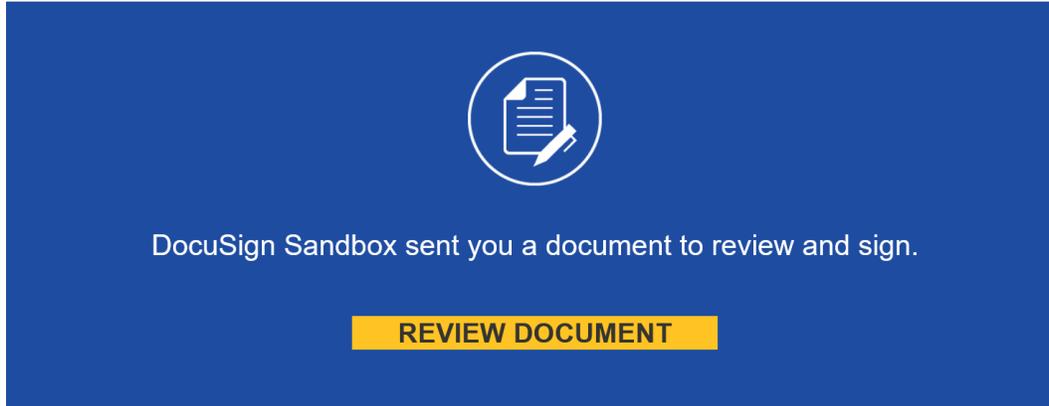
The image shows the top portion of a web form titled "FCS Digital Acceptance Form". On the left is the logo for Fulton County Schools, which includes a stylized 'F' and the text "Fulton County Schools" and "Where Students Come First". To the right of the logo, the title "FCS Digital Acceptance Form" is displayed in a large, white, sans-serif font. Below the title, there is a line of smaller white text: "Form for Parents to Accept or Decline electronic digital signature for the FCS User Device Agreement and Code of Conduct." At the bottom of this section, there is a line of text: "**PLEASE RESUBMIT A NEW FORM FOR MULTIPLE STUDENTS**". In the top right corner of the form area, there is a language selection dropdown menu showing "English (United States)" with a downward arrow.

2. Complete all fields pertaining to student information.
3. Click Submit when completed.
4. DocuSign will send the electronic Device User Agreement for signature to the email addresses provided on the form.

STARTING DOCUSIGN PROCESS: HOW DO I SIGN A DOCUSIGN DOCUMENT?

Signing the Device User Agreement

DocuSign



1. Open the email and review the message from the sender.
2. Click **REVIEW DOCUMENT** to begin the signing process.
3. Review the disclosure and select the checkbox **I agree to use Electronic Records and Signatures**.
4. Click **CONTINUE** to begin the signing process.
Note: In order to continue with the signing process, you must check I agree to use electronic records and signatures, then click CONTINUE.
5. Complete other others such as finishing later, print & sign, or declining to sign are if needed. For more information, see Other Actions. If no other actions are selected, click continue.



6. Click the **START** tag on the left to go to the first tag requiring a signature.



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7. **Fill In** the Parent/Guardian Name.
8. Click the **SIGN** tag and Adopt Your Signature.

STARTING DOCUSIGN PROCESS: HOW DO I SIGN A DOCUSIGN DOCUMENT?

You and your student agree that the District is not responsible for anything that happens with this device. You agree that your student uses this device at their own risk.

FILL IN

Parent/Guardian Name (Please Print):

Parent/Guardian Signature: Date: 7/12/2019

9. Do one of the following:
 - a. Accept the default signature and initial style and go to the next step.
 - b. Click **Change Style** and select a different signature option.
 - c. Click **Draw**. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.
 - d. Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

SELECT STYLE DRAW

PREVIEW [Change Style](#)

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

10. Click Finish when complete. A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The FCS receives an email with the signed document attached, and the signed document appears in their DocuSign account.

FINISH **OTHER ACTIONS** ▼

11. After parent signature, the Device User Agreement will be forwarded to the student identified on the Digital Acceptance form and the student will follow the same procedure detailed for the parent.