



Collaboration Portal

Recipient User Guide - English and [Spanish](#)

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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[Entering the Access Code](#)

[Accepting the Agreement](#)

[Signing the Document](#)

[Using Text to Type](#)

[Saving and Submitting](#)

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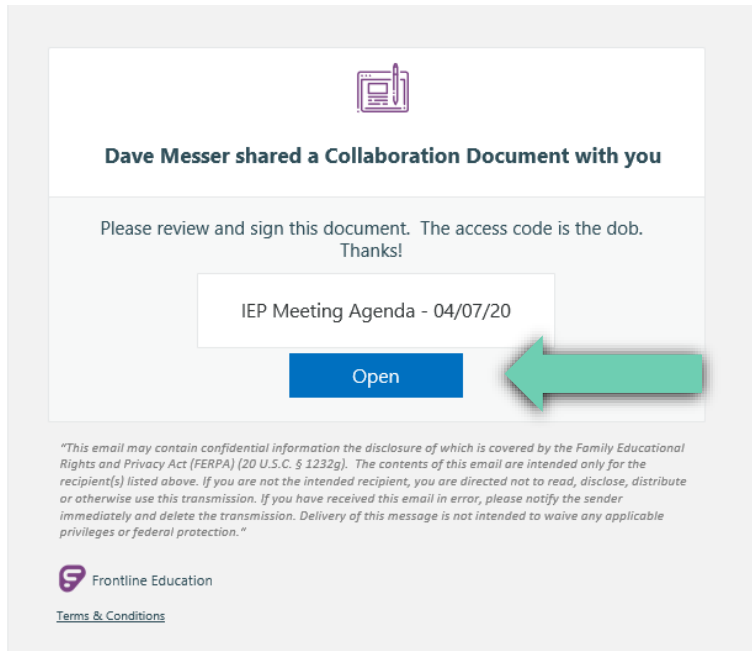
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Two Minute Overview Video

[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.**



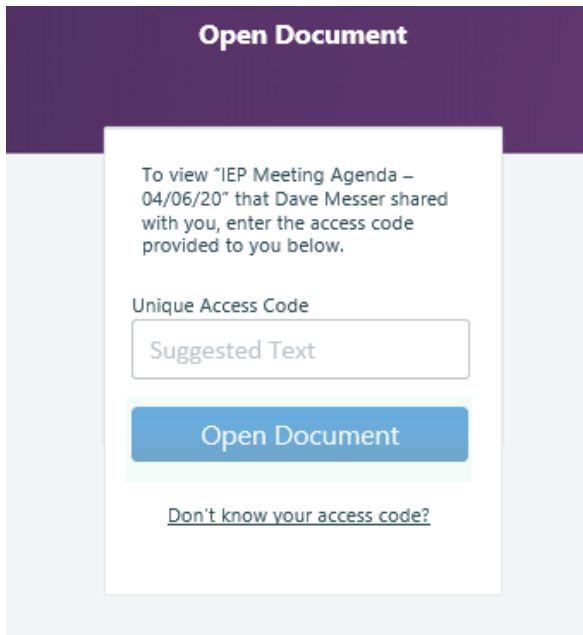
Click the blue “Open” button in the email to move to the next step in the process.

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.

A screenshot of a web interface titled "Open Document" in 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 with the placeholder "Suggested Text". Under the input field is a blue button labeled "Open Document". At the bottom of the white area is a link that says "Don't know your access code?".

Open Document

To view "IEP Meeting Agenda – 04/06/20" that Dave Messer shared with you, enter the access code provided to you below.

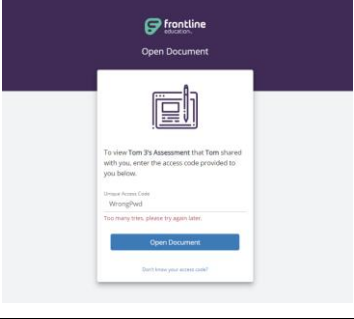
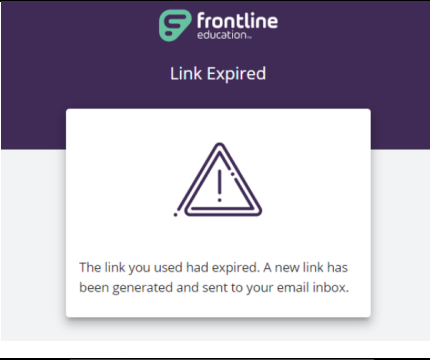
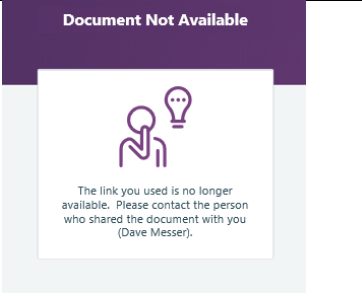
Unique Access Code

Open Document

[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.

