

# Electronic Signatures Guide

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# Electronic Signatures Capture

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# Electronic Signatures Capture

## About Electronic Signatures

The Electronic Signatures feature allows for the capture of signatures on forms. Signatures can be captured various ways. The most common ways are with a device having a touch screen or a computer mouse. You may also use an iPad or a device that captures the user's pen strokes as mouse movements, such as a drawing pad or smart pen. empowER does not support electronic signature pads.

When your district makes the decision to utilize the Electronic Signatures feature in empowER, a district administrator must contact an empowER representative to have the feature enabled on your site. By default, Electronic Signatures are available on all **locked** packets and current plans that have **active** forms containing **e-signature compatible fields**. In addition, your district can choose to allow the Electronic Signatures feature to be available in all **unlocked** packets. This feature can only be enabled by an empowER representative.

Once Electronic Signatures has been activated on your site, the feature is available on all **locked** packets and current plans that have **active** forms containing **e-signature compatible fields**. These packets are indicated by an Electronic Signatures button located with the packet.

The Electronic Signatures button will display as orange or green.

- Orange indicates all electronic signatures required for this packet have not been received
- Green indicates all electronic signatures required for this packet have been received

This status is controlled by the district and is described later in this document.

Electronic Signatures are not carried forward during an amendment, revision, or review or upon importing data from a previous packet. Signatures only apply to the packet they were originally added to. Electronic Signatures are retained if a packet is unlocked and relocked for clerical corrections.

Once a packet is locked, there are two ways to initiate the signing process.

- Signing from within the locked packet
- Signing from within the Electronic Signature button

Note: In order to sign a form, the User Role must have the “Update” permission checked for the packet that is being signed. Forms and Packet Permissions are configured in User Roles. To set the “Update” permission:

- Locate the top toolbar of empowER

- Click on your name
- Click on Admin
- Click on User Roles
- Find the role you want to edit
- Click on Form and Packet Permissions
- Ensure “Update” is checked on the packet being signed

## Signing from Within the Packet

Signing from within a packet allows signees to see the signature in the context of the form. By default, Electronic Signatures can be added from within a locked packet. Additionally, your district may allow signatures in unlock packets.

To sign forms from within the packet:

- Open the packet and navigate to the form needing a signature

### **Important Note When Signing in an Unlocked Packet**

If your district has requested this feature be enabled in unlocked packets, there are a few items to note:

- When clicking on the edit pencil icon on a form that contains signatures, staff will receive a message *“IMPORTANT! You are attempting to modify a form that has been electronically signed by one or more individuals. To continue, you must agree changes made to signed forms in this packet are authorized.”*
- Click “I Do NOT Agree” to leave the confirmation popup without editing the form
- Click “I Agree” to continue editing the form
  - When editing a form that contains a signature, a reminder will display at the top of the screen on forms that contain signatures: *“IMPORTANT! You are modifying a form that has been electronically signed by one or more individuals. You agree to make only authorized changes.”*

- Locate the signature field on the form
- Click the pencil icon in the top right of the signature field

ARD Participant Signatures				
The following were participants in the development of this Individualized Education Program (IEP)				
Position	Name	Signature	Date	Agreement
Administrator/Designee	John Smith		08/03/21	Agree

- The signee will enter their Name
- Using the signing device provided by your district, the signee will sign their name in the signature field
- The signee will check the box “I acknowledge that I am the person listed above and understand that this signature is legally binding as a signed contract.”

### New Signature for ARD - Signatures - Representative Signature

\* Name

John Smith

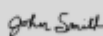


☒ I acknowledge that I am the person listed above, and understand that this signature is legally binding as a signed contract.

