

Columbus City Schools has updated the process for students receiving Chromebooks from the District. Previously, parents had to physically sign the Chromebook Distribution Form acknowledging they understood the obligations outlined in the document to receive their device. Now, families receiving a Chromebook will sign the form using an E-Signature directly from the Parent Portal. Below are instructions on how to complete this process.

Step 1: Sign into your Infinite Campus Parent Portal

Log into the portal using the Parent Portal link on the Parent page of the CCS website: www.ccsoh.us. If you cannot recall your username and/or password, and you entered an email address during setup, you can request the information be emailed via the portal log on screen.

Username		Version: Campus.1641.
]	Columbus City, OH - SANDBOX
Password	1	
Sign In 义	Logged off	

Step 2: Open the Documents tab When the portal opens, it will automatically display the "Message Center" page. Click on the "Documents" tab. If you do not see the list of tabs on the left side of the screen click on the 3 lines at the top next to the Infinite Campus logo to display them.





Step 3: Locate the 20/21 Chromebook Distribution Parent/Guardian Document

The document will show a status of "Needs Attention". To open the document to add your signature, click on the small arrow next to the status.

Message Center	Documents	Ferris Bueller
Today		
Calendar	20-21 T	
Assignments	Special Education	
Grade Book Updates	OCCDA Second Education Service Selection	
Responsive Schedule	Created: 08/26/2020 - Received: 08/26/2020	>
	Technology Distribution	
Academic Plan	20/21 Chromebook Distribution Parent/Guardian	
Fees	Created: 08/19/2020	
Documents		Т
More		-

Step 4: Review the Document

The document will open on your screen. You can scroll up or down to see the full document. It is important to carefully read over the document to make sure you agree with all of the terms.





Parent Portal: Signing the Chromebook Distribution form with an E-Signature Date: August 31, 2020

Step 5: Attach Your E-Signature and Submit the Document

After reviewing the document, scroll to the last page and click on the icon that shows a paper and pencil to add your signature. A dialog box will appear asking do you wish to 'Sign' or 'Decline'. Click 'Sign'. Your E-Signature now displays on the document. Click the 'Submit' button at the bottom of the screen.



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Signature Page, page 1 of 1 Bueller, Ferris 20/21 Chromebook Distribution Parent/Guardian This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial. Katie Bueller Parent/Guardian Signature Katie Bueller Printed Name					
Submit	Next Action				

Step 6: Your Document has been Submitted

Back on the Documents tab, your 20/21 Chromebook Distribution Parent/Guardian Document now shows a status of 'Signed and Pending'. You do not need to do anything else. Once the building staff has accepted your document, the status will change to 'Complete'.

Anadamia Dian	Technology Distribution	
Fees	20/21 Chromebook Distribution Parent/Guardian Created: 08/19/2020 - Submitted: 08/27/2020	SIGNED & PENDING
Documents		
More		