	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.
	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.
	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.

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#

SCHOOL

CAMPUS

DATE OF BIRTH

+

SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS

Date of Meeting:

Name	Position	Signature	Sign	Signature
1	Parent/Student		☒	
	District Representative			
	General Education Teacher			
	Special Education Teacher/ Provider			
	John			
Valeria Clemente	12			

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0:26

Electronic Signature Agreement

By using the annotation tools to sign, I have electronically signed it. I agree that my electronic signature is the legal equivalent of my handwritten signature on a paper form. I consent to be legally bound by the terms and conditions of the form and also attest to the accuracy and validity of the data and information on the form, to my best information and knowledge.

I do not agree

I agree

Signing the Document

Click the “Start Signing” button.

Collaboration Document

Tory Blathras – IEP (Final)

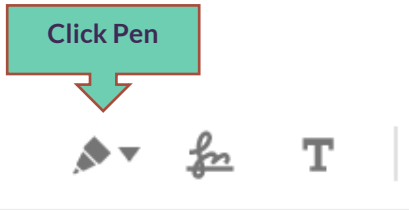
Created 04/03/2020

● 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.



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

Cancel

Save

Save & Submit



Saves the
annotations and
allows viewing

Submits
completed
document

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

Start Signing

▼

Download

Submit

Date of Meeting: 09/29/2017

Reason for Meeting: Admission

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

Cancel

Save

Save & Submit

▼

Downloading a Copy



Collaboration Portal



Guía del usuario destinatario

Actualizado el 04/27/2020

Collaboration Portal

Guía del usuario destinatario

Descripción general

El Portal de colaboración le permite firmar y enviar documentos virtualmente.

Esta guía es interactiva. Cualquier enlace indicado mediante texto subrayado en verde se puede seleccionar para saltar a un área específica.

[Vídeo de resumen de dos minutos](#)

[Abrir el documento](#)

[Introducir el código de acceso](#)

[Aceptar el acuerdo](#)

[Firmar el documento](#)

[Usar texto para teclear](#)

[Guardar y enviar](#)

[Enviar sin firmar](#)

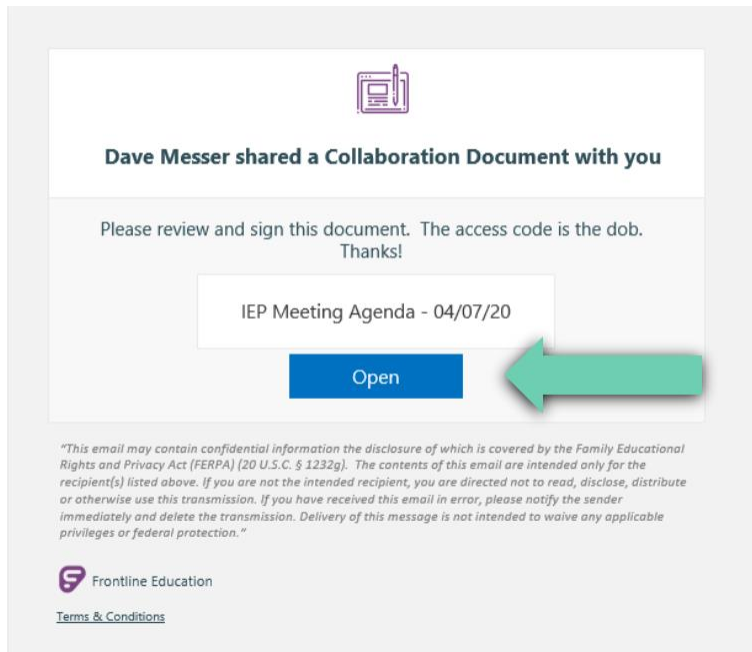
[Descargar una copia](#)

Vídeo de resumen de dos minutos

[Vídeo de resumen](#)

Abrir el documento

Cuando un documento esté listo para que lo firme, recibirá un correo electrónico de notificación. El correo electrónico vendrá de una dirección no-reply@frontline. La línea de asunto y el documento indicarán quién lo creó y de quién procedió. **Tenga en cuenta que este es un enlace seguro.**



Haga clic en el botón azul "Abrir" en el correo electrónico para pasar al siguiente paso del proceso.