- The signee will click Create Signature (*Click Cancel to leave the screen without signing*)
- The signee is returned to the packet and the signature is visible on the form

#### ARD Participant Signatures

The following were participants in the development of this Individualized Education Program (IEP)

Position	Name	Signature	Date	Agreement
Administrator/Designee	John Smith		08/03/21	Agree

- Continue this process, opening the appropriate forms, locating the signature fields, and following the steps listed above
- Note: Depending on the packet and state/district process and procedures, signatures may not be required. It is the district's responsibility to gather the appropriate signatures for each packet. The system does not require signature fields to be complete.

## Signing from Within the Electronic Signatures Button

Electronic Signatures can be added from within the Electronic Signature button. This allows signees to see a condensed list of forms and their corresponding signature fields. Signees can enter their Name one time, saving time if multiple signatures are needed. To sign forms from the Electronic signatures button:

- Click the Electronic Signatures button located near the packet name

## CURRENT PLAN

Initial ARD

Event Date: 08/03/2020  Locked: 08/03/2020

☒ Electronic Signatures

- The screen will indicate the Packet Name, Student and display a message stating “The electronic signatures below apply only to the packet name that took place on event date.”

empowEr
Dashboard
Launchpad
Reports
Messages
CLASS
D Session

Packet: Initial ARD
Student: John Chance ID# 222555888
Signatures

The electronic signatures below apply only to the Initial ARD that took place 12/03/2021

Name

- The signee will enter their Name and click Ok
  - By completing this section, the system will remember the signee until the Clear button is clicked. This allows a signee to identify their personal information one time and sign in multiple fields without having to enter their personal information prior to each signature.
  - If Name is not entered here, the signee will be required to enter this information prior to each signature.
- All active forms containing e-signature compatible fields will be listed with their corresponding signature fields.
- Locate the appropriate signature field on the screen
- Click the Sign button

empower Dashboard Launchpad Reports Messages CLASS D Section

## Packet: Initial ARD

Student: John Chance ID# 222555888

### Signatures

The electronic signatures below apply only to the Initial ARD that took place 12/03/2021

Name  
Tim Adams

ARD Meeting Notice

Parent Signature	Signature required	Sign
Signature of adult student	Signature required	Sign
Signature of Adult Student	Signature required	Sign
Signature of Interpreter, if used.	Signature required	Sign
Signature of Parent/Guardian, Surrogate Parent/Adult Student	Signature required	Sign

- Name will autofill from the previous screen
  - If the signer did not enter this data on the previous screen, the signer is required to enter it before signing.
- Using the signing device provided by your district, the signee will sign their name in the signature field.
- The signee will check the box "I acknowledge that I am the person listed above and understand that this signature is legally binding as a signed contract."

## New Signature for ARD - Signatures - Signature of Interpreter, if used

Name  
Tim Adams

Tim Adams

☒ I acknowledge that I am the person listed above, and understand that this signature is legally binding as a signed contract.

Cancel Create Signature

- The signee will click Create Signature (*Click Cancel to leave the screen without signing*)
- The signee is returned to the Signature screen and the signature is visible on the screen

- If there are additional fields needing a signature from the current signee, locate the next signature field and click the Sign button and following the steps listed above
- If the current signee has completed all signature fields, locate the personal information at the top of the screen and click the Clear button
- The next signee will enter their Name and click Ok and follow the steps as listed above
- Continue this process until all appropriate signatures have been gathered
- Note: Depending on the packet and state/district process and procedures, signatures may not be required. It is the district's responsibility to gather the appropriate signatures for each packet. The system does not require signature fields to be complete.

## Editing an Electronic Signature

Editing Electronic Signatures can be used when a signature is completed in error. It is recommended this feature be limited to administrative staff.

