



# Collaboration Portal

## Recipient User Guide

Updated 04/27/2020



# Collaboration Portal

## Recipient User Guide

### Overview

The Collaboration Portal allows you to sign and submit documents virtually.

This guide is interactive. Any link indicated by green underlined text can be selected to jump to a specific area.

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[Two Minute Overview Video](#)

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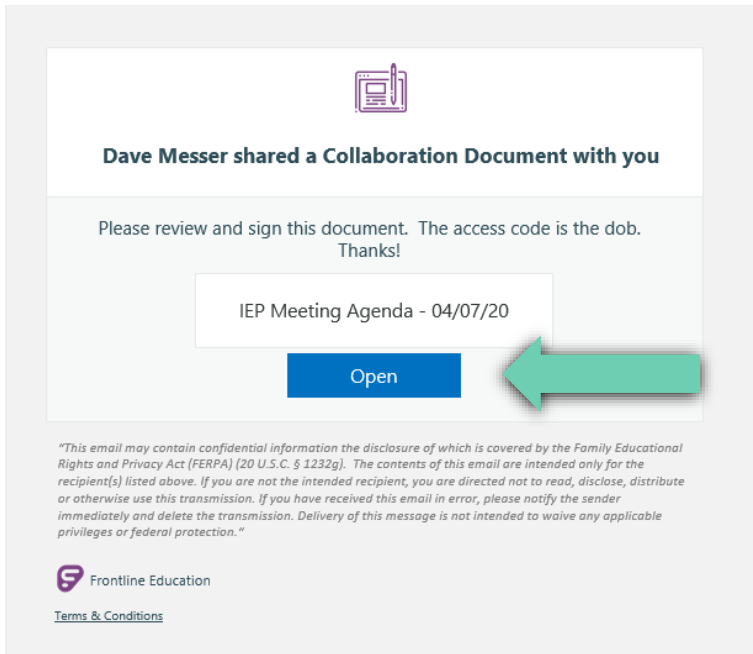


## Two Minute Overview Video

[Overview Video](#)

### Opening the Document

When a document is ready for you to sign, you will receive a notification email. The email will come from a no-reply@frontline email address. The subject line and document will indicate who created it and who it came from. **Please note that this is a secure link.**



Click the blue “Open” button in the email to move to the next step in the process.

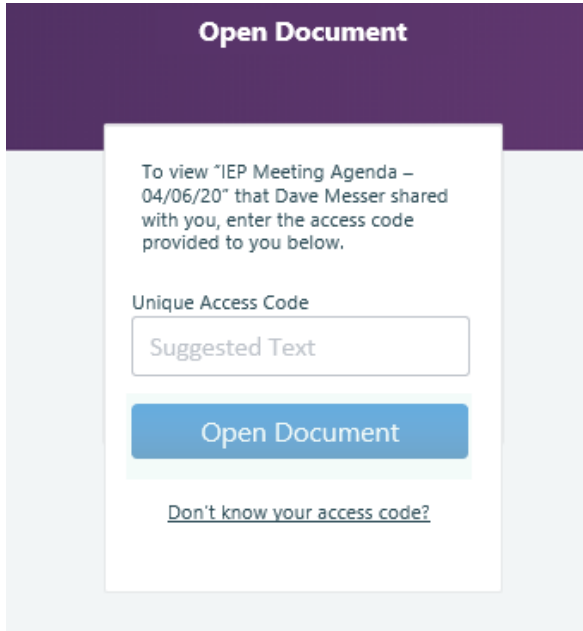


## Entering the Access Code

The access code is a mechanism to ensure the security of the document. This security can be maintained by ensuring that only those who should open the document open it.

The code is defined and shared by the person who published the document. Once you open the document, you will be prompted to enter the document access code provided to you.

Enter the code and click Open Document.

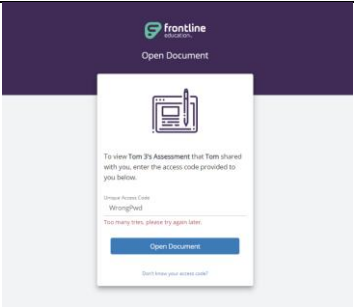
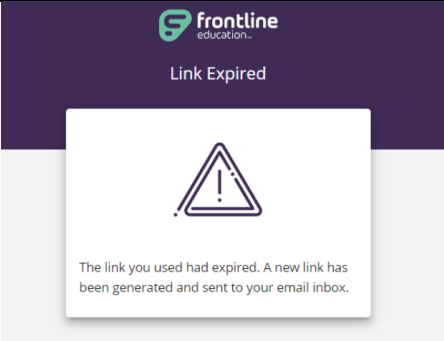
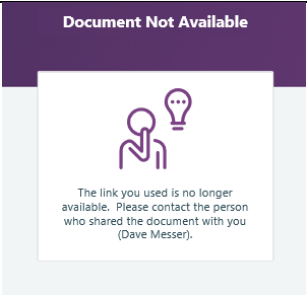


The screenshot shows a dialog box titled "Open Document" with a purple header. The main content area is white and contains the following text: "To view 'IEP Meeting Agenda – 04/06/20' that Dave Messer shared with you, enter the access code provided to you below." Below this text is a label "Unique Access Code" followed by a text input field containing "Suggested Text". Underneath the input field is a blue button labeled "Open Document". At the bottom of the dialog box, there is a link that says "[Don't know your access code?](#)".