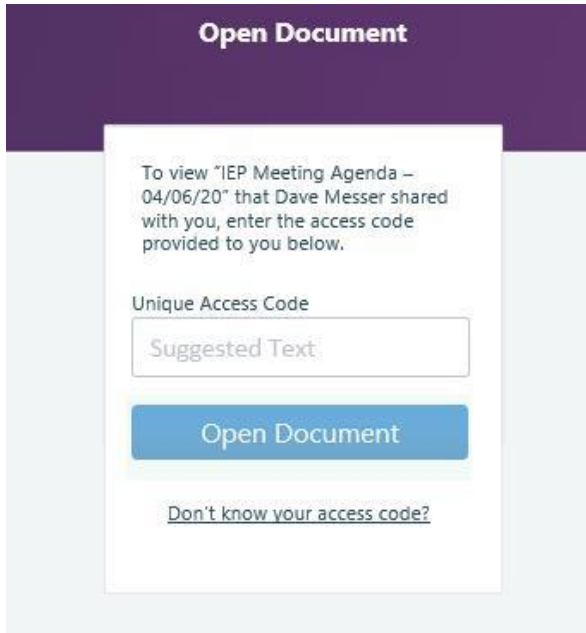


Introducir el código de acceso

El código de acceso es un mecanismo para garantizar la seguridad del documento. Esta seguridad se puede mantener garantizando que solo aquellos que deban abrir el documento lo abran.

El código es definido y está compartido por la persona que publicó el documento. Una vez que abra el documento, se le pedirá que introduzca el código de acceso al documento que se le proporcionó.

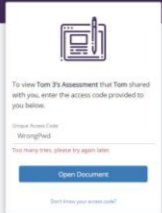
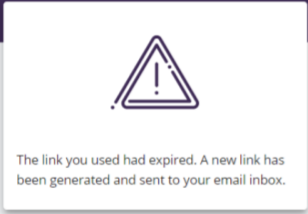
Introduzca el código y haga clic en Abrir documento.



Si no está seguro del código de acceso, contacte con la persona que compartió el documento con usted.

Tenga en cuenta que el Código de acceso distingue entre mayúsculas y minúsculas.



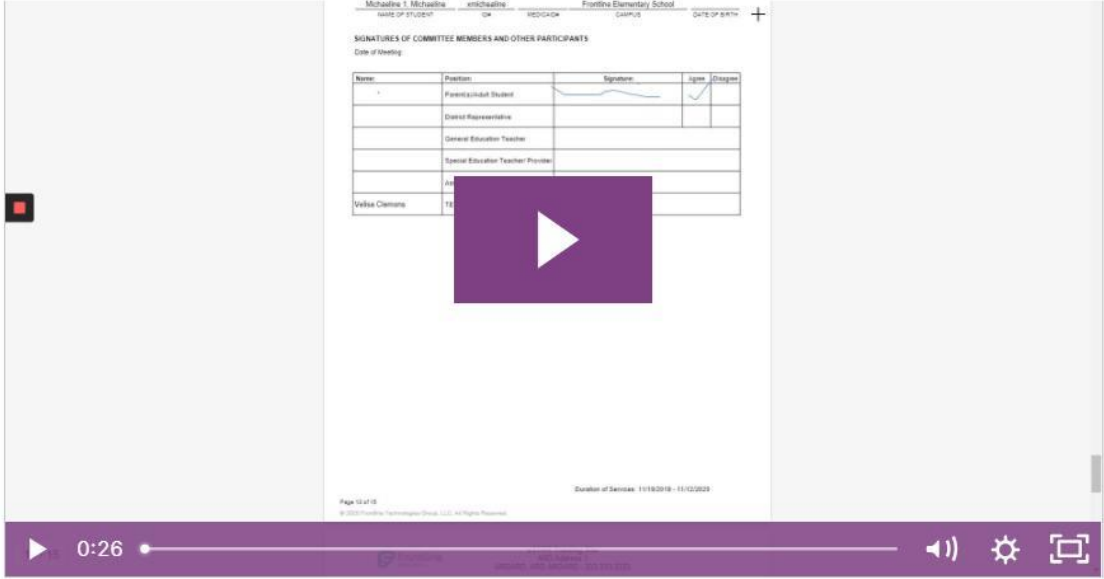
		Hay un límite de 5 intentos para introducir el código de acceso correctamente. Una vez que se supere ese límite, un mensaje de error le pedirá que intente nuevamente más tarde. Si espera 5 minutos y luego lo intenta, es tiempo suficiente.
		El enlace de documento seguro es válido durante 48 horas. Si se introduce después de ese tiempo, recibirá un mensaje de enlace caducado. El enlace se enviará automáticamente a su correo electrónico.
		Hay momentos en que el distrito elimina un documento que se le envió previamente. Si se elimina el documento al que está intentando acceder, recibirá un mensaje que le informará. En esta situación, puede contactar con el distrito para obtener más información.