## Setting the Permission to Edit Electronic Signatures

Editing Electronic Signatures is available on your site and access to this feature is controlled through a permission in User Roles. To set this permission:

- Locate the top toolbar of empowEr
- Click on your name
- Go to Admin
- User Roles
- Find the role you want to edit



- Click on Role Permissions
- In the Administrative Permissions section, click on Edit Electronic Signature

Administrative Permissions
Check all

<input checked="" type="checkbox"/> Access Accommodation Maintenance	<input checked="" type="checkbox"/> Access Admin Menu	<input checked="" type="checkbox"/> Access Bulk Staff Assignments
<input checked="" type="checkbox"/> Access Bulk Student Enrollments	<input checked="" type="checkbox"/> Access Collections Admin	<input checked="" type="checkbox"/> Access Custom Plan Attributes
<input checked="" type="checkbox"/> Access Extra Student Fields Admin	<input checked="" type="checkbox"/> Access Grade Level Admin	<input checked="" type="checkbox"/> Access MTSS/RTI Maintenance
<input checked="" type="checkbox"/> Access Packet Outcomes	<input checked="" type="checkbox"/> Access Program Attributes	<input checked="" type="checkbox"/> Access Program Log Messages
<input checked="" type="checkbox"/> Access Program Summaries	<input checked="" type="checkbox"/> Access Progress Maintenance	<input checked="" type="checkbox"/> Access Services Admin
<input checked="" type="checkbox"/> Access Student Transfer	<input checked="" type="checkbox"/> Access Support	<input checked="" type="checkbox"/> Access User Roles
<input checked="" type="checkbox"/> Edit Electronic Signatures	<input checked="" type="checkbox"/> Elevated Form Permissions	<input checked="" type="checkbox"/> Import External Data
<input checked="" type="checkbox"/> Manage District Narratives	<input checked="" type="checkbox"/> Override Locked Packets	<input checked="" type="checkbox"/> Override Locked Progress Monitoring
<input checked="" type="checkbox"/> Override Locked Progress Report	<input checked="" type="checkbox"/> Override Packet Dates	<input checked="" type="checkbox"/> Override Program Status
<input checked="" type="checkbox"/> Send Mass Messages		




## Deleting an Electronic Signature

Once the permission “Edit Electronic Signatures” has been enabled for a user role, the user will see a delete trashcan icon next to all signatures.

When signing from within a packet, the delete trashcan icon appears in the top right corner of the signature field:

**ARD Participant Signatures**

The following were participants in the development of this Individualized Education Program (IEP)

Position	Name	Signature	Date	Agreement
Administrator/Designee	John Smith	 	03/08/21 	Agree 

When signing from within the Electronic Signatures screen, the delete trashcan icon appears to the right of the signature row:

Signature was successfully created

Packet: Initial ARD [More Details](#) [Back](#)

Student: John Chance ID# 222555888

Signatures

The electronic signatures below apply only to the Initial ARD that took place 12/03/2021


Name  [Clear](#) [OK](#)

ARD Meeting Notice

Parent Signature Signature required [Sign](#)

Signature of adult student Signature required [Sign](#)

Signature of Adult Student Signature required [Sign](#)

Signature of Interpreter, if used.  Tim Adams Interpreter

To remove a signature:

- Click the delete trashcan icon
- A confirmation will appear “Are you sure you want to delete the signature? This action CANNOT BE UNDONE!”

Are you sure you want to delete the signature? This action CANNOT BE UNDONE!

[OK](#) [Cancel](#)

- Click Ok to delete the signature (*Click Cancel to leave the confirmation popup without completing the action*)

## Indicating all Electronic Signatures have been Received

Depending on the packet and state/district process and procedures, signatures may not be required. It is the district’s responsibility to gather the appropriate signatures for each packet. The system does not require signature fields to be complete.

After all signatures have been gathered:

- If you completed signatures from within the packet, exit the packet and click the Electronic Signatures button located near the packet name
- If you completed signatures from within the Electronic Signatures button, follow the steps below

To indicate all electronic signatures have been received:

- Locate the checkbox at the bottom of the signatures screen “All electronic signatures required for this packet have been received”
- Check the box and click Complete Signing

☒ All electronic signatures required for this Initial ARD have been received
 Complete Signing

- A confirmation will appear “Electronic Signatures cannot be added to the document or modified after signing is complete. MARKING THE SIGNING COMPLETE CANNOT BE UNDONE. Are you sure you want to complete signing?”