If you are unsure of the access code, contact the person who shared the document with you

Note that the Access Code is case sensitive.



	<p>There is a limit of 5 attempts to enter the access code correctly. Once that limit is exceeded, an error message will prompt you to try again later. If you wait 5 minutes then try, that is sufficient time.</p>
	<p>The secure document link is valid for 48 hours. If it is entered past that time, you will receive an expired link message. The link will automatically be sent to your email.</p>
	<p>There are times when the district deletes a document previously sent to you. If the document you are trying to access is removed, you will get a message letting you know. In this situation, you may contact the district for more information.</p>




## Accepting The Agreement

Upon successful entry of the access code, you are taken to the agreement page. You may watch the short introduction video that will guide you through the signing process. Then select the appropriate agreement button. To continue in the process. "I Agree" must be selected.

### Getting Started

Michaela I Michaela emichaela Frontline Elementary School  
NAME OF STUDENT ID MEDICAL CAMPUS DATE OF BIRTH +

SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS  
Date of Meeting:

Name	Position	Signature	Agree	Disagree
	Parent/Child Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	District Representative		<input type="checkbox"/>	<input type="checkbox"/>
	General Education Teacher		<input type="checkbox"/>	<input type="checkbox"/>
	Special Education Teacher/ Provider		<input type="checkbox"/>	<input type="checkbox"/>
	Admin		<input type="checkbox"/>	<input type="checkbox"/>
Valerie Clements	TR		<input type="checkbox"/>	<input type="checkbox"/>

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Duration of Service: 11/18/2018 - 11/12/2023  
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0:26

I do not agree



## Signing the Document

Click the “Start Signing” button.

# Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted

Start Signing



Once the document is open, utilize the annotation tools at the top of the screen to sign. Click the pen icon. Then sign in the appropriate spot like you would on a sheet of paper.

Click Pen



Sign and Check

### SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS

Date of Meeting:

Name:	Position:	Signature:	Agree	Disagree
	Parent(s)/Adult Student			
	District Representative			
	General Education Teacher			
	Special Education Teacher/ Provider			
	Assessment			



## Using Type to Text

On the PDF, you can also utilize the type to text feature to type your name where needed.

To do so, double click the **T** icon. Choose your color. Then, click anywhere in the area you wish to type. This creates a text box. Click inside the box to begin typing and click enter when complete.



Grover Bull	General Education Teacher	<i>Kathleen Clennan</i>	X
John Wright	Special Education Teacher/ Provider		X
Joanne Kolius	Assessment		X
John Wright	District Administrator	Insert text here	X
Axel Adams	Early Childhood: Special Education Teacher		X





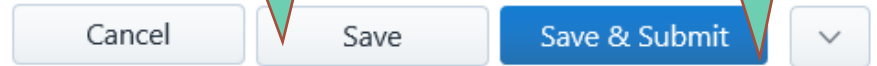
## Saving and Submitting

After the document is signed, you may click the “Save” button. This just saves your annotation and shows you the signed document.

To submit the completed document, click the “Save and Submit” button.

## Collaboration Document

Tory Blathras – IEP (Final)  
Created 04/03/2020  
● Not Submitted



## Submitting without Signing

Sometimes you may receive documents that only require you to view and submit without signing. Go to the dropdown menu at the top right, click, and choose submit.

### Collaboration Document

eStar Full ARD A - Review of Evaluation: 04/20/2020

Created Mon Apr 20 2020

● Not submitted



The screenshot shows a document header with the following text: "Date of Meeting: 09/29/2017" and "Reason for Meeting: Admission". To the right, there is a blue "Start Signing" button and a grey dropdown menu. The dropdown menu is open, showing "Download" and "Submit" options. A green arrow points down to the dropdown menu, and another green arrow points right to the "Submit" option.

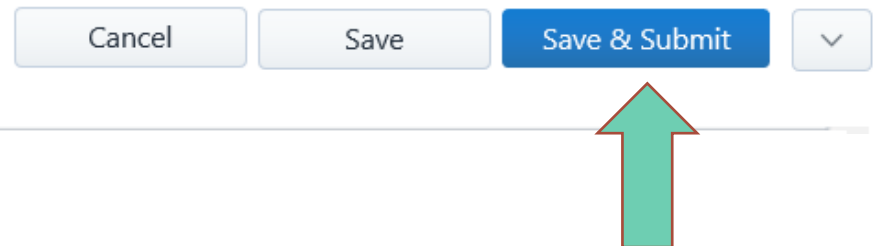
If you click the Start Signing button, you can also simply click "Save and Submit" without signing. START HERE

### Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted



The screenshot shows a row of four buttons: "Cancel", "Save", "Save & Submit", and a grey dropdown menu. A green arrow points up to the "Save & Submit" button.



## Downloading a Copy

Congratulations! You successfully signed and submitted your document! You can download a copy of the document for your records by clicking the download button.

**eStar Full ARD: 04/20/2020**

Created Mon Apr 20 2020

● Not submitted

Finish

Download