Aceptar el acuerdo

Al introducir con éxito el código de acceso, se le dirigirá a la página del acuerdo. Puede ver el breve vídeo de introducción que le guiará a través del proceso de firma. Luego seleccione el botón de acuerdo apropiado. Para continuar en el proceso. Se debe seleccionar "Acepto".

Getting Started



Michaeline I. Michaeline emichaeline 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	Sign	Designate
1	Parent/Adult Student		☒	
	District Representative			
	General Education Teacher			
	Special Education Teacher/Provider			
	Other			
Valerie Clemente	12			

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Duration of Services: 11/18/2019 - 11/12/2020

0:26

I agree

Electronic Signature Agreement. By using the annotation tools to sign, I have electronically signed it. I agree that my electronic signature is the legal equivalent of my handwritten signature on a paper form. I consent to be legally bound by the terms and conditions of the form and also attest to the accuracy and validity of the data and information on the form, to my best information and knowledge.

I do not agree **I agree**



Firmar el documento

Haga clic en el botón "Iniciar firma".

Collaboration Document

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

Start Signing

▼

Una vez que el documento esté abierto, utilice las herramientas de anotación en la parte superior de la pantalla para firmar. Haga clic en el icono del bolígrafo. Luego, firme en el lugar apropiado como lo haría en una hoja de papel.

Haga clic en el bolígrafo



SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS
Date of Meeting:

Firme y compruebe

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



Usar texto para teclear

En el PDF, también puede utilizar la función de teclear texto para escribir su nombre donde sea necesario.

Para hacerlo, haga doble clic en el icono de la T. Elija su color. Luego, haga clic en cualquier parte del área en la que desee escribir. Esto crea un campo de texto. Haga clic dentro del cuadro para comenzar a escribir y haga clic en Intro cuando haya terminado.



Grover Bull	General Education Teacher	<i>Kenneth 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



Guardar y enviar

Después de firmar el documento, puede hacer clic en el botón "Guardar". Esto solo guarda su anotación y le muestra el documento firmado.

Para enviar el documento completo, haga clic en el botón "Guardar y enviar".

Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted

Cancel

Save

Save & Submit



Guarda las
anotaciones y
permite verse

Se envía
el documento
completo



Enviar sin firmar

En ocasiones, puede recibir documentos que solo requieren que vea y envíe sin firmar. Vaya al menú desplegable en la esquina superior derecha, haga clic y elija enviar.

Collaboration Document

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

Created Mon Apr 20 2020

● Not submitted



Date of Meeting: 09/29/2017 Reason for Meeting: Admission

Start Signing

Download

Submit

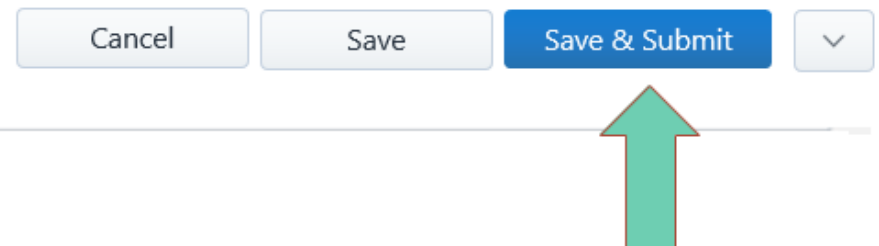
Si hace clic en el botón Iniciar firma, también puede simplemente hacer clic en "Guardar y enviar" sin firmar. EMPIECE AQUÍ

Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted



Cancel Save Save & Submit



Descargar una copia

¡Enhorabuena! ¡Ha firmado y enviado correctamente un documento! Puede descargar una copia del documento para sus registros haciendo clic en el botón de descarga.

eStar Full ARD: 04/20/2020

Created Mon Apr 20 2020

● Not submitted

Finish

Download