Electronic Signatures cannot be added to the document or modified after signing is complete. MARKING THE SIGNING COMPLETE CANNOT BE UNDONE. Are you sure you want to complete signing?

OK

Cancel

- Click Ok to complete the signing process (*Click Cancel to leave the confirmation popup without completing the action*)
- The screen will refresh, and signatures can no longer be applied
- Click Back to return to Plan Central
- The Electronic Signatures button is green indicating all electronic signatures required for this packet have been received

### CURRENT PLAN

Initial ARD

Event Date: 08/03/2020 Edit Locked: 08/03/2020

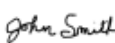
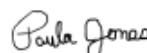
Amend

View Progress

Electronic Signatures

## Printing Forms with Electronic Signatures

Printing can be accessed from within any packet by clicking on the “Print” or “Print and Share” button. Signatures will display on printed forms.

SIGNATURE PAGE				
Student Name: Edward James Novak			Date of Meeting: 08/03/2020	
<b>ARD Participant Signatures</b>				
The following were participants in the development of this Individualized Education Program (IEP)				
Position	Name	Signature	Date	Agreement
Administrator/Designee	John Smith		08/03/2020	Agree
Parent/Guardian/Adult Student	Paula Jones		08/03/2020	Agree

Within the print screen, an additional System Archived Documents section will appear. Click on the section header to expand it. Each time a signature is added or deleted a System Archived Document is generated. System Archived Documents show a history of the signature process and cannot be deleted.

Documents

[+ Document](#)

Status	Date	Forms [Language]	Who
<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; border-radius: 50%; margin-right: 5px;"></div> Completed </div>	Created: 11/10/2023	2	Created: Marissa Ximenez

Shares

[+ Document](#)




There are no shares.

▶ Expired Shares

[+ Document](#)

▼ System Archive Documents

[+ Document](#)

Status	Date Created	Forms	Reason Created
<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; border-radius: 50%; margin-right: 5px;"></div> Completed </div>	11/09/2023	All	Signature Deleted <span style="float: right;"></span>
<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; border-radius: 50%; margin-right: 5px;"></div> Completed </div>	04/27/2023	All	Signature Added <span style="float: right;"></span>
<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; border-radius: 50%; margin-right: 5px;"></div> Completed </div>	11/04/2022	All	Signature Added <span style="float: right;"></span>

## Using MyStudentPlan Portal to Gather Remote Signatures

MyStudentPlan Portal is a service offered to parents, guardians, and district staff for accessing and electronically signing shared documents. Please see the help documents for MyStudentPlan Portal for more information.

## Using Video Conferencing to Gather Remote Signatures

To access the Electronic Signatures feature, a user must be logged into empowEr. Signees that do not have access to empowEr, such as parents or guardians, can electronically sign by using the district device where the empowEr forms are being presented during the meeting. If signees are participating remotely and they do not have a login to empowEr, electronic signatures can be gathered by using tools that allow for remote control of the presenter's screen. If your district uses tools that provide this functionality, the empowEr user can give temporary control to the parent or guardian. Once signing is complete by the remote participant, the empowEr user can regain control and continue with the meeting.

**Screen sharing and video conferencing tools are not promoted or supported by empowEr. A few example tools are listed below to help your district when considering electronic signatures for remote participants.**

**Zoom** – Visit the Zoom Help Center for more information: <https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control>

**JoinMe** – Visit the JoinMe Help Center for more information: [https://help.join.me/s/article/joinme-jm-faq-requestmouse?language=en\\_US](https://help.join.me/s/article/joinme-jm-faq-requestmouse?language=en_US)

**Chrome Remote Desktop** - Visit the Google Chrome Help Center for more information: <https://support.google.com/chrome/answer/1649523?co=GENIE.Platform%3DDesktop&hl=en>